

Policy Name	Critical Incident & Emergency Policy
Related Policies and Legislation	Accident Policy & Procedure Anaphylaxis Management Policy & Procedure Catastrophic Weather Warning Policy & Procedure Child Protection Policy & Procedure Code of Conduct – Treetops Staff Emergency Evacuation Policy Evacuation Procedure First Aid Policy & Procedure Lockdown Policy Mandatory Reporting Policy & Procedure Occupational Health & Safety Policy Risk Management Policy & Procedure Risk Management Plan Terrorist & Bomb Threat Policy Emergency & Critical Incident Management Plan <i>School Education Act 1999 s.159(1)(i)</i> AISWA Guidelines: Emergency Management
Policy Category	Student Wellbeing & Safety Staff Wellbeing & Safety Planning & Management
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	02 April 2012 23 March 2017
Date Set for Review	March 2020
Person/s Responsible for Review	Treetops Administration

Critical Incident & Emergency Policy

Purpose:

This policy is intended to provide a framework for the response to, and management of, critical incidents and/or emergency that may occur at Treetops Montessori School.

Under section 159(1)(i) of the School Education Act 1999, the school is required to have arrangements in place for the management, recording and reporting of critical and emergency incidents. The **Treetops Emergency & Critical Incident Management Plan** outlines these arrangements.

Critical Incidents:

A critical incident 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.

According to the *Guide to the Registration Standards and Other Requirements for Non-government schools* a **Critical Incident or Emergency incident would include:**

- circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff;
- incidents requiring school closure, lockdown, or reduction of number of students or staff attending;
- death, or life-threatening injury, of a student or staff member at school, or following an incident that occurred at the school, or through a related school-based activity or circumstance;
- 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 the employment of a staff member for a breach of the Staff Code of Conduct.

The *Guide to the Registration Standards and Other Requirements for Non-government schools* further requires that, in the event of a critical or emergency incident, the principal of the school is to **notify** the school's governing body and the Director General of the Department of Education Services (DES), as soon as practicable and in any event, within **48 hours** of the incident's occurrence. Notification to the Director General is via the completion and submission of an online Critical and Emergency Incident Report Form. This form includes details of the sort of information required and is available from the DES Website.

It is essential that the school maintains appropriate records including details of the incident, the school's response and use of relevant policies and procedures, the outcome, subsequent steps taken (e.g. counselling), the school's review of the management of the event in question and associated policies that were enacted. It is also necessary to maintain a Critical Incident Register which would be viewed, by Independent School Reviewers, during the renewal of registration process.

The school's governing body must be provided with a report, from the principal, of the Critical Incident and this needs to be reflected in the governing body meeting minutes, including the date on which the DES was notified.

Emergency Management:

An emergency is an event, actual or imminent, which:

- Occurs on or off site;
- Endangers or threatens to endanger life, property or the environment; and
- Requires a significant and coordinated response.

Examples of emergencies include events such as: lockdown, bushfire, catastrophic weather, natural disasters such as earthquake or flood, terrorist activities, siege/hostage, casualty or sudden death in the school community.

Treetops Emergency & Critical Incident Management Plan (ECIMP):

The ECIMP details the school's planned response to identified risks, critical incidents and emergency events that may occur.

- **Prevention**

The prevention component of the ECIMP is focused on clearly identifying the risks to which the school is exposed and putting in place physical and policy processes and procedures that will mitigate or prevent and emergency situation arising.

- **Preparedness**

The ECIMP has the school's overall strategy for responding to emergencies. In addition, there are specific responses for particular high risk emergencies such as: bushfire, catastrophic weather, severe weather, lockdown etc.

- **Response**

The emergency response planning in the ECIMP is undertaken with the aim of an achieving an effective response to emergency situations.

- **Recovery**

Once the emergency is over and it is declared safe, it is importance that the normal running of the school recommences as soon as possible. It is important to note that the recovery stage may vary from a few hours to a few months depending on the circumstance and nature of the emergency situation.

- **Review**

The ECIMP will be reviewed on a regular basis and following any emergencies or critical incidents.