

Last Updated 18th April 2016

Lucan Community College
Esker Drive
Lucan
Co. Dublin

Critical Incident Policy

April 2016

Ratified by Board of Management 18th April 2016

Signed: 

(Chairperson of Board of Management)

The Critical Incident Management Team.

- Principal
- Deputy Principal
- Guidance Counsellors
- Relevant Year Head/Class Tutor
- Other suitably appointed personnel

1) Procedures to be followed.

Once a critical incident occurs and comes to the attention of a member of the school community, he/she should contact the senior management of the school forthwith.

All official communications from the college (e.g. texts, phone calls, social media, emails, etc. should be handled by the Critical Incident Team in consultation with senior management.

However, where it is apparent that an emergency situation exists, it might be necessary to contact emergency services in the first instance.

2) Establish all facts.

It is important to obtain accurate information about the incident. This may involve contacting Gardai, Religious Leaders, Hospitals, and Parents etc.

3) Contact appropriate agencies.

These agencies include emergency or medical services, Dublin and Dún Laoghaire Education and Training Board (DDLETB), Psychological Support Service (PSS), Department of Education and Skills (DES) or any relevant local /other support available.

4) Convene a meeting of the Critical Incident Team.

This group will agree an immediate plan of action and produce a statement of facts for staff, students, parents and the media.

Delegating tasks e.g.

- One spokesperson to deal with the media;
- Appointing an individual to handle phone enquiries;

8) Liaising with the Media.

One person should act as spokesperson. A prepared statement should be simple, factual and brief. Avoid conjecture.

Priority should be given to the sensitivities and needs of those affected directly by the incident.

9) Others to be informed.

- Board of Management
- Parent Association
- School Insurers
- DDLETB

10) Follow-up

The critical incident team should reconvene shortly after the event to assess whether additional needs have arisen and whether specific follow up is required to support individuals through counselling or other means and appropriate advice given to parents/guardians as a result.

11) Review

It is important to evaluate the response to the incident and amend the plan, where appropriate.

A Critical Incident debriefing programme should be provided to all members of the school community after the core elements of the crisis have ended.

Appendix 2

Record of Policy Updates

Ratification date	Page	Change
18 April 2016	Front cover	New cover page added
	Pg 3	Addition of “all official communications” paragraph
	Throughout	Update of acronyms (PSS, DDLETB, etc.)
	Pg 4	Addition of “arrange to manage other appropriate communications (e.g. social media);
	Pg 5	Addition of 10) Follow-up section