



Critical Incident Management Policy

1. Vision and Mission Statement

The Mission Statement of Dominican College, Wicklow is: ***Finding 'Truth' through the Education of the Whole Person.*** The Dominican motto 'Truth' is the inspiration for our work and together we share our search for the truth about God, ourselves and the world around us.

Dominican College Wicklow aims to protect the well-being of its students and staff by providing a safe and nurturing environment at all times. In keeping with the Vision and Mission Statement, Dominican education is concerned with the education of the whole person - emotional, social, spiritual, intellectual and personal within a caring and committed environment. A Critical Incident Management Plan (CIMP) has been drawn up for Dominican College in consultation with the relevant parties, i.e. Board of Management, Staff, Parents and students. The Critical Incident Management Team (CIMT) aims to steer the development and implementation of the plan.

2. Creation of a coping, supportive and caring ethos in the school

Systems have been put in place to build resilience in both staff and students, preparing them to cope with a range of critical events. These include measures to address both the physical and psychological safety of the school community.

Physical safety:

The following represent some of the current practices in Dominican College to ensure the physical safety of all:

- Provision of a Health & Safety Policy
- Provision of an evacuation plan and fire drill practice
- Provision of First Aid Supplies and list of their location
- Defibrillators are located in the Staffroom and on the back wall of Fatima Hall
- Provision of Training in First Aid for a minimum of three Staff members
- Fire extinguishers and exits are regularly checked
- Corridor supervision is provided at peak times
- Security cameras, both internal and external, are monitored by a professional company.

Management must ensure that all staff, permanent, temporary and transient, are aware of the above policies and practices. Information and location / information lists are displayed in relevant public places.



Psychological safety

The Management and staff of Dominican College aim to use available programmes and resources to address the personal and social development of students, to enhance a sense of safety and security in the school and to provide opportunities for reflection and discussion e.g.

- Social, Personal, Health Education (SPHE) is integrated into the work of the school. It addresses issues such as grief and loss; communication skills; stress and anger management; resilience; conflict management; problem-solving etc. Promotion of mental health is an integral part of this provision
- Staff have access to training for their role in SPHE
- Staff are familiar with the Child Protection Policy and Procedures
- There is a pastoral care system in place in the school
- There is a Care Team in place in the school, consisting of Senior Management, Year Heads and Guidance Counsellor. The Care Team meet on a regular basis to identify and discuss appropriate care plans for particular students, and bring these to the attention of the staff
- Students who are identified as being at risk are referred to the designated staff member (e.g. Year Head / Guidance Counsellor), who will bring this to the attention of the Care Team where concerns are explored and the appropriate level of assistance and support is provided. Parents are informed, and where appropriate, a referral is made to an appropriate agency.
- Mental Health / Wellness Week is held in the school each year. Guest speakers address students and parents e.g. Psychologists Dr. Shane Martin & Dr. Fergus Heffernan
- Wellness Day is held for 6th Year students each year, focusing on wellbeing and mindfulness
- Mindfulness is available to students as an extra-curricular activity
- Wellbeing is taught as a module in TY and a teacher has been trained in this area
- Peer Mediators are trained in TY and are available to help younger students settle disputes
- Students in 1st and 2nd Year are Mentored by 5th Year students
- Student Leaders (Prefects, Mentors, Ember Leaders) receive Student Leadership Training, including training in Child Protection case studies
- The school has a clear Anti-Bullying Policy and operates in accordance with this policy
- The school has developed links with a range of external agencies (e.g. NEPs, TÚSLA, PDST, ISPCC and other voluntary agencies)
- There is a Critical Incident Management Team (CIMT).



3. Aim / Purpose

The aim of the CIMP is to help school Management and Staff to react quickly and effectively in the event of an incident, to enable them to maintain control and to ensure that appropriate support is offered to students and staff. The plan also aims to help them ensure that the effects on the students and staff will be limited and to return to normality as soon as possible.

4. Definition

The Staff and Management of Dominican College Wicklow recognise a critical incident to be 'an accident or sequence of events that overwhelms the normal coping mechanism of the school'. Examples:

- The death of a member of the school community through accident, violence, suicide or suspected suicide or other unexpected death
- An intrusion into the school e.g. burglary
- An accident involving members of the school community e.g. on a school trip
- An accident/tragedy in the wider community which impacts on the school
- Serious damage to the school building through fire, flood, vandalism, etc.
- The disappearance of a member of the school community
- Serious illness of a close relative of a student / member of staff.

5. Critical Incident Management Team (CIMT)

The purpose of a Critical Incident Management Team (CIMT) is to deal with any significant trauma that may occur in the life of the school. A CIMT has been established in line with best practice. Members of the team were selected on a voluntary basis and will retain their roles for at least one school year. They will meet annually to review and update the policy and plan. Each member of the team has a critical incident folder containing a copy of the policy and plan and materials particular to their role, to be used in the event of an incident.

The CIMT includes:

- Management / Leadership: The Principal (The Deputy Principal in the absence of the Principal and the most senior member of staff in the absence of the Deputy Principal)
- The Deputy Principal
- Year Heads as required
- Guidance Counsellors
- Chairperson of the Board of Management
- School administrator
- School caretaker
- Chaplain
- Co-ordinator of Chaplaincy Services
- R.E. Co-ordinator
- Garda Liaison / Community Officer / Fire Brigade (as required)
- Parent liaison – Chairperson of Parents' Association
- Student liaison – Head Girl



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The CIMT maintains an up-to-date list of contact numbers for the following:

- Staff
- Parents / guardians of students
- Emergency services and support services.

Copies of these lists are kept in the Administrative office and the Principal's office. These lists are updated as necessary by the administrative staff who will also ensure that templates are on the school's I.T. system in advance and ready for adaptation. Admin staff will have a key role in receiving and logging telephone calls, sending letters, photocopying materials, etc.

A 'chain' system is established among staff so that information can be conveyed one to another should a critical incident happen outside of school hours. In the event of a critical incident occurring outside school opening hours Senior Management will contact Year Heads, who will in turn contact class their class tutors. Remaining staff members will be contacted by Senior Management. Information may be communicated through the school website as appropriate.

6. Confidentiality and good name considerations

The Management and Staff of Dominican College have a responsibility to protect the privacy and good name of the people involved in any incident and will be sensitive to the consequence of any public statements. The members of the school staff will bear this in mind and will seek to ensure that students do so also. For example, the term 'suicide' will not be used unless there is official confirmation that death was due to suicide, and that the family involved consents to its use. 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.

7. A Trauma Response Plan (See Appendix III) – Key Points

Procedures to be followed in the event of a critical incident, which may involve:

(A) Short-term Actions (1st Day)

On notification of a critical incident the Principal will convene the Critical Incident Management Team. The Team will need to agree an immediate plan of action:

1. Ascertaining / establishing the facts
2. Assigning responsibilities to the Team members
3. Making contact with the family / families concerned
4. Agreeing a statement of the facts for staff, students, parents/guardians and the media and inform these parties as appropriate
5. Contacting appropriate agencies (e.g. NEPs, DES, TúsIa)



6. Informing Staff, Students, BoM and Le Chéile office
7. Contacting parents
8. Identifying high-risk students
9. Appointing one person to deal with phone calls
10. Organising timetable / supervision rota for the day
11. Organising support and rooms for counselling / assistance where appropriate
12. Endeavouring to maintain the regular school routine, if possible
13. If /when appropriate arrange for representatives from the school to visit the home(s) of the person(s) concerned
14. Organising a school assembly / prayer service / Mass.

In the event of a death of a student, staff member, parent:

- Inform staff and students re funeral arrangements. Close friends of the deceased & students with learning difficulties or emotional difficulties may need to be informed prior to the class groups. Students should be informed in class groups where possible rather than large gatherings
- Arrange involvement in liturgy if agreed with the bereaved family
- Facilitate staff and students' response e.g. Book of Condolence, Student Council's vote of sympathy, flowers
- Support distressed students and staff
- Ensure counselling service available
- Care of deceased person's possessions in keeping with parental / guardians' wishes
- Facilitate return to school of siblings and close friends
- Monitor siblings and friends of the deceased
- Update and amend school records and inform the DES.

(B) Medium Term Actions (24 – 72 hours)

Review the events of the first 24 hours

- Reconvene the CIMT
- Decide on allocation of tasks
- Briefly check on how each person is coping
- Decide arrangements for support meetings for parents / students / staff
- Decide on mechanism for feedback from teachers on vulnerable students
- Ensure that all staff are kept up to date with information, reconvene a staff meeting if necessary
- Update the media if necessary
- Arrange support for individual students / groups of students and parents if necessary
- Plan visits to the injured / sick
- Liaise with family regarding funeral / memorial services
- Organise attendance and participation at funeral / memorial service



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- School closure: Decision by Chairperson of Board of Management
- Plan for the reintegration of students and staff upon their return to school after the trauma

(C) Long Term Actions

In the aftermath of a critical incident, (a death, accident, serious illness or any such incident) an awareness is maintained of the need to:

- Monitor students for signs of stress
- Keep in contact with the family / families concerned as appropriate
- Be sensitive to occasions such as anniversaries, birthdays, Christmas etc. – Decide on appropriate memorials / anniversary events
- Organise school services / memorial as appropriate
- Review the support structures available
- Provide the appropriate support within our means
- Review and evaluate response to the incident and amend the CIM Plan appropriately.

8. Critical incident rooms

In the event of a critical incident the meeting venues are designated as follows:

Venue	Group assigned
Staffroom	Staff
Rooms in heaven	Individual students
Fatima Hall	Parents
Prayer Room	Support for students directly affected by the incident
Library	Individual Parents / media / misc. visitors
Parent room	Individual Parents / media / misc. visitors
Year Heads' rooms	Individual students / small groups

9. Critical Incident Information regarding School Tours

In the case of school tours, the Tour Leader will compile an information pack to include the following:

- Name of the Tour Leader
- Names of the participating teachers and students
- A list of mobile phone numbers of all participating teachers and students
- Passport details (if relevant)
- Photographs of participating students (for overseas trip)
- Home contact numbers and mobiles of all involved



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- Relevant medical information on students and permission forms from parents in case of a medical emergency
- Insurance details
- Copy of itinerary.

A copy of this file is left with the Principal prior to departure. Tour leaders are required to bring Management contact details and relevant contact numbers for parents / guardians of participants on tour.

School mobile number(s) are made available to staff for outings, trips etc.

10. Policy Review

The plan will be reviewed annually. It is important to note that this policy is more advisory than prescriptive, given that each crisis / Critical Incident will demand a different set of responses.

Ratified by the Board of Management on: 17th November 2016

Policy Review date: November 2017

Signature of Chairperson: _____

Appendix I

Critical Incident Management Team Members 2016-2017

Role	Name
Principal	Lorraine Mynes
Deputy Principal	Lorraine Gillespie
Staff: Year Heads as required	Maureen Beary (6 th Yr) Ger Gale (5 th Yr) Thérèse Goff (4 th Yr) Paula Kristiansen (3 rd Yr) Mary Gaffney (2 nd Yr) Noeleen Bolger (1 st Yr)
Guidance Counsellors	Anest Mason Natasha Drew
Coordinator of Chaplaincy Services	Gráinne Wilson
Religious Education Co-ordinator	Elizabeth Woods Freda Byrne
Chairperson of the Board of Management	David Foden



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Chaplain	Fr. Dónal Roche
NEPs Psychologist	Avril Burgess NEPs Head Office Regional Office, Dublin / Mid-Leinster
Parent liaison	Patricia Curtis
Student liaison	Caoimhe Cronin (Head Girl) Carrie Corkish (Deputy Head Girl)
Administrative Staff Rep. Caretaker	Gale Armstrong Michael Murphy
Chief Fire Officer Assistant Fire Officer	James Dunphy Éanna O' Conghaile

Appendix II

Emergency Contact List and Useful Numbers 2016-2017

(To be displayed in the Principal's office, Administration office and the Staffroom)

Agency	Contact Number
Gardaí	0404 60140 / 999
Fire Brigade	999
Ambulance	999
Hospitals	
Loughlinstown	01 2825800
St. Vincent's	01 2214000
Our Lady's Hospital for Sick Children, Crumlin	01 4096100
Local GPs	
Dr. Tom Finnegan, Dr. John Brangan, Dr. Peter O' Kane; Salem, Wicklow Town	0404 67319
Dr O' Gorman, Dr. Bishop, Roseville, Church St. Wicklow	0404 67367
Dr. Power, Dr. Golden, Dr. Byrne, Dr. Flynn, Dr. O' Dwyer, Dr. Doyle Westmount Clinic, Church Hill, Wicklow	0404 67381
Dr. Christiansen, Church Hill, Wicklow	0404 67518
Dr. Orla Mc Andrew, Dr. Mc Carthy, Ashford Clinic	0404 49114
Parish Priest / Clergy / Administrator's House Rev. Donal Roche, Administrator Rev. Pat O' Rourke, C.C. Parish Office	0404 67196 0404 61699
Túsla / Educational Welfare Service / Child & Family Agency	0404 68400
School Inspector	01 8896400
National Educational Psychological Services (NEPs) Regional Office, Dublin / Mid-Leinster NEPs Psychologist	01 889 2700 0761 108400



Avril Burgess	
Department of Education & Skills (DES), Cornamaddy, Athlone, Co. Westmeath Marlborough St. Dublin	090 6483600 01 8896400
State Examinations Commission (SEC)	0906 44 2700
ASTI	01 6040160 / 1850 418400
Employee Assistance Service – Carecall Ireland	1800 411 057
The Samaritans	1850 60 90 90
Childline	1800 666 666
Barnardos Bereavement Counselling for Children	01 4732110
Aware	01 6617211
Pieta House	1800 247 247
Parentline	1890 972722 / 01 8733500
Rainbows Ireland	01 4734175
TY Coordinator - Thérèse Goff	

Appendix III

Trauma Response Plan

Procedures to be followed in the event of a **Critical Incident** occurring:

Short Term Actions—Day 1

Once a critical incident comes to the attention of a member of staff, s/he should inform senior management of the school forthwith. However, in certain circumstances where an emergency exists, it may be necessary to call one or other emergency services first.

1. Establish the facts

- Gather the facts—Who? What? When? And Where?
- Location of event
- Extent of the injuries
- How many involved, names etc.
- Risk of further injuries
- Relevant Agencies/ Parents/Guardians already contacted

2. Convene a meeting of the Critical Incident Management Team

On notification of a critical incident, the Principal will call a meeting of the available Critical Incident Management Team.

The team need to agree an immediate plan of action which may / will involve:

- Establishing the facts
- Assigning responsibilities to the team members including responsibility of dealing with phone calls
- Agreeing a statement of facts for staff, students, parents / guardians and media



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- Informing staff first, then all other parties as appropriate
- If and when appropriate, contacting / visiting the family or families immediately concerned
- Informing Board of Management, Le Chéile office and DES as appropriate
- Contacting relevant support groups e.g. NEPS, D.E.S. , Health Service Executive, Counsellors
- Organising a time table for the day to help adhere to a normal routine as far as possible
- Organising support and rooms for counselling / assistance
- Organising a school assembly / prayer service / Mass

3. Convene a staff meeting

All staff, teaching and non-teaching should attend and the following areas may be dealt with:

- An account of the facts known
- An opportunity for staff to express their feelings and views
- Discussion with staff re informing students ... an agreed approach
- An outline of the schedule for the day as proposed by the CIMT
- Details regarding outside agencies which may become involved and the supports they will put in place
- A procedure for identifying vulnerable students
- Distribution of relevant hand-out materials, resource documents etc.

4. Inform Students

It is important that all those who need to be informed of the incident receive the necessary information as soon as possible. To assist in this process, the following will be considered:

- An agreed statement re the incident (care with terminology used)
- The assembly size of the group: class groups/year groups/ seniors/ juniors etc.
- The staff members assigned to this task (some may be uncomfortable in this undertaking)
- Time allocated for this task, allowing students time to voice their feelings / reactions etc.
- A room / rooms set aside for distressed students, tea /coffee etc. to be made available if needed
- A clear statement as to the help /support which will be available to the students
- The use of an 'outside expert' where relevant—e.g. NEPS Psychologist



5. Inform Parents

- A designated person to share information to be agreed upon
- A list of who has and who needs to be informed to be kept
- A written account of the event, how the school proposes to deal with it and how parents can assist their daughters / family members in recovering from the trauma to be forwarded as soon as possible

6. Inform Media

- A designated person to act as spokesperson is appointed [The Principal] (clarity regarding 'on the record' and 'off the record' comments should be established)
- Permission from the family must be sought
- Family to be informed about any press release and its contents to be made known to them
- Personal details of students / staff members involved (phone no's, addresses etc.) should not be divulged
- Staff and students to be briefed on dealing with the media

Critical Incident Rooms

In the event of a critical incident the venues for meetings are designated /allocated as follows:

Venue	Group assigned
Staffroom	Staff
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Prayer Room	Support for students directly affected by the incident
Library	Individual Parents / media / misc. visitors
Parent room	Individual Parents / media / misc. visitors
Year Heads' rooms	Individual students / small groups

Medium Term Actions (24-72 hours)

Review the events of the first 24 hours

- Reconvene the Critical Incident Management Team
- Decide on allocation of tasks
- Briefly check on how each person is coping
- Decide arrangements for support meetings for parents/students/ staff
- Decide on mechanism for feedback from teachers on vulnerable students
- Ensure that all staff are kept up to date with information, reconvene a staff meeting if necessary
- Update the media if necessary



- Arrange support for individual students /groups of students and parents if necessary
- Plan visits to the injured / sick
- Liaise with family regarding funeral / memorial services
- Organise attendance and participation at funeral /memorial service
- School closure: Decision by Chairperson of Board of Management
- Plan for the reintegration of students and staff upon their return to school after the trauma

Long Term Actions

Monitor students for signs of stress

Evaluate response to the incident and amend the Critical Incident Management Plan appropriately

Decide on appropriate memorials /anniversary events

Dealing with the Aftermath of a Suicide or Suspected Suicide

The term 'suicide' should not be used until it has been officially confirmed that the victim's death was indeed as a result of suicide. The phrase 'tragic death' or 'sudden death' should be used in the interim.

When someone dies through suicide, those who know the person experience a deep sense of shock and sometimes, trauma. It is important that the school community has guidelines in place which will help cope in such difficult circumstances.

How the school can support:

1. The Family

- An appointed staff member should contact the family to establish the facts and the family's wishes about how the information should be disseminated.
- Acknowledge their grief and loss
- Organise a home visit by designated staff members (Year Head, Principal etc.)
- Consult with the family with regard to their wishes re school support or involvement in funeral services etc.

2. The Staff

- Convene a meeting of all staff to brief them on all the details
- Inform staff of support, policy and procedures available within the school community
- Outsource support from NEPS etc. for staff who will in turn brief them on how to break news to students



- Revisit the **Resource Document**, provided by NEPS, re potential suicide and indicators of high risk students
- Identify high risk students and what supports are available
- Arrange for updates of information via Daily Notice etc.
- Allow staff time and space for their own reactions / responses

3. The Students

- Give facts as they are appropriate
- Create a safe and supportive environment where students can share their reactions and feelings
- Advise them on their possible reactions over the coming days
- Avoid sensationalising the suicide
- Inform them of the supports available to them
- Take any talk of suicide seriously and provide support or refer immediately

Roles and responsibilities of the CIM Team

1. Chairperson

The school Principal (or someone acting on his / her behalf) is the Chairperson of the CIM Team

Responsibilities

- Determine whether it is necessary to activate CIM Plan
- Designate the person who will investigate all the details
- Nominate the coordinator
- Contact the CIM Team ,outside school hours if necessary
- Convene and chair the meeting with CIM Team
- Activate the plan
- Contact and inform the Board of Management
- Brief the staff
- Liaise with the Media

Tasks

- Have and keep telephone numbers of the CIM Team to hand
- Brief staff on the need to know basis at the earliest possible opportunity and keep them informed of developments as appropriate
- Indicate to staff what, if any, information should be shared with students
- Ensure that the Principal deals with all new media enquiries
- If appropriate, prepare a statement for the news media, expressing the school's feelings and explaining the school's response plans
- Agree a specific time for press briefings if situation is 'on-going'



- Nominate a specific location for media briefings
- Ensure that the school runs as normally as possible

2. Communication

Person(s) nominated by the Principal

Responsibilities

To ensure that information is disseminated to all members of the school community in the event of a critical incident

Tasks:

- To liaise with the office staff re accessing up-to-date records of telephone numbers (school term and holiday), mobile phone numbers, home addresses and email addresses of all CIM team members
- To liaise with office staff re accessing all contact details of all staff members
- To liaise with the Principal regarding communications to staff, students and the public
- To organise a 'communication-to-all- staff' system when dissemination of information is required outside school time
- To organise a 'Bulletin Board' in the staffroom during the critical incident and to update where necessary

3. Coordinator

The coordinator, nominated by the Principal, is responsible for the implementation of the CIM plan and for ensuring appropriate support throughout the critical incident.

Responsibilities

- Responsibility for overseeing the implementation of the decisions of the CIM team.
- Ensuring that each person / group understands and is fully briefed on his / her role within the response
- Responsibility for the updating procedures where appropriate and for keeping staff informed of such changes.

Tasks

- Ascertain the facts of the situation
- Meet with the CIM team
- Ensure that each member of the CIM team understands fully their role and has the necessary information and support to carry it out
- Regular meetings, in the aftermath of the critical incident and in the days that follow, with updates briefings as appropriate



- Attendance at in-service and /or training relevant to a critical incident and to the school's response
- Evaluation of the communication process afterwards

4. Deputy Principal

The Deputy Principal is responsible for administration

Responsibilities:

- Member of CIM team
- Keep school running as normally as possible
- Ensure rooms are available for: Counselling/ Priest/Coordinator of Chaplaincy/ Reflection/Support, Parents/ Public to meet, other
- Freeing up of teachers who are: helping out with students affected by the situation, Helping the coordinator and facilitator
- Knows what is happening
- Knows where it is happening

Tasks

- Continue with school administration but in unusual circumstances
- Links with the CIM team
- Is part of the CIM team

5. Facilitator/ Year Head

The facilitator is usually the Year Head of the relevant student group affected by the critical Incident.

Responsibilities:

- To work closely with the tutors in order to identify specific needs within the school
- The facilitator works closely with the Deputy Principal to relay information regarding : extra classrooms that may be needed, changes in classrooms, changes required re staff
- The facilitator is responsible for overseeing the delivery of the response to the students

Tasks

- The facilitator meets as a member of the CIM team
- The facilitator meets with relevant tutor and teachers throughout the day. The information obtained at these meetings will be disseminated at the CIM team meetings or to key personnel throughout the day



- The facilitator maintains his/her role as facilitator throughout the critical incident and during the aftercare period

6. Counselling

The Guidance counsellors / counselling staff

Responsibilities

- To support teachers in their implementation of the response in the classroom
- To provide counselling /emotional support to students and staff affected by the incident
- To ensure follow up and evaluation towards best practice in critical incident response

Tasks

- Offer support to teacher and be present if necessary when story is being verified
- Feedback to CIM
- Support the teacher and Year head in the classroom by:
 - Providing resource materials and guidelines on talking and listening to students
 - Checking that teachers are comfortable with their roles and identifying alternatives where necessary
 - Helping teachers identify the needs of particular groups of students in relation to one-to one or group support
- Provide space and time for one-to- one and or group consultation with students
- Provide space and time for one-to one support for staff members affected by the incident
- Access and facilitate support from the outside agencies where necessary
- Develop a resource pack for use in a critical incident

7. Chaplain & Coordinator of Chaplaincy Services & RE Coordinator

- Liaise with local parish in case of death
- Provide opportunity for prayer in the school (working with RE Team)
- Contact local parish re funeral arrangements
- Liaise with parish and home with regard to school involvement in liturgy
- Organise students /staff to be involved in funeral if invited to do so
- Work with R.E. team to provide prayer for affected group as soon as possible
- Establish 'quiet' or prayer space in the school
- Be available to staff if required



Appendix IX

First Aid Information and Location of Fire Extinguishers

First Aid:

The following members of staff have completed a First Aid Course:

- Lisa Carthy
- Kathryn Fox
- Siobhán Stafford

Location of First Aid Supplies:

- Staffroom
- Home Economics Kitchen
- Administration office
- Principal's office
- Deputy Principal's office
- P.E. Store
- All Laboratories

Location of Defibrillators:

- Staffroom
- Back wall of Fatima Hall (to the right of main entrance)

Location of Fire Extinguishers:

- Heaven – top of stairs (Water)
- Stage light area in Fatima (CO2)
- Back Stage (Water, Powder)
- Toilet by Guidance office (Water, CO2)
- Stairs by J6 (CO2)
- Outside Th4 (Water)
- Crush Hall (CO2)
- Store cupboard in Fatima (CO2 x 2)
- Outside Th1 (Water)
- Outside D2 – Student entrance (Water)
- Outside Joseph's dining hall – tuck shop end (CO2)
- Sally White corridor (Water, CO2)
- Outside Breda's room (Water)



- 1st Yr. dining hall (Water)
- Between Staffrooms (Water)
- Between Geography Room and D2 (Water)
- Chemistry Lab (Blankets x2, CO2)

Location of 'IN CASE OF EMERGENCY BREAK GLASS' boxes

- Heaven – top of stairs
- Outside costume room door
- Back stairs of Fatima Hall
- Stairs by Guidance office
- Outside Demo Room
- Outside Chemistry Laboratory
- Stairs by J6
- Outside Th6
- Stairs from Fatima Hall to Th6
- Entrance to Fatima Hall
- 2 in Fatima Hall by Fire Exit doors
- Outside Th3
- Stairs by J3
- Outside Computer Room
- Outside Art Room
- Outside Staffroom (J4 side)
- Outside Principal's office
- Outside Joseph's dining hall – Tuck shop end
- Outside 2nd Yr. dining room
- Outside Language Lab.
- Main entrance by Fire Board Panel
- Between Staffrooms
- Between Geography Room and D2.

These lists will be posted on the noticeboard in the Staffroom to ensure all staff are familiar with this essential information.