



# Swinburne Senior Secondary College

## Emergency management and critical incident policy

### Policy Statement

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The purpose of the emergency management and critical incident plan is to prevent emergencies and critical incidents; minimise trauma and distress to students and staff and damage to property in the case of an incident; and to ensure the teaching and learning program is maintained or resumed as soon as possible after an incident.

### Guidelines

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An emergency is the actual or imminent occurrence of an event that endangers or threatens to endanger the safety or health of any person or the environment; destroys or damages, or threatens to destroy or damage, any property. A critical incident involves a threat to life or property and requires formal reporting to a regulatory authority.

The Principal or their delegate is responsible for management of school related emergencies and critical incidents whether on- or off- site.

Emergencies and critical incidents can vary significantly in duration. Some may be discrete and short in duration others may be protracted and last for days or weeks. They may occur on or off site.

Effective emergency management involves coordinated action in order to 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 involves risk management, prevention, preparation, response, recover and review.

### Implementation

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Schools are responsible for developing emergency management arrangements; managing emergencies; responding swiftly to emergency incidents including medical emergencies; liaising with a range of support agencies including the DET Emergency Management Division; and testing emergency procedures.

SSSC implements security risk management with the support from the DET Security Services Unit.

Schools must lodge an Incident Reporting Information System (IRIS) report when an emergency or incident impacts the school and seek appropriate support in their management.

In the case of an incident, It is essential that people be given clear, accurate information at all times. A Critical Incident Recovery Team will be formed to manage the short and long term effects of any critical incident.

The Critical Incident Recovery Team will tailor their response to the nature of the incident according to the following principles:

1. provide clear, accurate, timely information
2. describe the actions to be followed
3. provide help for all affected
4. maintain a normal school program as close as possible

Other considerations for the Critical Incident Response Team may involve:

- Liaison with DET, including media arrangements if necessary
- Information dissemination including to students and families
- Managing lines of contact and maintaining links with families/students/staff
- Arranging for counselling or other support for students/staff

### **Review**

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This policy is for review on a three year cycle.

### **Links**

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Emergency Management Act 1986

Emergency Management Act 2013

Reporting (emergency and incidents)

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/reporting.aspx>

Emergency management and security services support

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/support.aspx>

Worksafe notification

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/worksafe.aspx>

Testing emergency procedures

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/testing.aspx>

### **Certification**

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This policy was adopted at the School Council meeting held at

\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_

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Principal

School Council President

***Endorsed by School Council and effective as of: (insert date)***