

# Croydon Community School & OPTIONS

## Emergency and Critical Incidents

### Policy



#### PURPOSE

To ensure that, as part of the school's Emergency Management Planning, Croydon Community School and OPTIONS has a process for reporting critical incidents to Security Services Unit and/or WorkSafe that complies with legislation and DET policy.

#### SCOPE

Schools are responsible for

- planning for and managing emergencies
- responding swiftly to emergency incidents including medical emergencies
- reporting emergencies and incidents
- liaising with a range of support agencies including the Security Services Unit
- testing emergency procedures

Schools may implement additional security risk management measures.

Schools may be required to provide WorkSafe notifications.

This policy is intended for School Leadership and School Council.

#### POLICY

The school's Emergency Management Plan (EMP) that has been completed online contains a risk assessment addressing hazards and potential threats to the school and which covers the four components of preparedness, prevention, response and recovery. It describes the actions to be taken before, during and after an emergency and covers all circumstances when the school is responsible for children's safety such as school excursions. It contains the school's emergency testing procedures which are rehearsed at least four times each year. The EMP is reviewed annually and/or following an emergency or crisis.

Once the safety and security of children, staff, parents/carers and visitors to the school have been ensured, the school will report the incident to Security Services Unit on 9589-6266, 24 hours a day.

The information to be conveyed to Security Services Unit 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 school

It is essential that the **emergency services** are notified immediately. The appropriate services are

- ambulance for injury and medical assistance
- fire brigade for fires (even when fires have been put out)
- police for crime, injury which may not be accidental or assault
- SES for floods and wind storms

The school will notify WorkSafe via WorkSafe's Incident Notification Form faxed to 03 9641-1091 within 48 hours of an incident involving the death of or immediate medical treatment for

- the separation of skin from underlying tissue
- the amputation of any part of the body
- a serious head injury or eye injury

- the loss of a bodily function
- serious lacerations
- an electric shock
- a spinal injury
- immediate medical treatment as an in-patient in a hospital

**Note:** When only a medical diagnosis is given but no treatment, then there is no requirement to notify WorkSafe.

- medical treatment within forty-eight hours of exposure to a substance
- collapse, overturning, failure of, or damage to, any item of plant equipment that is required to be licensed
- the collapse, failure of an excavation or of any shoring supporting an excavation or partial collapse of any part of a building or structure
- an implosion, explosion or fire
- the escape, spillage or leakage of any substance, including dangerous goods as defined in the *Dangerous Goods Act 1985*
- the fall or release from a height of any plant equipment, substance or object.

**Note:** The same obligations to notify of incidents and dangerous occurrences apply under the Equipment (Public Safety) (Incident Notification) Regulations 2007 such as amusement structures used by volunteers at a school fete or fair.

The school will log the incident in EduSafe, DET's reporting system for non-student incidents.

Please refer to a separate document for the school's Critical Incident Recovery Plan.

## FURTHER INFORMATION AND RESOURCES

Reference:

<https://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning/policy>

Please refer also the school's:

- Accident Recording & Reporting Policy
- Dangerous Goods and Hazardous Substances Policy
- Emergency & Incident Reporting Policy
- Emergency Management Planning Policy
- Medical Emergencies Policy
- Relationships with the Media Policy
- Security Risk Management Policy
- (and the) Child Safe Standards

## REVIEW CYCLE

This policy, last updated 1<sup>st</sup> September 2020 and will be reviewed annually or if DET guidelines change