

# policy **CRITICAL INCIDENTS AND/OR EMERGENCY MANAGEMENT**

## **RATIONALE**

This Policy complies with Department of Education and other non-school workplace safety requirements and should be read in conjunction with all other policies that relate to the wellbeing of staff and students. To be read in conjunction with the emergency management plan.

## **DEFINITION FOR THE PURPOSE OF THIS POLICY:**

A Critical Incident or an Emergency is any sudden event which threatens to endanger or endangers the safety or health of any person, or which threatens to destroy or damage or destroys or damages school or nearby property including: fatality, serious assault or injury, sexual assault, siege, hostage or incidents involving firearms or other weapons, the disappearance or removal of a student or staff member, bomb threat, motor vehicle collision or impact, impact by equipment, machinery or aircraft, a flood or windstorm, an earthquake or other natural event, a fire in or around the school including bushfires, the leakage of fumes or spill of contaminated or hazardous materials or the outbreak of disease.

## **AIMS**

To ensure that in the event of an unforeseen emergency and/or critical incident involving school community members in or away from school:

- The safety of students, staff and visitors is protected and maintained at all times.
- An immediate and coordinated planned response is activated.
- Appropriate specific actions are taken during and following the emergency/incident.
- A prompt and safe resolution is found.
- Recovery support is provided to minimise the immediate and long-term impact on the school environment and its people.

## **IMPLEMENTATION** See **Emergency Management Plan**

- All relevant aspects of the Critical Incidents and/or Emergency Management Policy should be applied, when necessary on Campus, during Camps and Excursions, during travel times to and from school, during outdoor activities and local walks.
- They should also be applied when dealing with problems and or issues related to negligence or legal liability.
- A school Critical Incident and/or Emergency Management Team (Leadership Team) should be formed with the Principal (or their representative in their absence) being designated as the Critical Incident and Emergency Coordinator.
- The Critical Incident and/or Emergency Management Team should be responsible for policy review, the provision of practice and professional development opportunities for school community members, the establishment of preventative measures and the coordination of response procedures, including debriefing and an assessment of the policy and procedures on a regular basis.

**The Critical Incident and/or Emergency Management Team should make decisions related to safety and welfare that ensure:**

- Staff are well informed and prepared for emergencies and critical incidents.
- Prevention and mitigation of emergencies is of prime importance.
- The response to any emergency or incident minimises impact.
- The recovery of any individuals who may be traumatised as a result of any emergency or critical incident.
- The Critical Incident and/or Emergency Coordinator should update the Emergency Management Plan with the relevant data and present to all staff at the beginning of each year as well as sending to the Department.
- All critical incidents must be logged with the Department's Emergency Management unit.

Further Information to support the critical incident policy can be found at:

<http://www.education.vic.gov.au/school/principals/health/Pages/default.aspx>

### **EVALUATION**

This policy will be reviewed as part of the school's three year review cycle.