South West Community College

Critical and Emergency Incidents Policy

1. Purpose

This policy seeks to create a system that:

- Allows Bunbury Regional Community College Inc. trading as South West Community College (SWCC) to manage critical and emergency incidents in a way that gives highest priority to the safety of students, staff and College community;
- Reduces the likelihood of emergencies and critical incidents;
- Minimises the impact on students, staff, and site activities;
- Facilitates the return of the site to normal operations as soon as possible; and
- Meets the accountability requirements for reporting to the Chair of the SWCC Governing Council and to the Director General.

SWCC is committed to preventing critical incidents where possible and will use the following strategies to manage this:

- Risk assessment;
- Prevention and preparedness;
- Response to the incident;
- Recording and reporting the incident;
- Ensuring SWCC staff are aware of their legal and supervisory responsibilities and Work Health and Safety requirements and obligations;
- Assessing and developing strategies that address incidents that may occur at the college and reviewing these and relevant policies and procedures on a regular basis;
- Challenging dangerous behaviour and encouraging safety and consideration for others;
- Establishing links with support agencies.

Standard 7 of the Registration Standards for Non-Government Schools requires SWCC to have a critical and emergency incidents policy and procedures that:

a) Includes all reportable incidents as well as other critical and emergency incidents;
b) Enables and requires incidents to be managed in such a way as to minimise trauma and distress to students and staff and damage to property, and ensure the education program is maintained or resumed, while giving highest priority to the best interests of the student or students affected;
c) Requires all incidents to be reported and documented, including as required by standard 7.2 when applicable; and
d) Enables and requires the Principal to notify the Governing Body of all critical and emergency incidents;
e) The Governing Body ensures the Director General is notified of every reportable incident, using the form published by the Director General for this purpose.

2. Related Documents

WHS Policy & Manual

Risk Management Policy

Evacuation Plans

3. Definitions

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. A circumstance posing a “critical risk” for the purposes of this definition is one which

would, if action had not been taken or the risk otherwise averted, have resulted in death, life-threatening illness, or life-threatening injury to one or more students and/or staff.

Disaster is an unexpected accident or natural event that causes serious damage and/or loss of life.

Emergency an emergency is considered to have three elements:
(a) a threat to the organisation,
(b) the element of surprise, and
(c) a short decision time.
An emergency is often an accident or incident that requires immediate intervention.

Emergency Management Co-ordinator (EMC): The person responsible for the co-ordination of the response to an emergency. At SWCC this is the Principal or Campus Manager in the Principal's absence, or other delegated person.

Emergency Management Team (EMT): The team who initially deal with an emergency. The team may include leadership, medical personnel, grounds/maintenance staff and selected teaching staff. At SWCC this is led by the Principal or Campus Manager in the Principal's absence, or other delegated person.

Reportable incidents as defined by the Non-Government School Regulation guide for the purpose of standard 7 include:

1) The death of a student, staff member or visitor who is at school or during a school related activity or following an incident at school or during a school-related activity.
2) An actual or potential injury, illness or trauma of a student, staff member or visitor who is at school or during a school-related activity or following an incident at school or during a school-related activity and where the incident has resulted or may result in significant impact.
3) An incident requiring a police or other emergency services response when a student appears to have been taken or removed from the school or from a school-related activity without proper authority or goes missing and cannot be accounted for.
4) An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons.
5) The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student by: (a) a staff member or another student; or (b) another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past.
6) Issuing a formal warning, a suspension or ceasing the employment of a staff member for a breach of the school's Code of Conduct involving suspected grooming behaviour.

Trauma for the purpose of standard 7 and the definition of reportable incidents, a trauma is a psychological wound or injury suffered at school or during a school-related activity.

4. Policy

Type of Incidents

All SWCC staff should report any incident that may affect school operations to the Principal or in the first instance the Campus Manager. These events can occur at the College, offsite, and may occur outside of school hours.

This is not an exhaustive list; however, the following incidents should be reported:

- The death of (including suicide) or serious injury to student, parent, visitor or staff
- Allegations of, or actual assault of, a student, staff member or a visitor;
- Allegations meeting the definition of Reportable Conduct as outlined in the Reportable Conduct Scheme: Ombudsman Western Australia;
- Fire, flood, sever weather or other natural disasters;
- Missing/disappearance/removal of Student/s;
- Firearms or other weapons on the school property;
- Bomb threat;
- Theft, vandalism, and graffiti;
- An event that has the potential to subject the school to high levels of public or legal scrutiny;
- Cyber attack;
- Child abuse;
- A privacy breach under the Notifiable Data Breach scheme;
- An incident involving injury, illness or trauma to a student or staff member at school or during a school-related activity requiring ambulance or hospital attendance:
    - The "incident" causing the injury, illness or trauma must have occurred at school or during a school-related activity. An illness which a student has on arrival at school and which the school must then address as appropriate, is not reportable.
    - The nature of the injury, illness or trauma must be interpreted within the overall context of having a significant impact.
    - Ambulance or hospital attendance must be "required" and not merely precautionary, for example as an alternative to GP or medical centre attendance.
    - An incident may not initially be considered reportable but may become so as further information (such as doctor's advice) becomes available. A report must be made within 48 hours of the incident being identified as reportable.

Preparation and Preparedness

SWCC will endeavour to:

- Identify and assess situations that have the potential to become emergencies or critical incidents affecting SWCC operations at all of its sites;
- Determine potential risks associated with particular situations;
- Assess the potential risks and develop mitigation strategies in line with SWCC's Risk Management Policy;
- Implement strategies to eliminate or reduce the likelihood of the occurrence of emergencies or critical incidents;
- Ensure all staff have knowledge of and access to Emergency Procedures through effective and regular communication;
- Organise relevant training for staff;
- Ensure test and reviews of the plans are made at regular intervals.

Training Schedule and Arrangements

Emergency Procedures should be tested and reviewed on a regular basis, which will include:

- Perform annual evacuation and lockdown drills;
- Provide critical WHS information and training at induction;
- Deliver ongoing training to staff.

Responding to Critical and Emergency Incidents

A standard sequence might include:
1) Assess the situation, call emergency services and assist those in danger;
2) Evacuate students, staff, and visitors, if appropriate;
3) Inform the Director and Chair of the Governing Council;
4) Organise resources as required;
5) Advise parents/caregivers;
6) Undertake recovery operations and return site to normal;
7) Report critical incident to the Director General within 48 hours, by using the critical and emergency incident report form.

Reporting of Critical and Emergency Situations

The Principal will notify any critical incidents to the College Director and Chair of the Governing Board as soon as it is practicable.

The Principal will use the Reportable Incident form if the incident meets the definition as highlighted above. If there is a serious injury, including death, a separate report is required to be made to WorkSafe. *Refer WHS Policy for further details.*

All incidents, including near misses and hazards are required to be captured in Employment Hero with separate reporting through to the Governing Council capturing these for discussion and notification.

Recovery & Review

Following an emergency or critical incident, the Principal and relevant staff will:
1) Take appropriate actions to return the site infrastructure and operations to normal – this may include:
   - reviewing the incident and planning for the next day;
   - organising necessary relief/additional staff to meet teaching, support, administration, and front office needs.
2) Develop and implement medium to long-term strategies to identify and manage the ongoing social and psychological needs, and (in the case of students) the educational needs, of those affected – this may include:
   - ensuring support for the leaders of the College response and those who have been supporting others; and,
   - liaising with local agencies for possible after hours/weekend support.
3) Debrief all staff, as necessary;
4) Modify specific procedures of the plan as determined by the post incident review.

As soon as is practicable after a Critical or Emergency Incident a review of the event will be completed by the College Executive to consider preparedness, response and opportunities for improvement

5. Responsibilities

The Principal is responsible for the management of emergencies and critical incidents and reporting any incidents to the SWCC Director and Board. This includes “reportable incidents” that must be reported to the Director General using the form within 48 hours of the incident occurring.

Principal & Campus Managers

Are required to:

- Ensure staff understand policy and procedures that relate to Critical and Emergency Incidents as outlined in this policy;
- Ensure staff are aware of Procedures for natural disasters and emergencies e.g. fires and evacuations;
- Keep updated records of health care authorisations and emergency health plans;
- Identify staff with First Aid certificates and ensure staff have required first aid training;
- Undertake evacuation and lockdown drills;
- Review emergency and staff and student contact details;
- Induct/inform new staff and students during the year.

Emergency Management Team

the Emergency Management Team (EMT) is the group of key personnel within the school who will respond to an emergency or crisis. Depending on the situation, this may include: Director, Principal, COO, Campus Manager/s, Social Work Manager with support from HR Advisor and other functions as required.

It is the role of the EMT to:

- Quickly make decisions in the event of a crisis before damage to life, property or reputation occurs;
- To ensure the safety of students, staff, visitors and contractors during an Incident or Emergency;
- To review and improve emergency preparedness and response.

6. Policy Review Date

30 April 2027

This policy is owned by the Governing Council and is implemented by the College Executive. It will be reviewed with a change in legislation or by no later than 3 years after approval by the Governing Council.

Date	New, Material, Minor, Review	Approval
December 2016	New	Governing Council
February 2019	Review	Governing Council
February 2022	Review	Governing Council
25 November 2022	Review	Governing Council
May 2024	Minor	Governing Council

7. Contact SWCC

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