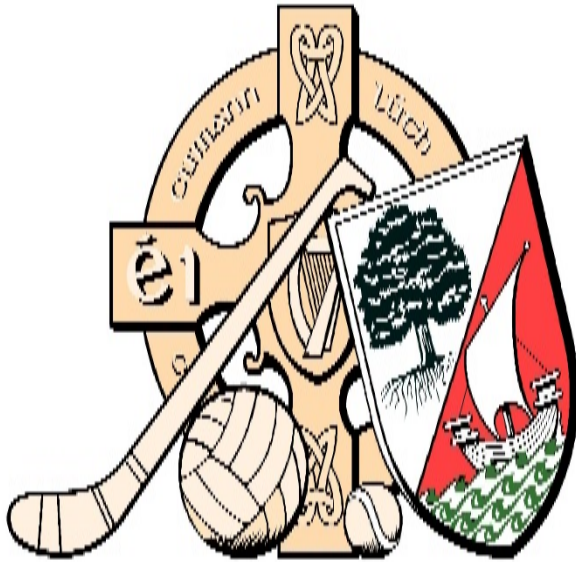


C.L.S.



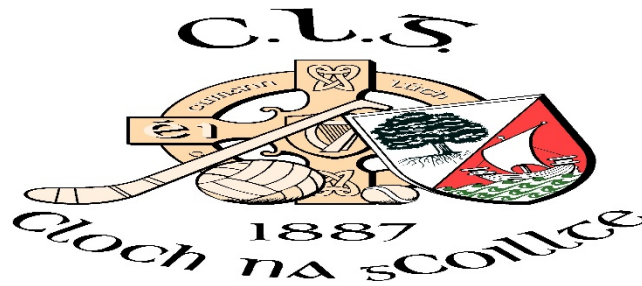
1887  
Cloch na Scoilte

# RESPONDING TO CRITICAL INCIDENTS

## OUR CRITICAL INCIDENT MANAGEMENT TEAM

Chairperson	- Ger Mc Carthy
Secretary	- Paddy Ryan
Vice-Chair	- Pat Barrett
Commercial Officer	- Michael O Mahony
PRO	- Andrew Whelton
Children's & Welfare Officer	- Sinead Crowley
Facility Manager	- Tim Anglin
Grounds Manager	- John Collins

# CLONAKILTY GAA CRITICAL PLAN



## What do we mean by the term ‘critical incident?’

The staff and management of *Clonakilty GAA Club* recognise a critical incident to be “an incident or sequence of events that overwhelms the normal coping mechanism of the Club”. Critical incidents may involve one or more members, or visitors to our Club. Types of incidents might include:

- *The death of a member of the Club through accident, violence, suicide or suspected suicide or other unexpected death*
- *A serious accident involving a Club member(s)*
- *An accident involving members of the Club including incidents outside our Club facilities*
- *An accident/tragedy in the wider community*
- *Serious damage to the Club building through fire, flood, vandalism, etc.*
- *The disappearance of a member of the Club*
  
- *An intrusion into the Club resulting in serious damage or injury*

## ***Aim***

The Club has established a Critical Incident Management Team (CIMT). The aim of the CIMT is to help Club management, members and staff to react quickly and effectively in the event of an incident, to enable us to maintain a sense of control and to ensure that appropriate support is offered to members and staff. Having a good plan should also help ensure that the effects on the members and staff will be limited. It should enable us to effect a return to normality as soon as possible.

## **Creation of a coping supportive and caring ethos in the Club**

We have put systems in place to help to build resilience in both staff and members, thus preparing us to cope with a range of life events. These include measures to address both the physical and psychological safety of the Club.

## **Physical safety**

- Evacuation plan formulated
- Risks are managed as set out in our Safety Statement
- Regular fire drills occur for Discos or other events where large number might be present
- Fire exits and extinguishers are regularly checked
- Alarms – fire and security are services at regular intervals and are maintained in proper working order.
- CCTV cameras are working properly
- Front gates closed at night
- Club is locked and security alarm set at night

## **Psychological safety**

The management and staff of *Clonakilty GAA Club* aim to use available programmes and resources to address the personal and social development of members, to enhance a sense of safety and security in the Club and to provide opportunities for reflection and discussion.

- Social, Personal and Health is integrated into the workings of the Club through the work of our Wellbeing Committee. Promotion of mental health is an integral part of this provision along with our alcohol and drug abuse policies.
- Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures form part of the Club approach to psychological safety.
- Information is provided on mental health in general and such specific areas as signs and symptoms of depression and anxiety
- Staff are informed in the area of suicide awareness.
- The Club has developed links with a range of external agencies
- Staff are informed about how to access support for themselves.

## **Critical Incident Management Team (CIMT)**

### **Our Club Team:**

<b>Chairperson</b>	-	<b>Ger Mc Carthy</b>
<b>Club Secretary</b>	-	<b>Paddy Ryan</b>
<b>Vice-Chair</b>	-	<b>Pat Barrett</b>
<b>Commercial Officer</b>	-	<b>Michael O Mahony</b>
<b>PRO</b>	-	<b>Andrew Whelton</b>
<b>Children's &amp; Welfare Officer – Sinead Crowley</b>		
<b>Facilities Manager</b>	-	<b>Timmy Anglin</b>
<b>Grounds Manager</b>	-	<b>John Collins</b>

A CIMT has been established in line with best practice. The members of the team were selected on a voluntary basis and will retain their roles for at least one Club year. The members of the team will meet annually to review and update the policy and plan. Each member of the team has a dedicated critical incident folder. This contains a copy of the policy and plan and materials particular to their role, to be used in the event of an incident.

### **Decision to implement Plan**

Any suspected critical incident should be brought to the notice of the Club Chairperson, who in consultation with the Senior Officers, will decide if the CIMP is to be implemented.

- **Team leader:** Club Chairperson – Ger Mc Carthy

(In the absence of the Chairperson the Role will be undertaken by the Club Vice Chairperson).

#### **Role**

- Alerts the team members to the crisis and convenes a meeting
- Coordinates the tasks of the team
- Liaises with the other Officers, Executive Committee and Chairpersons of Ladies Football and Camogie Clubs
- Liaises with the bereaved family

#### **Garda liaison - Club Chairperson – Ger Mc Carthy**

##### **Role**

- Liaises with the Gardaí
- Ensures that information about deaths or other developments is checked out for accuracy before being shared

#### **Club and Staff liaison – Club Secretary Paddy Ryan**

##### **Role**

- Leads briefing meetings for staff and other tenants within our facilities on the facts as known, gives staff members an opportunity to express their feelings and ask questions, outlines the routine for the day
- Arrange meeting to update the Club membership if deemed necessary by the CIMT.
- Establish a Critical Incident File and update that file as necessary.

#### **Player and Children liaison - Club Children and Welfare Officer Sinead Crowley**

##### **Role**

- At children level, co-ordinate information from managers, trainers and parents about members they are concerned about
- Alerts other staff to vulnerable members (appropriately)
- Provides materials for members (from their critical incident folder)
- Maintains player contact records.
- Looks after setting up and supervision of ‘quiet’ room if necessary.

#### **Community/agency liaison - Club Chairman Ger Mc Carthy & Player and Children Liaison Sinead Crowley**

##### **Role**

- Maintains up to date the Critical Incident Plan with a lists of contact numbers of
  - Emergency support services and other external contacts and resources
- Liaises with agencies in the community for support and onward referral
- Be alert to the need to check credentials of individuals offering support
- In conjunction with the CIMT, coordinates the involvement of these agencies
- Reminds agency staff to wear name badges
- Updates CIMT members on the involvement of external agencies

**Parent liaison** – Club Chairperson and one or two members of *CIMT*

**Role**

- Visits the bereaved family with the team leader
- Arranges parent meetings, if necessary
- May facilitate such meetings, and manage ‘questions and answers’
- Ensures that sample letters are typed up, on the Club’s system and ready for adaptation
- Be available for collective meetings with parents
- Update Critical Incident file with a record of parents seen
- Meets with individual parents
- Provides appropriate materials for parents (from their critical incident folder)

**Media liaison** – **PRO Andrew Whelton**

**Role**

- In advance of an incident, will consider issues that may arise and how they might be responded to (e.g. members being interviewed, photographers on the premises, etc)
- In the event of an incident, will liaise where necessary with the Team Leader and CIMT before any statements or press releases are issued
- Will draw up a press statement, for media briefings and interviews (as agreed by Club CIMT).
- Any use of Club Social Media as a means of communication must first be approved and content approved by CIMT.

**Administrator** - Facilities Manager Tim Anglin

**Role**

- Maintenance of up to date telephone numbers of
  - Parents or guardians
  - Emergency services
- Takes telephone calls and notes those that need to be responded to
- Ensures that templates are on the Clubs system in advance and ready for adaptation
- Photocopies materials needed
- Maintains records

**Record keeping**

In the event of an incident each member of the team will keep records of phone calls made and received, letters sent and received, meetings held, persons met, interventions used, material used etc. Details of all contacts and communications will be entered in the Critical Incident File

**Confidentiality and good name considerations**

Management and staff of *Clonakilty GAA Club* have a responsibility to protect the privacy and good name of people involved in any incident and will be sensitive to the consequences of public statements. Members of Club staff will bear this in mind, and seek to ensure that members do so also, e.g. the term ‘suicide’ will not be used. The phrases ‘tragic death’ or ‘sudden death’ may be used instead. Similarly, the word ‘murder’ should not be used until it is legally established that a murder was committed. The term ‘violent death’ may be used instead.

**Consultation and communication regarding the plan**

All staff were consulted and their views canvassed in the preparation of this policy and plan. Our Club's final policy and plan in relation to responding to critical incidents has been presented to our Executive Committee. Each member of the critical incident team has a personal copy of the plan. The plan will be updated as necessary by the Team Leader.



<b>Critical Incident Management Team</b>		
<b>Role</b>	<b>Name</b>	<b>Phone</b>
<b>Team leader:</b>	<i>Ger Mc Carthy</i>	086 8532137
<b>Garda liaison</b>	<i>Ger Mc Carthy</i>	086 8532137
<b>Club Member &amp; Staff liaison</b>	<i>Paddy Ryan</i>	086 7785976
<b>Player and Children liaison</b>	<i>Sinead Crowley</i>	086 1508747
<b>Community liaison</b>	<i>Ger Mc Carthy</i>	086 8532137
<b>Media liaison</b>	<i>Andrew Whelton</i>	087 1257640
<b>Administrator</b>	<i>Tim Anglin</i>	086 1727170

### Short term actions – Day 1

<b>Task</b>	<b>Name</b>
<b>Gather accurate information</b>	All CIMT
<b>Who, what, when, where?</b>	All CIMT
<b>Convene a CIMT meeting – specify time and place clearly</b>	Team Lead
<b>Contact external agencies</b>	Team Lead
<b>Hold CIMT meeting</b>	Team Lead
<b>Agree schedule for the day</b>	CIMT
<b>Inform members</b>	Club Member Liaison
<b>Compile a list of vulnerable members</b>	Player and Children liaison
<b>Prepare and agree media statement and deal with media</b>	Media Liaison
<b>Hold end of day staff briefing</b>	Team Lead

## Medium term actions - (Day 2 and following days)

Task	Name
Convene a CIMT meeting to review the events of day 1	Team leader
Meet external agencies	Team Lead
Meet whole staff	Club Member Liaison
Arrange support for members, staff, parents	Club Member Liaison
Visit the injured	Team Lead / CIMT
Liaise with bereaved family regarding funeral arrangements	Team Lead / CIMT
Make decisions about Club closure	CIMT

## Follow-up – beyond 72 hours

Task	Name
Monitor members for signs of continuing distress	Player and Children Liaison
Liaise with agencies regarding referrals	Team Lead & Player and Children Liaison
Decide on memorials and anniversaries	CIMT
Review response to incident and amend plan	CIMT





## Contact Persons Details – Clonakilty GAA Club

---

<b>Contact:</b>	<b>Name:</b>	<b>Number:</b>
Club Chairperson	Ger McCarthy	086 853 2137
Club Childrens & Healthy Club Officer	Sinead Crowley	086 150 8747
Club PRO	Andrew Whelton	087 125 7640
County Childrens & Healthy Club Officer	Des Cullinane	086 896 9246
County PRO	Joseph Blake	087 986 5827
National Childrens Officer (Croke Park)	Gearoid O Maoilmhichil	01 836 3222
Community & Health Manager (Croke Park)	Colin O'Regan	01 865 8600



## Service Contacts in Our Area – Clonakilty GAA Club

---

Accident & Emergency	999 or 112
Community First Responder	West Cork Rapid Response 999 or 112
Doctor	Southdoc 1850 335 999
Injury Unit	Bantry General Hospital 027 52929
Gardaí	Clonakilty Station 023 8821570
Children & Family Services	Barry Murray Tusla 021 4923503
Mental Health Services	Health Service Executive Helena Cogan <i>Resource Officer for Suicide Prevention CHO 4 Cork &amp; Kerry</i> 021 4858596 087 2995913
	Samaritans Majella Canty 021 4271323

## EMERGENCY CONTACT LIST

AGENCY	CONTACT NUMBERS
Garda Clonakilty	023 8821570
Mt Carmel Hospital	023 8833205
Fire Brigade	999 or 112
Local GPs – South Doc	1850 335 999
Child and Family Centre Tusla	Barry Murray 021 4923503
Clergy – Mons O Driscoll	023 8833165