

## CRITICAL INCIDENTS POLICY

### Background

*(Most of the information contained in this policy has been gleaned from the Department of Education Services website: Critical Incident Reports)*

Emergencies and critical incidents can vary significantly in duration. Some will be discrete and short in duration others may be protracted and last for days or weeks.

Effective emergency management involves coordinated actions based on line management principles and designated responsibilities. This will:

- reduce the likelihood of emergencies and critical incidents
- minimise the impact on students, staff and site activities; and
- facilitate the return of the site to normal operations as soon as possible.

Management of emergencies and critical incidents will involve consideration of:

- the prevention of emergencies and critical incidents
- preparedness for emergencies and critical incidents
- response to emergencies and critical incidents
- recovery from emergencies and critical incidents
- review of emergencies and critical incidents

### Critical Incident

A critical incident is an incident in which there is a high likelihood of traumatic effects. A critical incident evokes unusual or unexpectedly strong emotional reactions which have the potential to interfere with the ability of the individual, group or system to function either at the time or later. For example, an on-site accident causing death or serious injury, student or staff suicide, major vandalism, sexual assault at school, students lost or injured on an excursion or intruders on a school site who cause harm to people or damage property.

*Emergencies or critical incidents can include natural disasters (for example, bushfires or floods) or human disasters (for example, arson)*

### Risk Assessment

The principal will:

- identify on-site and off-site situations that have the potential to become emergencies or critical incidents affecting the site's operations;
- determine potential risks associated with particular situations; and
- use the *Risk and Business Continuity Management* policy to assess the potential risks and develop mitigation strategies.

### Emergency Management Plan

The principal will develop an *Emergency Management Plan*, a *Bushfire Preparedness Policy*, *Emergency Evacuation Policy*, *Lock Down Policy* and a *Terrorist/Bomb Threat Policy*. The principal will ensure all staff members are familiar

with the plan. Emergency response lockdown and evacuation drills will occur once per term.

### **Recovering from an emergency or critical incident**

Following an emergency or critical incident, the principal or site manager will:

- take appropriate actions to return the site infrastructure to normal;
- develop and implement medium to long-term strategies in conjunction with regional education office school psychologist and Coordinator Regional Operations to identify and manage the ongoing social and psychological needs, and (in the case of students) the educational needs, of those affected;
- modify specific procedures of the plan as determined by the operational debriefing; and
- liaise with the Department of Education Services when preparing communications for parents.
- Complete the *Critical Incident Report* form (DES website: <http://det.wa.edu.au>) within 48 hours of the incident, and send to: Manager Regulation, Education Audit and Registration Non-Government Schools Branch, PO Box 1766, Osborne Park DC WA 6017.

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Chairperson  
School Council  
2 June 2015

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Principal  
2 June 2015



This form should be completed promptly, saved for your records and sent to:  
Manager Regulation, Education Audit and Registration  
Non-Government Schools Branch  
Postal address: PO Box 1766 OSBORNE PARK DC WA 6017  
Telephone: (08) 9441 1900 Facsimile: (08) 9441 1901 Email: ngs@des.wa.gov.au

### Critical and emergency incident report

Refer 2014 Registration Standards and Requirements– Section 4.4 – Critical Incidents

**1. School Details**

<b>School:</b>	
<b>Chair of Governing Body:</b>	<b>Principal:</b>
<b>Email address:</b>	<b>Telephone:</b>

**2. Date, time and location of incident**

<b>Date of Incident:</b>	<b>Time of Incident:</b>
<b>Location of Incident:</b>	

**3. Affected person(s)** Select as appropriate

Whole School	Teaching Staff	Other Schools
Student(s)	Support Staff	Other (please specify)
Parent(s) / Caregiver(s)	Volunteer(s) / Visitor(s)	

**4. Type of incident** Select as appropriate

Accident leading to major injury or death	Intruders
Loss of Life	Weapons
Medical Emergency	Bomb Threat
Fire	Threat of Physical Violence
Natural or Physical Disaster	Actual Physical Violence
Child Abuse	Major act of Vandalism or Burglary (causing major interruption to school)
Sexual Abuse	Other (please specify)
Drugs	

**5. Action taken** Select as appropriate

Police / Emergency Services advised	School Critical and Emergency Incident Policy followed
Department of Child Protection advised	School premises secured
Chair of school governing body advised	Counselling sought
Department of Education Services advised	Health and Safety Services advice sought
Parent(s) / Caregiver(s) advised	Suspension / Expulsion of Student
AISWA advice sought	Staff stood down
CEOWA advice sought	Other (please specify)

**6. Brief description of the incident**

(If there is insufficient space on this form, please state 'Refer to attached' and provide a separate sheet(s))

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**Authorised Critical Incident Reporter:**

<b>Name:</b>	<b>Position:</b>	<b>Date:</b>
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**7. Brief statement on effectiveness of school policies (if applicable)**

Thank you for completing this Critical Incident Report. An Officer from the Department of Education Services (DES) will contact you shortly.

DES internal use only:

Submitted via: Email	Facsimile	Mail	Verbally (via telephone)	STARS Incident Number:
Related TRIM Reference(s):	DES staff member:	Position:	Date:	