



Critical Incident Policy

Aims

- A. To manage unusual and significant incidents and situations in the best interests of the school and the members of the school community.
- B. Minimise the impact of critical incidences on students, staff, volunteers and visitors.
- C. Facilitate the return of the workplace to normal operations as soon as possible.

Scope and Application

The scope of this policy and supporting documentation is to provide the school management with a practical decision making tool, comprised of simple actions and guidelines, to strategically manage the safety of all staff and students, the integrity of the environment and protection of the school's reputation.

Once an 'event' evolves from an Emergency to a crisis or critical incident, the procedures contained in this policy should be activated - *See Emergency and Crisis Management Flowchart.*

This policy is available on the school website and is included in the staff induction manual.

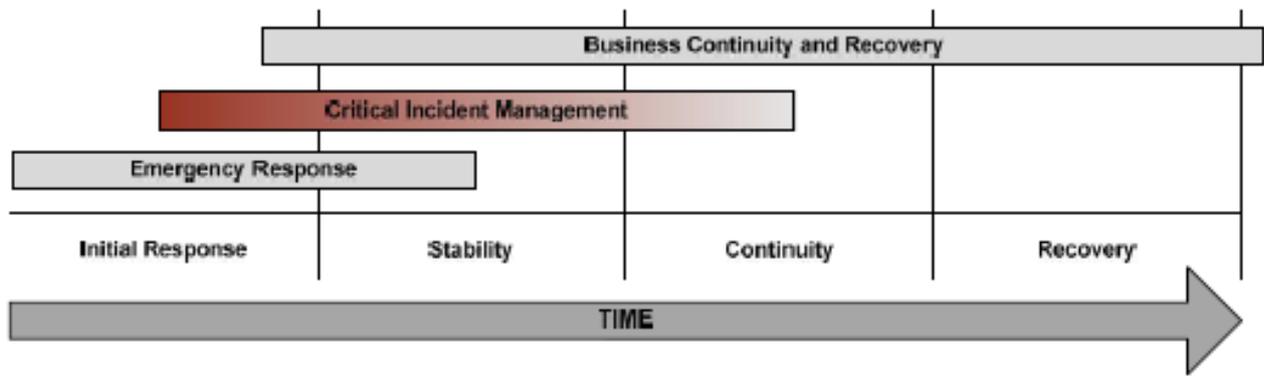
This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

Incident Management Context

The Critical Incident Management strategy and this plan are founded on the concepts and principles of incident management, which have been adapted for Industry use from those developed by Emergency Management Australia (EMA).

The figure below provides an example of the activities undertaken by each organisational element and their relative timing.



Definitions

- A. **Incident** - Encompasses terminology variations such as issue, emergency, disruption and crisis, whether potential or actual. A low level local problem with no series impact. Senior staff and the governing body may not be involved in the resolution.
- B. **Emergency:** An emergency can be considered to have three elements: (a) a threat to the organisation, (b) the element of surprise, and (c) a short decision time. (refer to Emergency Procedures Policy)
- C. **Crisis** - A rare event that causes an unstable or crucial time or state of affairs in which a decisive change is impending, especially one with the distinct possibility of a highly undesirable out-come. Especially outcomes that may have significant negative effects on the schools reputation, financial security or staff/student safety. A rapid response by leadership and governance is needed. A crisis often develops over time; however it can suddenly escalate if not managed well.
- D. **Relationship Between an Emergency and a Crisis** - In this policy they will be used as defined above and relate as shown by the flow chart in the Critical Incidents Policy - Procedures and Forms.
- E. **Critical Incident** - A critical incident is an event or series of events that fall outside the normal business contingency and require response by the organisation's personnel and/or external emergency services. It is an incident in which there is a high likelihood of traumatic effects or evoking unusual or unexpectedly strong emotional reactions, which have the potential to interfere with the ability of the individual, group or school to function either at the time or later. Such incidents may include an accident causing death or serious injury, suicide, a major bush fire, drug related incidents, serious medical or health emergency, use of weapons on site, threats of or actual physical violence or chemical spill. A critical incident will cause the CIMP to be activated. All critical incidents must be reported to the Department of Education Services and the Chair of the governing body. (AISWA Emergency management).
- F. **Incident Manager:** The person responsible for the overall control of an emergency or critical incident, usually the Principal or sometimes his or her delegate.
- G. **Critical Incident Management Plan (CIMP):** A set of procedures to deal with a particular crisis.

H. Critical Incident Management Team (CIMT): The group of people set aside to deal with a particular crisis or all crises. It would usually include senior leadership and governance personnel.

Principles

This plan is written in-line with the four phases of emergency management, namely:

“Comprehensive Approach” to Emergency Management



- A. Prevention** - assessments will be conducted to identify potential hazards and develop procedures and policies designed to mitigate or prevent damage.
- B. Preparedness** - plans, policies and procedures will be developed then communicated through training, testing the plan and communicating the CIMP with the required stakeholders.
- C. Response** - implementing the Emergency Management Plan (EMP) and/or Critical Incident Management Plan (CIMP) will be implemented to respond to any emergency or critical incident.
- D. Recovery** - working with affected members of the school community and others to recover and return to normal activities as soon as possible. This includes the development of short, medium and long term recovery activities.

Responsibilities

- A.** The School must notify Dept. Education Services of any critical and emergency school incidents, including:
 - 1. Circumstances that pose a critical risk to the health, safety or well-being of one or more students or staff;
 - 2. Incidents requiring school closure, lockdown, or reduction of number of students or staff attending;
 - 3. Death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred while being educated.
- B. Board**
 - 1. Oversee critical incident reporting to DES in conjunction with Principal.

2. Writing and updating this policy in consultation with relevant parties
3. Ensuring this policy is implemented
4. The governance structure of the school will guide in deciding who is the best qualified to manage a critical incident.
5. Annual review of the organisation structure as seen in the organisation chart.
6. Respond to threats and opportunities affecting the well-being of the school and to be proactive in examining these situations and acting upon them.
7. Annual review of the CIMT structure and the CIMP

C. Principal

1. Oversee critical incident reporting to DES in conjunction with the Board.
2. Oversee the notification and documentation outlined in the CIMP.
3. Respond to threats and opportunities affecting the well-being of the school and to be proactive in examining these situations and acting upon them.
4. Performing the duties of Team Leader as defined in the CIMP. (If the Principal is not present or is unable, the teacher in charge or the alternate team leader as named in the CIMP is the substitute.)
5. Staff induction and training.
6. Regular review of incidents and accident reports
7. Annual review of the CIMT structure and the CIMP
8. Make Work Cover reports if required.

D. Administration Staff

1. Ensure lists are kept updated:
 - a. Staff and next of kin contact list
 - b. Students at risk list
 - c. Parent contact list

E. Teaching Staff

1. Complete Critical incident management training

F. Adult members of school community

1. Respond to threats and opportunities affecting the well-being of the school and to be proactive in examining these situations and acting upon them.
2. All members of the school community are responsible for contributing to their own safety and that of others by:
 - a. acting on their awareness of potential risks,
 - b. familiarising themselves with emergency procedures
 - c. Acting responsibly in an emergency.

Related Legislation

- A.** Occupational Health and Safety Act 1984
- B.** Occupational Health and Safety Regulations 1996
- C.** Australian Standard AS3745 – 2010: Planning for Emergencies in Facilities.
- D.** AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
- E.** Emergency Management Act 2005
- F.** Emergency Management Regulation 2006
- G.** School Education Act 1999
- H.** School Education Regulations 2000
- I.** Disability Discrimination Act 1992
- J.** Incorporated Associations Act

Related Kerry Street Documentation

- A.** Procedures and Forms including:
 - 1.** Prevention and Preparedness Procedure
 - 2.** Crisis Management Flowchart
 - 3.** Critical Incident Severity Matrix Procedure
 - 4.** Critical Incident Severity Matrix
 - 5.** Events to Report to DES Procedure
 - 6.** DES Notification Form
- B.** Policies including:
 - 1.** Complaints Policy
 - 2.** Emergency Procedures Policy
 - 3.** Risk Management Policy
 - 4.** Bushfire Policy
 - 5.** Behaviour Management Policy
 - 6.** Bullying Policy
 - 7.** Use of Physical Restraint Policy
 - 8.** Supervision Policy
 - 9.** Duty of Care Policy
 - 10.** Child Protection Policy
 - 11.** OHS Policy
 - 12.** Excursion Policy

- 13. Camp Policy
- 14. All policies related to Health and Safety
- C. KSCS Critical Incident Management Plan (CIMP)
- D. KSCS Emergency Management Plan (EMP)
- E. Staff Contact Directory
- F. Students at Risk Directory
- G. KSCS Organisation Chart
- H. KSCS Constitution
- I. KSCS Values and Philosophy
- J. Incident Report File

Reference

- A. Critical Incidence Management Plan (CIMP)

Contact Person

Enquires relating to this policy should be directed to the School Principal or Board Chair.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Authorisation and Review

- A. This policy was authorised by the Kerry Street Council on 11 May 2006
- B. This policy was reviewed September 2013.
- C. Policy reviewed July 2016
- D. To be reviewed October 2017

Revision History

Date	Revision	Detail
May 2019	V.1	Formatting. Procedures separated and updated.