



CRISIS & EMERGENCY MANAGEMENT PLAN

PREVENTION AND PREPARATION

AIMS

The objective of the Crisis Management Plan is to effectively manage the impact of a critical incident through a planned response provide support to members of the Aranmore Catholic College Community that leads to recovery.

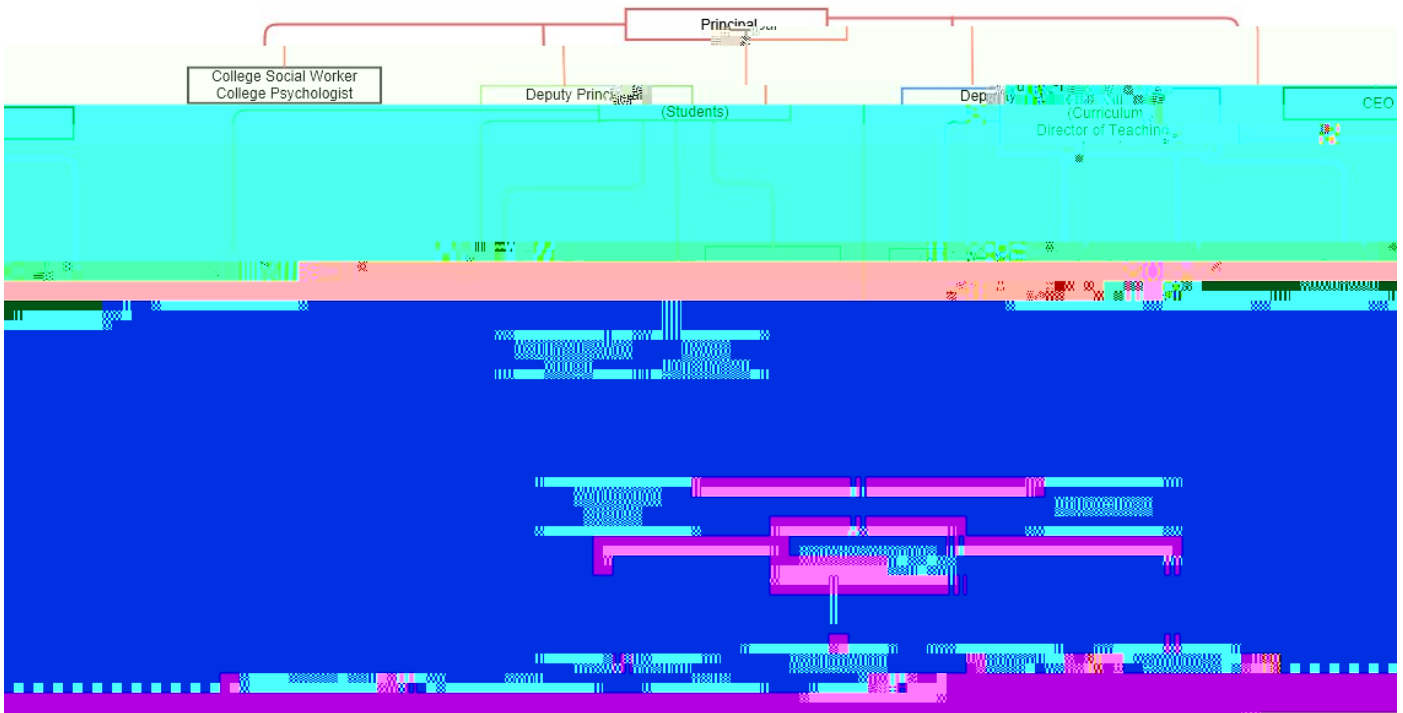
The guiding principles of the plan are:

- x Aranmore College has a duty of care to students, staff and others who may visit the school.
- x Prevention and preparation
- x Maintenance of stability and routine functioning within the school
- x A communication process to ensure speedy, accurate and appropriate information dissemination.
- x Engagement with CEO and appropriate use of external support agencies.
- x Ensuring all staff should be familiar with the Crisis/ Emergency response and their role and expectations of them.

PREVENTING AND PREPARING FOR A CRISIS

- x Risk assessment/ audit of vulnerabilities annually.
- x Regular review of plan, annually and after any incident requiring its use.
- x Key saproducing a physical, emotional or psychological distress, or threatens the safety of students and staff. A critical incident is likely to impact on the capacity for normal

CRISIS MANAGEMENT TEAM TELEPHONE TREE



IMPLEMENTATION OF ACTION PLAN

IMMEDIATE ACTION

Actions not necessarily carried out sequentially

CRISIS IDENTIFIED

- x Information verified and all known information directed by suitable person to the Principal.
- x Most Senior available Staff Member assesses situation and considers risk to staff and students. Deputy Principal (Students) or executes any necessary emergency procedures or safety precautions.
- x First Aid administered if required.
- x Principal to call meeting of the Crisis Management Team as soon as possible who will review the situation, set priorities, allocate tasks/ responsibilities and coordinate an immediate response including communication.

Police/Parent contact

Principal or delegate of to liaise with emergency services in event of death.
Principal to inform Parent/Guardian of serious injury.

x Review

- o Crisis Management Team to meet again at the end of the day.

ROLES AND RESPONSIBILITIES

- x Work with Campus Minister and other relevant staff to arrange whole school or Year group Masses/ Liturgies.

DEANS

'Daily organiser' to provide relief for staff to enable them to go home if needed or attend briefing sessions.

- x All Deans be prese

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APPENDIX B
CRISIS MANAGEMENT TEAM RECORD SHEET

Incident: _____

APPENDIX C

INFORMING ALL STAFF AT A BRIEFING MEETING

- x Check attendance staff absent should be briefed as soon as possible.
- x Verify and restate factual information about the incident, so that staff can understand what has happened, (this is subsequent to consent from family and adhering to Police instructions and confidentiality).
- x Information may include
 - x Names of students directly involved and their Year group.
 - x Name of staff directly involved.
 - x Date, time and place of incident.
 - x Name and Year group of any siblings attending the College directly affected.
- x Discuss reactions they may have.
- x Describe action the College has taken.
- x Outline management strategy to be implemented, which may include:
 - Roles and responsibilities.
 - Discuss any changes to normal College operation.
 - Written statements to inform students.
 - Process for at risk students identified.
 - Strategy for accessing pastoral care and counselling.
 - Policy regard

APPENDIX D

INFORMING STUDENTS

- xObtain from family/ Police what information can be released
- xPrepare a written statement to be used
- xBrief teachers regarding informing student
- xIdentify teachers who are uncomfortable informing students and arrange for support from another teacher or member of the Crisis Management Team.
- xIdentify teachers to distressed to take classes and arrange replacement
- xInform students as soon as possible after informing staff
- xDetermine the forum that students will be informed about the incident either at a whole school assembly, by year levels or individual classes depending upon the nature of the incident
- xStudents who are close friends of any student involved in an incident should be identified and informed individually before other students. The parents of these students should also be contacted directly.
- xIn the case of a serious incident students will be informed in their form rooms to monitor students' reactions
- xTeachers take a roll to record students who have been informed and identify those who are absent.
- xAvoid speculation and rumours
- xInform students of supports available and location of pastoral support
- xInform students of any arrangements regarding memorial services and funeral
- xDiscuss appropriate ways to express condolences
- xEnsure students have time to have their questions answered and to talk about the incident amongst themselves
- xInform students of the arrangements for the day
- xMonitor students' reactions

APPENDIX F

INITIAL PREPARED STATEMENT FOR ADMINISTRATION STAFF DEALING WITH ENQUIRIES REGARDING A CRITICAL INCIDENT

Please keep to the information provided below and give other information unless advised otherwise:

- x There has been an unfortunate incident at the College

- x Aranmore Catholic College has implemented its Emergency and Crisis Management Plan

- x The Crisis Management Team are responding to the incident and addressing any issues or needs.

- x You will be notified of any statements released by the Principal informing Parents and other relevant parties of the incident and what action the College has taken

- x That is all the information that has been provided at this time

Other relevant information:

APPENDIX G

GUIDELINES FOR MEDIA CONTACT

APPENDIX H

SUPPORT AND INTERVENTION

Common Initial responses to Trauma and Loss

- x Shock
- x Numbness
- x Disbelief
- x Anger
- x Sadness
- x Guilt
- x Despair
- x Helplessness
- x Loneliness
- x Exhaustion
- x Restlessness, sleeplessness and fatigue
- x Bad dreams
- x Flashbacks
- x Anxiety
- x Confusion
- x Forgetfulness and inability to concentrate
- x Dizziness, palpitations, shakes, difficulty breathing
- x Headaches, neck and backaches
- x Loss of appetite, nausea and diarrhea
- x Social Withdrawal
- x Crying.

These are all normal responses to a sudden or unexpected loss or trauma. Reaction may vary due to a number of variables such as:

- x Personality
- x Gender
- x Culture
- x Beliefs about death
- x Experience
- x Age and maturity
- x Preparation
- x Severity
- x Control level
- x Outcome

Strategies to minimize impact on students and staff

- x Reunite students/ staff with families as soon as possible.

- x Reestablished College routine as soon as possible.
- x Allow students to process their reactions and provide opportunities for students to discuss the incident.
- x Monitor rumours.
- x Keep parents informed.
- x Educate and provide staff with skills to manage student's reactions.
- x Support staff and encourage them to monitor their own wellbeing.
- x Monitor staff for vicarious trauma.

Strategies for Staff to provide psychological first aid to reduce student distress

- x Listen.
- x Reflect content and feelings.
- x Show empathy and concern.
- x Answer questions simply and directly, ask student to suggest an answer.
- x Acknowledge the impact and significance of the event.
- x Avoid "What if...?" or "I should have..." statements. If the student takes this line, bring the talk back to real events.
- x Explore the problem.
- x Identify strengths.
- x Explore options for short term solutions.
- x Assist in implementing solutions.
- x Follow up.
- x Refer on.

Subsequent strategies to assist students

- x Journal writing.
- x Use photos.
- x Sympathy cards.
- x Create a memory box.
- x Create a memorial.
- x Organise a tribute or commemorative activity.
- x Allocate an award in the name of the deceased.
- x Collect and donate money to specific charities when a student has died from an illness.
- x Implement grief and loss programs such as Rainbows Silver Linings and Spectrum Programs.

APPENDIX I

MANAGING SUICIDE

In addition to the strategies suggested in Appendix D and H the following considerations should be given in an incident where a suicide death occurs.

- x Seek consent from Parents/ Police before releasing information.
- x It is the responsibility of the Coroner to ascertain cause of death and should not be speculated on, even with parent permission, the word suicide itself should not be used.
- x The means/method of death should NOT be given even when it is already known to some of the school community.
- x Provide unambiguous information to staff and students which will dispel rumours.
- x Do not glorify or romance the death or encourage others to do so.
- x Emphasise that the person chose to commit suicide.
- x Discourage students from apportioning or accepting blame.
- x Reassure students that there is no right way to feel or react in these circumstances.
- x Encourage students to talk to their parents.
- x Provide information to students and parents about support services which are available through the school and the community.
- x Be mindful of contagion/clustering influence in which one death by suicide can increase the likelihood of other suicides.
- x Provide staff with information about warning signs and risk factors for student suicide.
- x Monitor students to identify those who may need support particularly those who show extreme reactions, are close to the dead person or are known to have had traumatic experiences of their own.
- x Monitor anyone who seems particularly withdrawn.
- x Monitor curriculum that may have reference to suicide.
- x Provide opportunities to enhance the health and wellbeing of staff and students.
- x Student expressing suicidal thoughts or threats, or self-harming behaviour should be taken seriously.
- x Students identified at risk of suicide or self-harming behaviour should be appropriately assessed and supported.

