



Purpose:

Schools are responsible for planning and managing emergencies and are required to respond swiftly to emergency incidents including medical emergencies. As part of this response schools have an obligation to ensure that emergencies and incidents are reported to the appropriate authorities and to work closely with a range of support agencies such as SSS staff and Department Regional and Central Office staff.

Guidelines:

- All responses to critical incidents and emergencies will be conducted according to Departmental guidelines and policies

Schools are responsible for planning and managing emergencies

- The following 4 principles must be followed when responding to a critical incident:
 1. provide clear, accurate information
 2. describe the actions to be followed
 3. provide help for all affected
 4. maintain a normal school program as close as possible

Implementation:

- The school's Emergency Management Plan identifies all possible emergency situations that may occur at the school and gives full details of the three that have been identified as the most likely to occur. However, there is only a moderate risk of these emergencies occurring
- All major access rooms in the school will display the school's Emergency Management Plan prominently near the doorway for ready reference
- The school response to potential critical incidents and emergencies will be regularly tested to ensure an effective response from all members of the school community
- Once the safety and security of students, staff, parents and visitors to the school have been ensured, the school will report the incident to Emergency Management on 1800 126 126. (available 24/7)
- It is essential that the emergency services are notified immediately. This could include Ambulance, Fire Brigade, Police or SES
- The information to be conveyed to Emergency Management includes
 - Who: the name of the person reporting the emergency/critical incident
 - What: the nature of the emergency/critical incident
 - When: the time when the school became aware of the emergency/critical incident
 - Where: the location of the emergency/critical incident and contact phone numbers if it has occurred away from the school
- After the appropriate emergency services and Emergency Management have been contacted the network SSS Emergency Management Officer, Sharon Sadler 0455 063 327 will also be contacted to ensure that the appropriate support is provided for the wellbeing of students, staff, parents and visitors to the school.

Evaluation:

This policy will be reviewed with staff, student, parent and community input as part of the school's three year review cycle.



Killara Primary School
Our Best - Every Child, Every Day

CRITICAL INCIDENT POLICY

Ratified: 2018

Review Date: 2021