



THE MANAGEMENT OF CRITICAL INCIDENTS

This policy relates to the school's response to critical/serious incidents.

- (a) Fire
- (b) Bereavement/suicide
- (c) Medical
- (d) Other

1. Critical Incident teams are in place (see attached)
2. Response and procedures in the event of a Critical Incident are in place (see attached)
3. Emergency telephone numbers including Critical Incident Response Team, Counselling, Social Services and the Emergency services are displayed on dedicated notice-boards in the office, Mr McAleese's office and the Vice-Principal's office, Technology, Science, PE, HE and the LSC.
4. The rendezvous point for support and emergency vehicles is in front of the school office (signed). Senior Executive Officer (Mrs Woods) will direct them to relevant location.
5. Mr McAleese and the Senior Executive Officer will act as record keepers (who, when, what).
6. In the event of an incident the Principal will remain in or near his office. The Senior Executive Officer will remain in the General office.



FIRE PROCEDURES



1. On hearing the Fire Bell, Evacuation Procedures should commence.
- 2.1 Principal, Mrs Murphy and Buildings Supervisor (Mr Dickson) check the alarm system in the Foyer. Mrs Cordner will attend as back-up.
- 2.2 Mr Forbes takes charge of pupils outside the school. Mr Usher will assist.

In the absence of the Principal	→	Mrs Murphy
In the absence of Mrs Murphy	→	Mrs Cordner
In the absence of both Principal and Mrs Murphy	→	Mrs Cordner
In any of the 3 circumstances above	→	Mr Forbes and Mr Usher will take charge outside

- 3.1 Mrs Murphy [if absent see above] and the Buildings Supervisor check the reported fire area and report back to the Principal (or person in charge of the school).
- 3.2. Principal and Mrs Murphy consult and decide if Emergency Services are required.
4. The Principal will remain at the School office/Foyer throughout.
- 5.1 The Senior Executive Officer will remain in the school office (as long as it is safe to do so).
- 5.2 The Senior Clerical Officer (Ms Edgar) will take registration forms out to enable a check to be made to ensure that all pupils have left the building. The Science Technician will provide a megaphone for Mr Forbes (or assistant).
6. Staff member in charge outside awaits information from Principal.

In the event of circumstances not covered above, Senior Post Holders will cover the required roles:

- (a) School office/Foyer
- (b) scene of the alarm
- (c) in charge of pupils outside

They should first ensure that their classes are evacuated if appropriate

A copy of this procedure will be distributed to all staff, substitute staff, peripatetic staff and canteen staff.



BEREAVEMENT/SUICIDE/TRAGEDY



Team: Mr McAleese

Mr Forbes

Mrs Murphy

Mrs Cordner

Relevant Year Heads

(Mrs Campbell and Mr McClenaghan will manage the school)

In the event of an emergency:

1. The emergency services will be contacted by the Senior Executive Officer in partnership with the Principal.
2. The scene will be made safe and private.
3. The Killicomaine JHS Critical Incident Team above will convene.
4. The parents of the pupil(s) will be contacted as soon as is practicable by Mr McAleese.
5. The Critical Incident Response Team of the Education Authority will be contacted (028 3751 2515) by Mr McAleese (or in his absence, Mrs Murphy or Mr Forbes).
6. The Chairman of Governors will be informed by Mr McAleese.
7. The school's counselling services will be contacted by Mrs Murphy/Mr Forbes.
8. Initial pupil support, if appropriate, will be provided by the Year Heads.
9. Arrangements will be made to inform staff and, where appropriate, pupils.
10. Arrangements for any necessary investigation will be initiated.
11. A press release will be prepared.

In the event of circumstances not covered above, staff holding 3 Teaching Allowances will cover the required roles.



SCHOOL EVACUATION



It is the duty of **ANYONE** discovering a fire to operate the nearest Fire Alarm Point. These are located at school exists and designated areas throughout the school.

WARNING

Continuous high pitched ringing **OR** (in case of electrical failure) hand bell ringing in the corridor.

PLACE OF ASSEMBLY

In front of Tennis courts line up in forms. Form Teacher will accompany form class.

UPON HEARING THE FIRE ALARM

Teachers in charge of classrooms will marshal the classes in an orderly manner to the assembly point by the nearest Exit. If this route is blocked by fire, then the nearest exit should be used.

Anyone not actually in class when the alarm sounds e.g. in the toilets, staffrooms, passages etc. will make their way **DIRECT** to the assembly point and join their appropriate class or group.

If the alarm rings during **BREAK** or **LUNCHTIME**, teachers, pupils, administrative staff and cooks etc. will make their way **DIRECT** to the assembly point. Teachers may wish to position themselves at the **FIRE EXIT** doors to ensure that evacuation of the building takes place in an orderly manner.

DO NOT HESITATE IN CARRYING OUT THE ABOVE PROCEDURE

**THE SAFETY OF ALL THE PERSONS ON SCHOOL PREMISES MAY DEPEND ON
YOUR INSTANT AND EFFICIENT ACTION**

The Senior Executive Officer calls the Fire Brigade under instruction as per Critical Incident Management.



AFTER SCHOOL ACTIVITIES



Fire Evacuation

Inside School

- Pupil evacuation as per the school day.
- It is the responsibility of the teacher in charge of the activity to best ensure that their entire group is evacuated. (The SEO/SCO will NOT take registration forms out)
- Teachers accompany pupils to rear playground as is normal.
- Principal/SLT/SEO/SCO and/or plus Mr Dickson check the alarm system in the foyer (Mr Burton Friday pm).
- Mr Dickson/Mr Burton checks the reported fire area and reports to Principal/SLT.
- Principal/SLT will remain on duty at/near the Principal's office.
- SEO/SCO will remain in the office (as long as it is safe to do so)
- The senior teacher present will take charge outside and will await information from Principal/SLT.

Outside the school (sports pitches)

- Teachers in charge of sports activities (including matches against other schools) should assemble everyone in the centre of the pitch and await information from the Principal/SLT.
- In the event that someone is missing e.g. in the changing rooms or toilets the Principal/SLT should be informed (through the office).



EMERGENCY PROCEDURE



POLICE - 02838 33 24 24

In case of a serious accident to a pupil:

1. Phone for an ambulance

02838 33 44 44

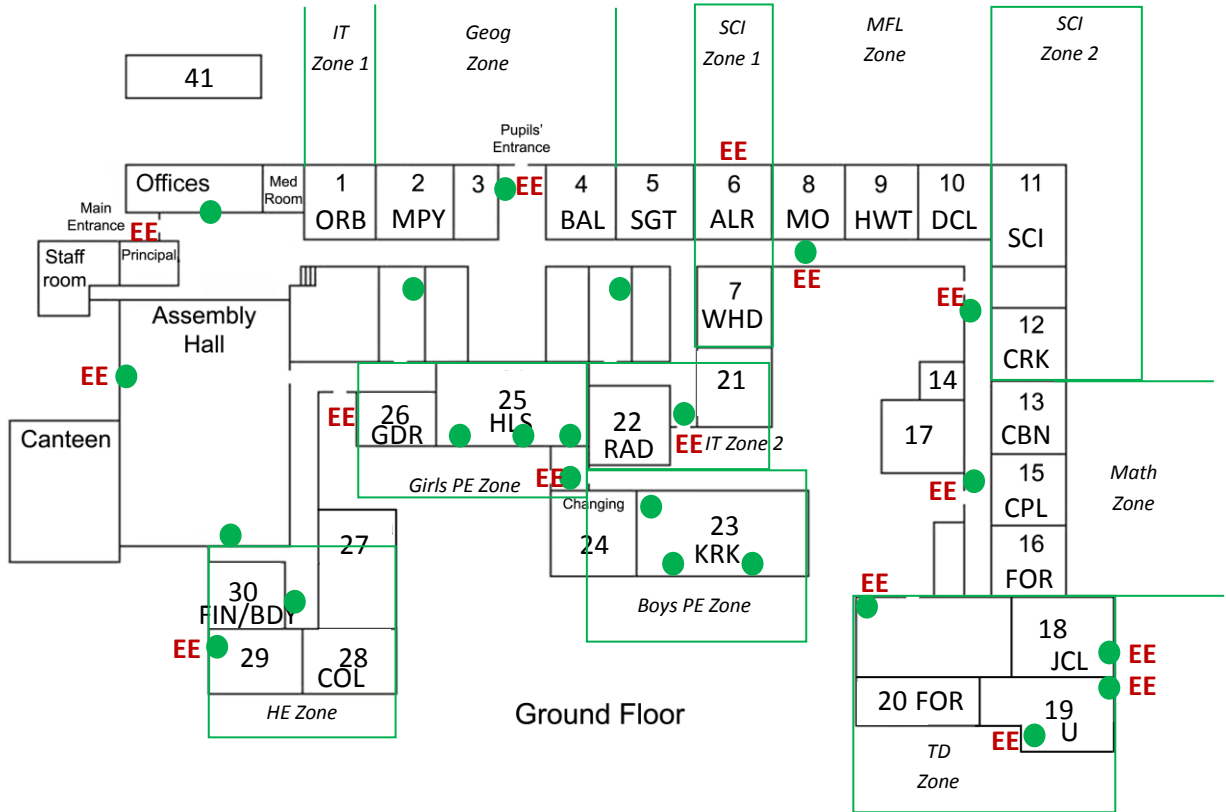
(in an emergency use **999**)

2. Phone for a local doctor at Health Centre - **02838 33 44 00**

3. Phone the parents

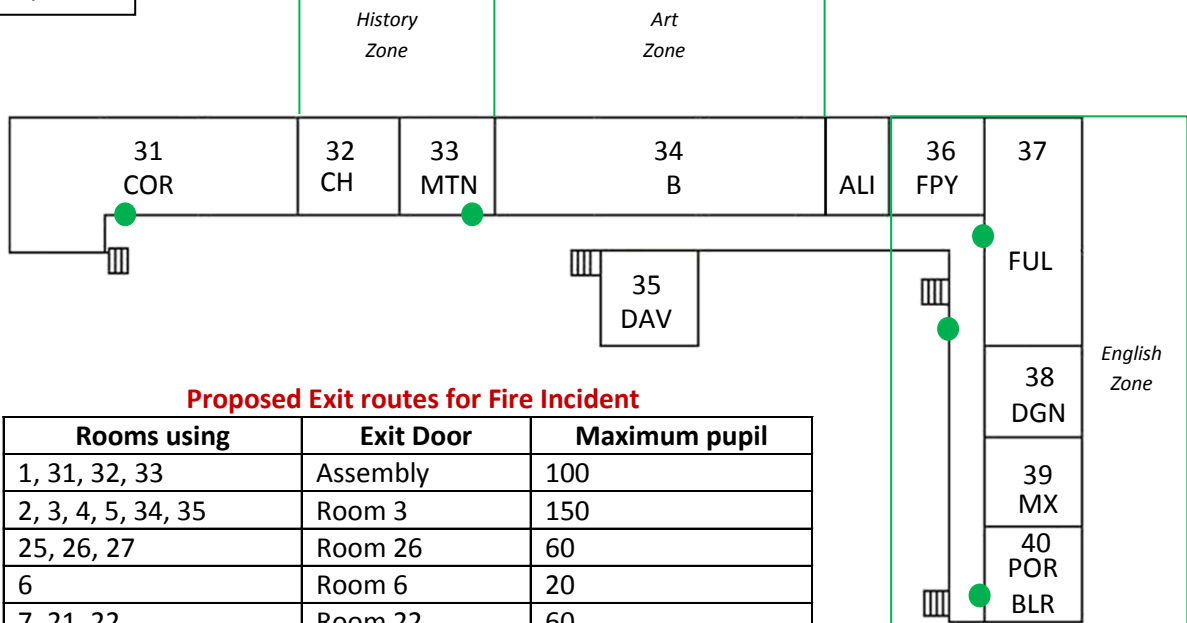
In the event of the death of a pupil, the **Education Authority** must be informed.

Emergency Exits



● Break glass points for fire bells

EE Emergency Exits



Proposed Exit routes for Fire Incident

Rooms using	Exit Door	Maximum pupil
1, 31, 32, 33	Assembly	100
2, 3, 4, 5, 34, 35	Room 3	150
25, 26, 27	Room 26	60
6	Room 6	20
7, 21, 22	Room 22	60
23, 24	Room 23	40
8, 9, 10	Room 8	120
11, 12, 13, 36, 37, 38	Room 12	150
14, 15, 16, 17, 39, 40	Room 17	185
18	Room 18	20
19	Room 19	20
20	Room 20	20
28, 29, 30	Room 29	60
41	Room 41	20

The Critical Incident Response Team

The Critical Incident Response Team can provide advice and /or support to the school in relation to the immediate management of a critical incident.

As a Team we can offer:

- ❖ Support for individual pupils and groups
- ❖ Training for school staff in developing a Critical Incident Policy

Contact Details

Tel: 028 3751 2515

Email: cirt@selb.org

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