



## CRITICAL AND EMERGENCY INCIDENTS: MANAGING AND REPORTING

St Mark's Anglican Community School would like to acknowledge information sourced from the Association of Independent Schools of Western Australia (AISWA), the Anglican Schools Commission (ASC) and Department of Education WA as guidelines in the production of this Policy and Procedure.

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## **1.0 POLICY STATEMENT**

The Principal, Staff and Facilities Manager are responsible for management of on-site and off-site school related Critical and Emergency incidents. The intention is to minimise trauma and distress to students and staff and damage to property and to ensure the teaching and learning program is maintained or resumed.

There are times when the whole school is affected by a sudden, unexpected critical event. It is the responsibility of all members of the School Community to collaborate in the provision of a caring environment. The summary of the Critical and Emergency Incident Management Plan is planning, prevention, preparation, response, recovery and evaluation.

## **2.0 DEFINITIONS**

### **2.1 Defining critical and emergency incidents as:**

- Death, or life threatening injury, of a student or Staff member at School, or following an incident that occurred at the School or through school-based activity or circumstances.
- Circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or Staff.
- Receipt of an allegation of child abuse, including but not limited to sexual abuse, against a student by a Staff member or student or other person, whether the abuse is alleged to have occurred recently or in the past.
- Issuing a formal warning to a Staff member or ceasing employment of a Staff member for a breach of the Staff Code of Conduct suspected to be grooming behaviour.
- Incidents requiring school closure, evacuation, lockdown or reduction of number of students or Staff attending. (Refer to Emergency Evacuation and Lockdown Policy.)

### **2.2 Examples of Critical Incidents**

- Serious injury, illness or death of a member of the School community
- Students or Staff lost or injured on an excursion
- Students or Staff taken hostage
- Assault of a student or Staff of the School community
- Violent event in the local community
- Students or Staff witnessing a serious accident or incidence of violence
- Significant vandalism or destruction of part of the School property

- Fire, bomb threat, explosion, gas or chemical hazard, flood, earthquake, windstorm, hailstones or extreme temperature
- Allegations of child abuse
- Staff breaching Staff Code of Conduct suspected to be grooming behaviour

### **2.3 Management**

The Management of Critical and Emergency Incidents will involve consideration of:

- Prevention and mitigation
- Preparedness
- Response to a critical Incident
- Recovery from the Incident
- Recording of the Incident (Refer to Appendix 1)
- Review of Procedures (Refer to Appendix 2)

## **3.0 CRISIS MANAGEMENT TEAM**

The Crisis Management Team will consist of the following people:

- Principal Mr Steven Davies
- Assistant Principals Mr Gary Young, Academic  
Mrs Teresa Gastevich, Pastoral
- Heads of School ELC – Mrs Linda Sweet  
Junior – Mr Brad Gill  
Middle – Mrs Julia McGibbon-Briggs  
Senior – Dr Bailey Smith
- School Chaplains Rev'd Scott Rowland  
Mrs Rowena McMicking  
Rev'd Brad Galvin
- Business Manager Mrs Carolyn Gray
- Wellness Team School Psychologist – Mrs Sam Goldberg  
School Nurse – Mrs Tracey Nottingham/  
Mrs Sue Willison
- Facilities Admin Assistants  
Mr Alex Chirico

The Principal in conjunction with the Chaplains and Heads of School are the Team Leaders. The Assistant Principals are the coordinators and overseer of the Crisis Management Plan.

## **4.0 SCOPE**

- 4.1 This policy applies to everyone who is:
- a) Employed by St Mark's Anglican Community School

- b) In a teaching, practicum or management position or Administration role at the School
- c) Visiting the School as a Contractor or Parent helper

## **5.0 PROCEDURE**

**5.1 Risk Assessment** The Crisis Management Team need to meet immediately after the School has been informed of the crisis to determine the category of Critical and Emergency Incidents.

- Team Leaders take control. On-site and off-site situations are identified to determine the potential to become emergencies or critical incidents affecting the School's operations.
- The Principal is to verify information from police, family or other relevant authorities and verify what information can be released to whom and when.
- The Management Team need to meet immediately after the information is verified.
- Contact may be made with a family or families if appropriate to the situation.
- The Business Manager will need to be advised to screen incoming calls. The Principal or Assistant Principals need to supply the Admin Staff with an accurate written statement for incoming calls.
- The Chapel will be open for prayers and reflection.
- The Chaplain, Assistant Principals, School Psychologist and School Nurse will assist with counselling and debriefing Staff, students and parents if required.
- The Chaplains contact the local Parish Priest for counsellors if needed.
- If there are people in the School Community reacting with physical signs of stress, Staff members with a current first aid certificate are to be contacted.
- The School Psychologist contacts AISWA Psychology Services to help the team to assist with counselling and debriefing students, Staff and families as or if required.
- The team will need to look at the students most at risk. How will they be identified? Who will work with them? The team will also address these needs in relation to Staff members.
- Media requests are to be dealt with by the Principal only, after consultation with the Chair of School Council and the ASC.
- The Principal will prepare a letter to all parents if the team decides it is necessary. This letter needs to include information on signs of distress, the School's plan and who to contact for help.

## **5.2 Response**

**The Principal (or delegated authority if Principal not on site) will:**

- Verify information
- Gather factual information on the crisis

- Arrange a brief meeting with the Crisis Management Team to consider implementation of Crisis Management Strategy
- Formulate a statement for Staff and students
- Contact parents of students involved if applicable
- Make a prepared statement for release to the wider community e.g. Parents, Media, Parish
- Speak to Staff
- Decide if an outside Media Management Consultant is needed

### **Principal (or delegated authority if Principal not on site) Notification**

- Contact Chair of School Council, Chair of the ASC and inform them of the Critical and Emergency Incident.
  - Notify the Department of Education Services of the following critical incidents. These include:
    - Death, or life threatening injury, of a student or Staff member at School, or following an incident that occurred at the School or through school-based activity or circumstances.
    - Circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or Staff.
    - Receipt of an allegation of child abuse, including but not limited to sexual abuse, against a student by a Staff member or student or other person, whether the abuse is alleged to have occurred recently or in the past.
    - Issuing a formal warning to a Staff member or ceasing employment of a Staff member for a breach of the Staff Code of Conduct suspected to be grooming behaviour.
    - Incidents requiring school closure, lockdown or reduction of number of students or Staff attending. (Refer to Emergency Evacuation and Lockdown Policy.)
1. Within 48 hours, the Principal (or delegate) will complete online a Critical Incident Report Form. <http://www.des.wa.gov.au>
  2. This report must be forwarded to the Chair of the ASC.
  3. The Chair of the ASC will notify the Director General using the form which has been completed by the Principal.
  4. The Principal will notify in writing the Chair of School Council.
  5. Information about the Incident will be kept in the School's Critical and Emergency Register. (Refer to Appendix 2)

Note: Where the Principal knows that a Mandatory Report has been made regarding a student at the School, the Governing Body, Chair of School Council and the Director General will be notified as this will fall within the definition of a Critical Incident. The description of the incident on the form needs only to record that a Mandatory report has been made to the Department for Communities (Child Protection and Family Support Division), providing the Report Number.

**Assistant Principals'** roles and responsibilities are coordination, control and communication.

### **Coordination involves:**

- Keeping the Principal informed
- Assessing the emergency and the danger
- Chairing the meeting with School Crisis Management team
- Determining immediate course of action depending on the circumstances
- Notifying the emergency services if needed
- Liaising with emergency services
- Identifying and providing resources
- Arrange relief for any teachers not coping in the class situation
- Ensure all classes have a teacher

**Control involves:**

- Accounting for all Staff and students
- Evacuating the workplace – Refer to Evacuation Policy
- Lockdown the workplace – Refer to Lockdown Policy
- Closure – Parents will be notified by SMS. Temporary closure of part or whole of the School will be to:
  - Protect the health or safety of Staff and students in the vicinity of the School's premises
  - Protect or secure the School premises or part of the premises to be closed from damage or vandalism
- Assemble students at designated Assembly Points on the Oval or Pavilion

**Communication involves:**

- Informing Staff and students
- Communicating with emergency services
- Providing situation reports to the Principal
- Providing feedback to all Staff

**The Business Manager and Administration Staff:**

- Meet with the Crisis Management Team
- Refer all media enquiries to the Principal or delegated authority
- Brief and supervise Administration Staff
- Answer parent enquiries by reference to the Principal's prepared statement
- Assure enquirers that the School is proceeding normally
- Thank people for offering help and take a contact number if the offer needs to be taken up
- Continue with routine duties and offer to assist at reception counter as required to handle personal enquiries

**Heads of School**

- Meet with Assistant Heads of School and Heads of Year to arrange meetings in Year groups to enable Staff to speak to students about the incident

- Be mobile around the School throughout the day to assist Staff in handling any problem arising
- Meet with the Wellbeing Team after briefing
- Mobilise extra staff, not teaching at the time, where possible to assist in handling any problems arising

### **Teachers, Assistants and Ancillary Staff**

The teachers and Assistants are responsible for their students during an emergency. They should:

- Assess the situation
- Inform the Principal (Assistant Principals, Heads of School,) immediately
- Assist anyone in immediate danger
- Evacuate students or keep them secure in lockdown
- Take students to the assembly point
- Account for all students (roll call)
- Supervise students and remain with them until given the all clear to return to normal classes

When a critical incident occurs, teachers have the responsibility to:

- inform the students about what has happened, repeating exactly what was reported by Heads of School; no elaborations or extra information
- support the students who may be frightened, grieving, confused, inquisitive or disinterested
- assure the students that it is okay to feel shocked and helpless now
- keep with the students at all times
- refer students to the Wellbeing Team if signs of distress are significant

### **5.3 Recovery**

Following the emergency or critical incident, the Crisis Management Team will:

- Take appropriate action to return the School to normal structure
- Review the effectiveness of the Crisis Management Strategy Plan and make any changes
- Provide support and counselling services for significant groups and individuals
- Be aware of Staff and students' possible reactions to traumatic event

## **6.0 EMERGENCY CONTACTS**

First Aiders	Mrs Renee Chappell	EXT 331 – Wellness Centre
	Tracey Nottingham	EXT 222 – School Nurse

Kylie Weatherald	EXT 335 – Senior School Administration
Marcia Husband	EXT 332 – Middle School Administration
Dyan Thompson	EXT 115 – Secondary Library
Sharon McCarthy	EXT 134 – Secondary Phys Ed
Bob Thomas	EXT 181/158 – Primary
Michael Barton	EXT 180 – Primary Phys Ed
Julie Abbott	EXT 369 – Junior School Administration
Julie Collie	EXT 398 – ELC Administration

Police, Fire Brigade, Ambulance	000
Hillarys Police	9403 1000
Anglican Schools Commission	9286 0290
Non-Government Schools Psychology Service	6380 5256
Psychiatric Emergency Team	1300 555 78

## 7.0 RISK MANAGEMENT STRATEGIES

### 7.1 Strategies for prevention and control of Critical and Emergency Incidents – Death or life-threatening injury

Critical and Emergency Incident	Risk associated with Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation

<p>Death at the School or during a School Activity</p>	<ul style="list-style-type: none"> <li>Major accident during a School excursion/incursion due to inadequate risk controls</li> <li>Lack of Emergency planning</li> <li>Insufficient follow up of incidents including near misses.</li> </ul>	<ul style="list-style-type: none"> <li>Safety program for workplace.</li> <li>OHS checklist for all current and incoming Staff</li> <li>Staff aware of Serious Incident Reporting Procedure.</li> <li>Emergency planning complete.</li> <li>Incident management and investigation processes in place.</li> </ul>	<ul style="list-style-type: none"> <li>Contact emergency services 000.</li> <li>Take steps to ensure safety of other Staff and students.</li> <li>Isolate the victim, do not cover.</li> <li>Make arrangements with the Police for parents/carers or next of kin to be notified.</li> </ul> <ol style="list-style-type: none"> <li>Principal will complete online the Critical and Incident Report Form. <a href="http://www.des.gov.au">www.des.gov.au</a> and forward to the Chair of the ASC</li> <li>The Chair of the ASC will forward on the documentation to the Director General.</li> <li>Record all information on the Critical and Emergency Incident Register.</li> </ol> <ul style="list-style-type: none"> <li>Arrange immediate counselling and support for Staff and students</li> </ul>	<ul style="list-style-type: none"> <li>Provide simple, factual information about the death to all affected.</li> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> <li>Those affected should have ready access to counselling from Anglicare.</li> <li>Review the Emergency Management plan.</li> <li>Manage the Media</li> </ul>	<p>The Crisis Management Team.</p> <p>Deputy Heads of School</p>
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**7.2 Prevention and control of Critical and Emergency Incidents – Bushfire, Earthquake, Electrical, Explosion, Fire and Storms**

Critical and Emergency Incident	Risk associated Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
<p>Bushfire</p>	<p>Bushfire prone areas are those that can support a bushfire or are</p>	<ul style="list-style-type: none"> <li>Have firebreaks maintained and garden</li> </ul>	<ul style="list-style-type: none"> <li>Contact FESA on 000. Do not assume that a</li> </ul>	<ul style="list-style-type: none"> <li>Decide when to reopen the workplace, in conjunction</li> </ul>	<p>The Crisis Management Team.</p>

Evacuation	likely to be subjected to bushfire attack	<p>rubbish, native shrubs and tree branches kept clear of buildings</p> <ul style="list-style-type: none"> <li>• Liaise regularly with the Department of Fire and Emergency Services</li> <li>• Conduct fire drills</li> <li>• Arrange for maintenance of gutters and buildings to be free of dry leaves and other debris</li> </ul>	<p>fire has been reported.</p> <ul style="list-style-type: none"> <li>• Check that taps are working and leave sprinklers on, where possible.</li> <li>• Remove flammable items from windows</li> <li>• Evacuate only under the direction of the commander of FESA or police.</li> <li>• Evacuate immediately if lives are endangered and emergency services cannot be contacted.</li> </ul> <p>1. Principal complete online the Critical and Incident Report Form.  <a href="http://www.des.gov.au">www.des.gov.au</a> and forward to the Chair of the ASC</p> <p>2. The Chair of the ASC will forward on the documentation to the Director General.</p> <p>3. Record all information on the Critical and Emergency Incidents Register.</p>	<p>with local emergency services.</p> <ul style="list-style-type: none"> <li>• Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> <li>• Where property has been damaged, liaise with the emergency services and Facilities Manager for asset management</li> <li>• Review the Emergency Management plan.</li> </ul>	Deputy Heads of School
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Critical and Emergency Incident	Risk associated with Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
Earthquake or collapse of a building	Most casualties result from falling objects and debris because the shocks can shake, damage and demolish	<ul style="list-style-type: none"> <li>• Identify the age of buildings</li> <li>• Large historic artefacts and monuments</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately evacuate the building, if possible, in case of collapse.</li> </ul>	<ul style="list-style-type: none"> <li>• Seek support from emergency services</li> <li>• Do not re-enter the workplace</li> </ul>	<p>The Crisis Management Team.</p> <p>Deputy Heads of School</p>

<p>Death or life threatening injury</p> <p>Evacuation</p> <p>School Closure</p>	<p>buildings and other structures.</p>	<p>over entrances that may fall during an earthquake must be avoided during an earthquake</p> <ul style="list-style-type: none"> <li>Alternative evacuation routes must be selected.</li> </ul>	<ul style="list-style-type: none"> <li>Staff and students should proceed to the designated evacuation areas on the oval.</li> <li>Staff and students should not delay evacuation procedures by collecting other personal belongings not in their immediate possession.</li> <li>Avoid building and walls when walking to the evacuation area.</li> </ul> <p>1. Principal complete online the Critical and Incident Report Form. <a href="http://www.des.gov.au">www.des.gov.au</a> and forward to the Chair of the ASC</p> <p>2. The Chair of the ASC will forward on the documentation to the Director General.</p> <p>3. Record all information on the Critical and Emergency Incidents Register.</p>	<p>until safe to do so – confirm with emergency services</p> <ul style="list-style-type: none"> <li>Review the Emergency Management plan.</li> <li>Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> </ul>	
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Critical and Emergency Incident	Risk associated with Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
Electrical	<ul style="list-style-type: none"> <li>Electrocution from faulty electrical wiring or</li> </ul>	<ul style="list-style-type: none"> <li>Ensure testing of electrical equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Isolate the area or hazard and provided it is</li> </ul>	<ul style="list-style-type: none"> <li>Implement procedures to resume workplace</li> </ul>	The Crisis Management Team.

<p>Death or serious injury</p> <p>Evacuation</p>	<p>equipment, frayed chords, bad connections, overload of power boards or other electrical fault.</p> <ul style="list-style-type: none"> <li>• Use of high risk electrical equipment e.g. power tools, hair dryers, commercial and kitchen appliances</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage reporting of all electrical faults.</li> <li>• Consider electrical safety as part of the OHS risk assessment and risk management programs.</li> <li>• Encourage general safety precautions.</li> </ul>	<p>safe, the following can be performed:</p> <ul style="list-style-type: none"> <li>• If domestic electricity is involved, switch off the current: do not cut the cable.</li> <li>• If high voltage electricity is involved (such as fallen power cables), wait until the current is disconnected by the appropriate electricity authority.</li> <li>• Ensure all bystanders and you are safe.</li> <li>• Do not touch the person or any conducting material until the current is disconnected.</li> <li>• Act immediately to arrange first aid and to contact emergency services.</li> <li>• Warn any onlookers of the danger.</li> </ul> <p style="text-align: right;">→</p>	<p>activities, which include providing counselling and support to those affected by the incident.</p> <ul style="list-style-type: none"> <li>• Review the Emergency Management plan.</li> <li>• Ensure any faulty equipment is 'tagged/out' labelled to prevent use.</li> </ul> <ol style="list-style-type: none"> <li>1. Principal complete online the Critical and Incident Report Form. <a href="http://www.des.gov.au">www.des.gov.au</a> and forward to the Chair of the ASC.</li> <li>2. The Chair of the ASC will forward on the documentation to the Director General.</li> <li>3. Record all information on the Critical and Emergency Incidents Register.</li> </ol>	<p>Deputy Heads of School</p> <p>The Facilities Team.</p>
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Critical and Emergency Incident	Risk associated with Critical and Emergency Incidents	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
<p>Explosion</p> <p>Death or life threatening Injury.</p>	<ul style="list-style-type: none"> <li>• Inadequate maintenance of gas and facilities</li> <li>• Damage to gas pipes or gas outlet</li> <li>• Faulty portable LPG gas tanks</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure students understand the potential risks associated with gas and are trained to use gas in a safe way as</li> </ul>	<ul style="list-style-type: none"> <li>• Raise the alarm.</li> <li>• Contact Emergency services on 000.</li> <li>• Consider evacuation as explosion may</li> </ul>	<ul style="list-style-type: none"> <li>• Decide when to reopen the workplace, in conjunction with local emergency services.</li> <li>• Implement procedures to</li> </ul>	<p>The Crisis Management Team.</p> <p>Deputy Heads of School.</p>

<p>Evacuation</p> <p>School Closure</p>	<ul style="list-style-type: none"> <li>• Fire in the workplace</li> <li>• Spill of inflammable substance</li> <li>• Proximity to industrial areas and/or of major transport links</li> <li>• Bomb</li> </ul>	<p>part of their learning activities.</p> <ul style="list-style-type: none"> <li>• Ensure proper maintenance of gas facilities.</li> <li>• Ensure fire precautions are in place.</li> </ul>	<p>have weakened building structure or damaged electrical wiring.</p> <ul style="list-style-type: none"> <li>• Ensure any faulty equipment is 'tagged/out' labelled to prevent use.</li> </ul> <p>1. Principal complete online the Critical and Incident Report Form. <a href="http://www.des.gov.au">www.des.gov.au</a> and forward to the Chair of the ASC.</p> <p>2. The Chair of the ASC will forward on the documentation to the Director General.</p> <p>3. Record all information on the Critical and Emergency Incidents Register.</p>	<p>resume workplace activities, which include providing counselling and support to those affected by the incident.</p> <ul style="list-style-type: none"> <li>• Where property has been damaged, liaise with the emergency services and Facilities Manager for asset management</li> <li>• Review the Emergency Management plan.</li> <li>• Manage the Media</li> </ul>	
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Critical and Emergency Incident	Risk associated with Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
<p>Fire</p> <p>Death or life-threatening Injury</p> <p>Evacuation</p>	<ul style="list-style-type: none"> <li>• Evacuation plans not communicated regularly or not regularly tested</li> <li>• Staff and students are not aware of, or unclear on, procedures/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Educate Staff and students about workplace fire prevention and safety.</li> <li>• Follow evacuation procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Raise the alarm.</li> <li>• Contact Emergency services on 000.</li> <li>• Assist all persons to evacuate, using the safest route</li> </ul>	<ul style="list-style-type: none"> <li>• Secure the site. Do not enter the damaged site. Fires can rekindle from hidden, smouldering remains. Be aware of structural</li> </ul>	<p>The Crisis Management</p> <p>Deputy Heads of School.</p>

<p>School Closure</p>	<p>responsibilities in case of fire.</p> <ul style="list-style-type: none"> <li>• Staff are unsure of their responsibilities under evacuation plans if a fire occurs.</li> <li>• Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct fire drills.</li> <li>• Liaise with Department of Fire and Emergency Services for regular maintenance of Fire Hoses.</li> <li>• Conduct Fire Safety audits</li> </ul>	<p>away from the fire.</p> <ul style="list-style-type: none"> <li>• Contain: close doors nearest to the fire</li> <li>• Extinguish: attempt to extinguish the fire – only if the Staff are trained and it is safe to do so.</li> </ul> <p>1. Principal complete online the Critical and Incident Report Form. <a href="http://www.des.gov.au">www.des.gov.au</a> and forward to the Chair of the ASC</p> <p>2. The Chair of the ASC will forward on the documentation to the Director General.</p> <p>3. Record all information on the Critical and Emergency Incidents Register.</p>	<p>damage caused by fire. Damaged roofs and floors may be subject to collapse.</p> <ul style="list-style-type: none"> <li>• Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> <li>• Where property has been damaged, liaise with the emergency services and Facilities Manager for asset management</li> <li>• Review the Emergency Management plan.</li> <li>• Manage the Media</li> </ul>	<p>The Principal</p>
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Critical and Emergency Incident	Risk associated with Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
<p>Storms (including high wind and catastrophic weather warning)</p>	<ul style="list-style-type: none"> <li>• Danger from high winds where trees are located on or around the workplace are not regularly checked and trimmed.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure gutters and downpipes are cleaned regularly.</li> <li>• Ensure overhanging branches are trimmed.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the warnings and advice from the Bureau of Meteorology.</li> <li>• Direct Staff and students to stay indoors and stay clear of windows.</li> </ul>	<ul style="list-style-type: none"> <li>• Decide when to reopen the workplace, in conjunction with local emergency services.</li> <li>• Implement procedures to resume</li> </ul>	<p>The Crisis Management Team.</p> <p>Deputy Heads of School.</p>

<p>School Closure</p> <p>Evacuation</p>	<ul style="list-style-type: none"> <li>• Electrocutation from fallen wires.</li> <li>• Roofs are in need of repair.</li> <li>• Excursion activities undertaken without risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure roofs and awnings are in good repair.</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid using land line telephones.</li> <li>• If caught outdoors, seek shelter in a building or a vehicle, but not under a tree.</li> </ul> <ol style="list-style-type: none"> <li>1. Principal complete online the Critical and Incident Report Form. <a href="http://www.des.gov.au">www.des.gov.au</a> and forward to the Chair of the ASC</li> <li>2. The Chair of the ASC will forward on the documentation to the Director General.</li> <li>3. Record all information on the Critical and Emergency Incidents Register.</li> </ol>	<p>workplace activities, which include providing counselling and support to those affected by the incident.</p> <ul style="list-style-type: none"> <li>• Where property has been damaged, liaise with the emergency services and Facilities Manager for asset management</li> <li>• Review the Emergency Management plan.</li> <li>• Manage the Media</li> </ul>	
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### 7.3 Strategies for prevention and control of Critical and Emergency Incidents – Health

Critical Incident	Risk associated with critical incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
<p>Emergency health situation</p> <p>Death or life-threatening injury</p>	<ul style="list-style-type: none"> <li>• Staff and students at the workplace with sudden medical conditions that may require emergency response.</li> <li>• Distance from emergency services or</li> </ul>	<ul style="list-style-type: none"> <li>• Implement individual health care plans for students.</li> <li>• Ensure effective emergency and first aid response plans are in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact emergency services 000 if critical.</li> <li>• Administer first aid and provide medical treatment as soon as possible, including specialised responses in</li> </ul>	<ul style="list-style-type: none"> <li>• Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident.</li> </ul>	<p>The Crisis Management Team.</p> <p>Deputy Heads of School.</p>

	<p>other medical assistance.</p> <ul style="list-style-type: none"> <li>• Individual health care plans for student not in place or updated.</li> <li>• Environmental risks that may trigger health condition (e.g. asthma, epilepsy, anaphylaxis)</li> <li>• Child with a communicable disease has attended School.</li> </ul>	<ul style="list-style-type: none"> <li>• Educate Staff on how to respond in an emergency (first aid).</li> <li>• Implement policies and procedures to support health and wellbeing of Staff and students.</li> <li>• Manage health risks in the workplace environment.</li> <li>• Develop response effective emergency response strategies in consultation with relevant groups (e.g. parents, carers, emergency services)</li> </ul>	<p>accordance with individualised health care plans (e.g. a student with epilepsy or asthma)</p> <ul style="list-style-type: none"> <li>• Assess the situation, plan who to contact and their roles, and what assistance is needed from emergency services.</li> <li>• Notify next of kin, parents or carers.</li> </ul> <ol style="list-style-type: none"> <li>1. Principal complete online the Critical and Incident Report Form. <a href="http://www.des.gov.au">www.des.gov.au</a> Forward to the Chair of the ASC</li> <li>2. The Chair of the ASC will forward on the documentation to the Director General.</li> <li>3. Record all information on the Critical and Emergency Register.</li> </ol>	<ul style="list-style-type: none"> <li>• Review the Emergency Management plan.</li> </ul>	
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#### 7.4 Strategies for prevention and control of Critical and Emergency Incidents – Child Abuse

Critical and Emergency Incident	Key risk elimination or control measures	Key response measures	Recovery measures	Key Staff responsible for implementation
Child Abuse	<ul style="list-style-type: none"> <li>• Students know their rights in reporting abuse.</li> <li>• The School has a culture of trust and openness in reporting any form of abuse.</li> </ul>	<ul style="list-style-type: none"> <li>• Sexual Abuse – Mandatory Reporting Refer to Prevention of Grooming and Child Abuse Policy <a href="http://www.mandatoryreporting.dcp.wa.gov.au">www.mandatoryreporting.dcp.wa.gov.au</a></li> </ul> <p>When the Principal knows that a Mandatory Report has been made regarding a student at their School, the Governing Body and Director General are to be notified as this falls within the definition of a critical incident.</p>	<ul style="list-style-type: none"> <li>• Teachers to seek guidance and counselling if needed.</li> <li>• School Support and outside agencies are</li> </ul>	<p>Teacher who makes the report.</p> <p>Wellness Team available for support.</p>

	<ul style="list-style-type: none"> <li>• The School has a well-developed curriculum in Child Protection Strategies in Years K-12.</li> <li>• Students know who to disclose to if there is any sexual abuse.</li> <li>• Child Protection Strategies are prominently displayed in the School, on the School website and brochures.</li> <li>• Staff are trained in the appropriate handling of students and trained in the Staff Code of Conduct.</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete online the Critical and Incident Report Form. <a href="http://www.des.gov.au">www.des.gov.au</a> and forward to the Chair of the ASC</li> <li>2. The Chair of the ASC will forward on the documentation to the Director General.</li> <li>3. Record in the School's Critical and Emergency Incidents Register.</li> </ol> <ul style="list-style-type: none"> <li>• Other forms of abuse – physical, emotional, psychological or neglect</li> </ul> <p><a href="http://www.dcp.wa.gov.au/Pages/Home.aspx">www.dcp.wa.gov.au/Pages/Home.aspx</a></p> <p>The Principal will:</p> <ol style="list-style-type: none"> <li>1. Complete online the Critical and Incident Report Form. <a href="http://www.des.gov.au">www.des.gov.au</a> and forward to the Chair of the ASC</li> <li>2. The Chair of the ASC will forward on the documentation to the Director General.</li> <li>3. Record in the School's Critical and Emergency Incidents Register.</li> </ol>	<p>available for counselling.</p> <ul style="list-style-type: none"> <li>• Review Child Protection Policy.</li> </ul>	
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## 7.5 Strategies for prevention and control of Critical and Emergency Incidents – Staff

Critical Incident	Key risk elimination or control measures	Key response measures	Recovery and Review measures	Key Staff responsible for implementation
Issuing a formal warning to a Staff member or ceasing the employment of a Staff member for a breach of the Staff	<ul style="list-style-type: none"> <li>• Staff are trained in the recognition and prevention of grooming behaviour.</li> <li>• Staff are trained in the knowledge and use of the Staff</li> </ul>	<ul style="list-style-type: none"> <li>• The Principal will assess the information provided by a complaint or concern raised about the behaviour of a Staff member.</li> <li>• If the outcome of the investigation is that the Principal issues a formal warning to a Staff member or ceases employment of a</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers to seek guidance and counselling if needed.</li> <li>• School Support and outside agencies are available for counselling.</li> <li>• Review Child Protection Policy.</li> </ul>	<p>Principal</p> <p>Wellness Team available for support.</p>

<p>Code of Conduct or A Staff Member suspected to be grooming behaviour.</p>	<p>Code of Conduct.</p> <ul style="list-style-type: none"> <li>Staff are trained in the knowledge and Use of the Dispute and Complaints Management Policy and Procedures.</li> </ul>	<p>Staff member for a breach of the Staff Code of Conduct or suspected behaviour of grooming,</p> <ul style="list-style-type: none"> <li>The Principal:                     <ol style="list-style-type: none"> <li>will complete a Critical and Emergency Incident Form. <a href="http://www.des.gov.au">www.des.gov.au</a> and</li> <li>send the documentation to the ASC who will forward to the Director General.</li> </ol> </li> <li>The Principal will also contact the TRBWA.</li> <li>Record in the School's Critical and Emergency Incidents Register.</li> </ul>	<ul style="list-style-type: none"> <li>Record information in Critical and Emergency Incidents Register. (Refer to Appendix 2)</li> </ul>	
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## 8.0 CRISIS MANAGEMENT INTERVENTION CHECKLIST

ACTION	TIME FRAME		
Level of Response Required	IMMEDIATE	MEDIUM TERM	LONGER TERM
Role of the Team and its individuals determined	✓	✓	✓
Facts are verified	✓		
Type of Critical and Emergency Incident?	✓	✓	
Principal to notify the ASC of all critical and emergency incidents - phone Followed by a written notification using the approved form <a href="http://www.des.gov.au">http://www.des.gov.au</a>	✓		
ASC Notification of the Director General using School's documentation	Within 48 hours of Incident		
Principal contact the TRBWA (if a teacher suspected of grooming behaviour or child abuse)	✓		
Telephone: <ul style="list-style-type: none"> <li>Does it need to be kept free?</li> <li>How will incoming calls be dealt with?</li> <li>Admin Staff to screen calls?</li> <li>Written statement provided by Principal/ASC for publication?</li> </ul>	✓		

Ancillary Staff briefed	✓		
Empty the Staff member's desk?	✓		
Empty the student's desk?	✓		
Principal to deal with media enquiries	✓		
Informing Staff – Who? Where? When?	✓		
Contact Schools attended by siblings if necessary?	✓		
Which students are most affected? At risk? How are they identified?	✓	✓	
Brief Staff about situation.	✓		
Give Staff guidelines of their role	✓	✓	✓
Keep a daily record of events. (Refer to Appendix 1)	✓	✓	✓
Record events in the School's Critical Incident Register. (Refer to Appendix 2)	✓	✓	✓
Other agencies contacted. e.g. Anglicare	✓	✓	✓
Parents notified? When? How?	✓	✓	
Provisions for Staff to stay and be counselled.	✓	✓	✓
Set time aside for team to get together to review responses so far.	✓	✓	✓
If appropriate, who will conduct funeral, attend funeral?	✓	✓	
Will the School hold a memorial service?			✓
Follow up planning for students at risk.		✓	✓
Plan for a service on the anniversary.			✓
When will the team meet to review the response made and either devise a new School Policy or modify existing one?	✓	✓	✓

## 9.0 RELEVANT LEGISLATION AND AUTHORITY

- *School Education Act 1999*
- *School Education Regulations 2000*
- *Teacher Registration Act*
- *Working with Children (Criminal Record Checking) Act 2004*
- *The Australian Standard for Complaints Handling 1995*

## 11.0 OTHER RELATED SCHOOL POLICIES

- Grooming and Prevention of Child Abuse
- Dispute and Complaint Resolution
- New Staff Induction
- Staff Code of Conduct
- Staff Wellbeing

## 12.0 COMPLIANCE

Standards for Non-Government Schools determined by the Minister for  
Education and Training in accordance with  
Section 159 of the School Education Act 1999

**Standard 9: Critical and Emergency Incidents**      **Sections 9.1 and 9.2**

Appendix 1



### EMERGENCY AND CRITICAL INCIDENT DIARY

INCIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPILED BY: \_\_\_\_\_ (Principal or delegate)

Time	Particulars of Incident	Action	
		Required	Taken

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Review Date: \_\_\_\_\_

Changes to be Implemented:

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\_\_\_\_\_ Principal (or delegate)

### Appendix 2 Example of the Critical Incident and Emergency Register

Incident Type	Date and Time of Incident	Location of Incident	Student or Group involved	Teacher /Reporter	Description of the Incident	Action Taken by Governing Body, Principal or Staff Members	Action Taken to resolve the Incident	Review of Policy or procedure	Report Form Lodged to ACS	Report Form lodged to DES