Atlantis Beach Baptist College

Emergency and Critical Incident Policy

Title of Policy/Procedure	**Emergency and Critical Incident Policy**
Endorsed by	**Principal**
Reviewed Date	**October 2019**
Next review date	**October 2020**
To whom issued	**College staff**

Emergency and Critical Incident Policy

1. **Introduction**
   The Emergency and Critical Incident Policy **("ECI Policy")** describes the College, its environment and the potential hazards to which it is likely to be exposed. It identifies potential risks to the daily operations of the College and to the safety and welfare of staff and students. Risk management practices and risk mitigation strategies are outlined. The policy identifies the roles and responsibilities of the Emergency and Critical Incident Team.
   The ECI Policy is to be used in conjunction with the Atlantis Beach Baptist College Emergency and Critical Incident Management Plan **("ECIMP")**. The Management Plan describes the actions to be followed in case of specific types of emergencies.

   In the event of a bushfire threat or a CFDR forecast, the school will be closed or evacuated on recommendation to the Principal by the Emergency and Critical Incident Team **("ECIT").**

2. **Rationale**
   The College recognises
   2.1. That witnessing highly traumatic events is uncommon; however, such events can have a considerable impact on the psychological well-being of students, staff and families and may have an adverse effect on learning, teacher performance and family interactions.
   2.2. That an emergency may have effects on those involved lasting long after the initial crisis has been resolved.
   2.3. The need for an Emergency and Critical Incident ECI Policy detailing a set of procedures designed to better enable College staff to respond to a sudden serious incident in a manner that preserves life and lessens the impact of the incident on others.
   2.4. The need to reinstate normality as soon as possible after a traumatic event, thus enabling a continuation of the College academic program for students in a highly supportive and caring environment.
   2.5. That in addition to implementing procedures to resolve the emergency quickly, it may require support to assist the overall school community to return to normal functioning.

3. **Definitions**

Critical and emergency incidents are defined as:

• 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;

• Circumstances that pose a critical risk to the health or safety of one or more students or staff;

• Receipt of an allegation of child abuse, including but not limited to sexual abuse, committed against a student by a staff member or student, or another person on the school premises or during school-related activities, 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 suspected to be grooming behaviour;

• Any incident requiring school closure, lockdown, or a reduction in the number of students or staff attending.

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.

3.1. ECIT refers the to the College staff who will meet when an emergency occurs in order to implement the College ECI Policy.

3.2. Incident Manager means the person responsible for the overall control of an emergency or critical incident. The Principal will assume this role unless:
- the Principal is incapacitated or unavailable; or
- the Principal decides to appoint another person as Incident Manager because of the nature of the incident or the expertise of the individual
- for incidents involving more than one site there will be an Incident Manager appointed for each site
- for some incidents, whether on single or multiple sites, the Incident Manager will be subordinate to another agency which has legislative authority for management of that hazard eg DFES).

3.3. ECI Management Plan is the file containing the plans for specific emergencies, record sheets, contact numbers and other relevant support documents required by the ECIT.

3.4. Plans are the procedures outlined in the ECI Management Plan for specific emergencies.

3.5. Important contact information
- Police – 131 444
- Counselling services – (08) 9325 6644 enquiries@centrecare.com.au
- Translation service – WA Interpreters (08) 9362 4819

4. **General Principles Guiding Implementation of the Policy**

4.1. The ECI Policy is intended to be flexible. Procedures have been developed which will assist the College to manage emergencies ranging in nature and intensity from small-scale and localized incidents to incidents of a larger scale and which are likely to require external assistance.

4.2. The ECI Policy will be communicated to College staff. Staff will be required to read the policy and familiarise themselves with aspects of the Management Plan.

4.3. Staff will be expected to read the evacuation and lockdown procedures and medical procedures

4.4. During drills for evacuation and lockdown, Leadership will be expected to ensure that staff are pulsing the narrative to prevent any anxiety during a drill during the two week lead up before the drill

4.5. The policy will also be available to staff on the College SEQTA Portal. The key components of the policy will be discussed at Primary and Secondary staff meetings. Relief teachers will be provided with information about the College evacuation and lock down procedures in an information pack supplied by the College. This may be in digital format.

4.6. Emergency and critical incident plans will include all the particular needs of the students and staff within the school eg disabled persons, young students, asthmatics etc

4.7. Emergency plans contained in the ECI Management Plan will be simple, easy to understand and easy to apply by those expected to implement them.

4.8. The policy will be tested. Key members of staff will be trained in their duties and all staff and students will be regularly drilled in the procedures to be adopted during an emergency. Students will participate in an evacuation drill at least twice a year and a lock down drill twice a year.

4.9. The Policy will be reviewed. The ECI Policy will be reviewed annually by the College Management Team after discussions with the ECIT. Feedback will be requested from all participants in evacuation and lock down drills and possible improvements identified. Should an emergency or critical event occur, the relevant parts of the policy will be reviewed as soon as possible after the event to determine whether procedures in the policy were followed and whether they were adequate in the circumstance

4.10. The ECIT will monitor the College premises and local environment and be aware of events occurring in the local, national and international arena with potential to evolve into a situation that may necessitate a response from the College.

4.11. The roles and responsibilities of other agencies and government departments will be respected. The policy will be reviewed with consideration of the services provided by other agencies such as the Police Service, State Emergency Service, Fire and Emergency Services Authority, the Non-Government Schools Psychology Services and Department of Health, including Mental Health Services.

4.12. Interventions will respect the confidentiality and rights of members of the College community and be culturally appropriate. Support to students and staff will enhance resilience and be informed by ongoing assessment of the needs of the College community. It will be both timely and equitable.

4.13. All College employees must be mindful of their responsibility for confidentiality of information related to emergencies and critical incidents.

4.14. All staff and visitors remain responsible for contributing to a safe school environment and complying with College policies and with Occupational Safety and Health Regulations.

5. **Prevention**

The Risks. An overview of the College structure, location and population and programs

5.1. Atlantis Beach Baptist College is located on Breakwater Drive in Two Rocks WA. It is surrounded by natural bush and is 3min from the Coast. It is 30min to the largest hospital facility in the northern suburbs. Joondalup Health Campus has both an emergency department and an after hour's medical practice. The local fire station and police station are 8 minutes' drive from the College.

5.2. Threat from an individual/s with a gun or knife, while not considered a likely risk, must be considered

5.3. The College is located alongside Breakwater Drive, a future main transit route. As such, consideration must be given to the nearby roadway having potential for a major traffic accident.

5.4. Visitors to the College are required to report to College Reception and to wear a visitor's badge for the duration of the visit. Teachers are equipped with UHF radios while on yard duty and are required to report any non-approved visitors to one of the College Management Team or the Head of House on duty.

5.5. Internal events may include the risk of fire or explosion. The College uses gas appliances and stores chemicals for science lessons. Electrical equipment is used extensively throughout the College. There will be a number of stairways and railed balconies in two storey buildings in the second stage build. The College is flanked by bush on the eastern. southern and northern boundaries, snakes are

expected to be found at times close to classrooms and on playing fields.

5.6. The school participates in a regular camps and excursions program to locations which are a considerable distance from the school and emergency services. Some of these camps include high-risk and water activities and may be conducted in fire risk areas during the fire danger period.

5.7. The abundance of natural bush on three sides of the school produces a high risk from bushfires.

6. Preparedness

Effective preparation for emergencies will include the following.

6.1. The ECIT will convene annually to review the College ECI Policy and ECI Management Plan and monitor the security systems.

6.2. Emergency plans and forms will be prepared for a range of possible emergencies. These plans will be placed along with all reports, forms, checklists, templates and general information in the ECI Management Plan. The Principal, Coordinators and the Head of Primary will retain updated copies of the ECI Management Plan. The ECI Management Plan will contain a list of updated emergency contact numbers.

6.3. The Occupational, Safety and Health Officer will conduct regular risk assessment checks. The OSH Committee will meet regularly to identify and assess all potential risks including school buildings, grounds and surrounding area. The Principal will consult with the external agencies including DFES, to assist in identifying preventable risks.

6.4. During June to October on all school days, the Principal will from time to time monitor the Australian Bureau of Meteorology website for extreme weather warnings. Extreme weather warnings for hail and high winds may present a risk to students and staff participating in outdoor lessons or sporting activities, travelling to and from venues or travelling home. The Principal will liaise with the Coordinators to identify potential risks for students. The level of risk will determine the College

response, which may extend from no action required to one of the following: school closure, evacuation, cancellation of programs etc.

6.5. Emergency response equipment will be prepared and checked annually. An equipment list can be located in the ECI Management Plan.

6.6. Prior to students leaving the College campus on any approved College excursion:

- an emergency response kit will be prepared by the Teacher in Charge of all camps
- a first aid kit will be taken on every excursion by the Teacher in Charge
- emergency and Critical Incident Response forms to be used by the ECIT will be carried by the Teacher in Charge. (Refer to the ECI Management Plan)

6.7. Teachers in charge of camps and excursions are to assess all foreseeable risks to the safety of participants in accordance with the K-10 Camps Policy and the K-10 Excursion Policy. These policies are located on the College SEQTA Portal. Staff with responsibilities for the care of students in higher risk activities such as bushwalking and water based activities are to arrange specialist training and qualifications that will better enable them to assess risk and respond to incidents should they occur.

6.8. Site plans

6.8.1. Site plans will be prepared by College Management and be available in every classroom and office in the College.

6.8.2. Site plans will show the evacuation routes, exits, designated safe areas and fire control equipment.

6.8.3. The site plans of the school should be readily available for inspection by staff and all external agencies responding to an emergency. They should be available in digital format as well.

6.9. First Aid training

6.9.1. A list of staff with current First Aid qualifications will be maintained by the Principal.

6.10. Emergency pick up information to parents

6.10.1. During Term 1 of each year, parents will be informed through the Primary and Secondary Newsletters and the College website of approved procedures for collecting their son/daughter/s during an emergency.

6.10.2. During emergencies, the website will contain information regarding pick up procedures for parents collecting their sons/daughters

6.11. Security guards and specialist staff

6.11.1. Students involved in water activities will be supervised by staff with specialist aquatic rescue qualifications and according to the Department of Education Outdoor Activities Guidelines 2009

6.11.2. Security guards and night watch staff will be contracted to supervise students at nominated events such as dinners and year camps.

6.12. Staff and students will be trained for their roles in managing emergencies (eg participation in emergency and lock down drills). Students will be drilled in lock down and evacuation procedures at least twice a year, as close to the commencement of the school year as practical and one practice each term. Students will be advised of specific evacuation plans at Assemblies, at the start of all excursions and camps, in their Student Organiser and via Student Notices.

6.13. Relevant parts of the ECI Policy will be communicated to contractors and persons using the College facilities during and outside College hours.

6.14. The development of a supportive school climate, strong parental support and resilience in students and staff will help offset the traumatic effects of any future Emergency or Critical Incident on the College community.

7. College Executive Emergency Management Responsibilities

Management of incidents will always prioritise the best interests of students

Emergency and Critical Incident Team

7.1. Staff assigned to the ECIT will vary according to the nature and severity of the emergency; however, the core team will comprise the College Principals and College Coordinators.

7.2. Other staff likely to be included in the ECIT during an emergency may include the Property Manager and College Chaplain.

7.3. Nominated teaching and non-teaching staff may be assigned support roles and will assist the ECIT as required.

7.4. A general overview of the responsibilities of those in the ECIT are outlined below. It should be remembered that these provide a general guide and the Incident Manager, most often the Principal, may assign duties as they see fit. The Principal shall:

- assume overall responsibility for the development, review and testing (eg evacuation drill) on an annual basis and after any emergency or critical incident
- convene the ECIT to conduct an annual review of the policy and associated plans
- convene the ECIT during any emergency and will retain overall responsibility for the implementation of the ECI Policy and procedures
- authorise all communications to the media
- authorise the dissemination of information to teachers, students and parents
- authorise information to be given to DES and the Chairman of the Board
- ensure the Critical and Emergency Incident Report is completed for Department of Education Services where appropriate.

7.5. The Secondary Coordinator shall:

- be a member of the ECIT and carry out all associated duties
- assume the role of Incident Manager at the request of the Principal ensure that the ECI Policy and plans are communicated to students coordinate all critical incident recovery interventions for students
- ensure there is a system in place for the immediate recovery of any items of College equipment that may be missing and able to be used as weapons to inflict harm to persons or property.

7.6. The Primary Coordinator shall:

- be a member of the ECIT and carry out all associated duties
- assume the role of Incident Manager at the request of the Principal coordinate all critical incident recovery interventions for staff
- provide First Aid training to staff each year, eg Essential First Aid and Senior First Aid qualifications and maintain a data base of staff with First Aid qualifications.

7.7. The Property Manager shall:

- be a member of the ECIT and carry out all associated duties
- assume the role of Incident Manager at the request of the Principal maintain a list of current emergency contact telephone numbers for use in the event of an emergency or critical incident (eg hazard

- management and support agencies like the WA Police Service, DFES, the Department for Community Development and Department of Health, and parents of students)
- liaise with external agencies such as DFES and where appropriate request their input to identify additional risks around the school
- obtain the endorsement of the police, DFES, emergency medical services, health and mental health services and the Local Emergency Management Committee to the College's ECI policy and procedures
- conduct regular risk assessment checks of the College grounds, equipment and the surrounding area to identify potential threats to the safety and wellbeing of staff and students
- where appropriate implement strategies to eliminate or reduce the likelihood of occurrence of emergencies or critical incidents.

7.8.   Emergency management plans for specific emergencies are outlined in the ECI Management Plan.

7.9.   Other members of the ECIT include, the College Chaplain (primarily concerned with staff and student welfare), the Primary Coordinator (primarily concerned with the Primary School safety and to ensure the Primary School is a safe zone)

7.10.   The Office Manager will take Minutes of all meetings and will be on hand to attend to communications

NB: During holiday break, in the event of a Critical Incident, the Principal should be notified by the CMT member on duty. The Principal will then assign a CMT member as Incident Manager.

8.   Post Incident Recovery

Once an emergency or critical incident has been brought under control and the site declared safe, it is important that the normal running of the school recommence as soon as possible. The Incident Manager will determine when the emergency or critical incident has passed.

8.1.   An emergency or critical incident may last from a few minutes to a few months depending on the circumstances and nature of the situation. As soon as is practicable after the emergency or critical incident the ECIT will convene to:
- plan and implement appropriate steps to return the school infrastructure to normal;
- where appropriate inform members of the College community of the facts of the emergency or critical incident
- inform parents of any action that the school plans to take to help students recover from the emergency
- Report the critical incident to the Director General of Education Services on the Critical Incident and Emergency Report form within 48 hours.
- Report the Critical Incident to the Governing Body Chair as soon as possible. Critical Incident to be minuted in the next Board meeting.
- Record Critical Incident on the Critical Incident Register.
- plan medium to long term strategies to identify and manage the ongoing educational, psychological and social needs of those affected
- debrief on the effectiveness of the ECI Policy in the situation.

8.2.   An agenda for the ECIT meeting and associated check lists are contained in the ECI Management Plan.

8.3.   Sample announcements to students are contained in the ECI Management Plan.

8.4.   Teachers will be given accurate and timely information about:
- the emergency or critical incident
- short term and long term recovery strategies in place
- related issues that may arise for themselves and for students eg questions about death, suicide, grief etc.

8.5.   Parents will require prompt notification of issues involving their son/daughter resulting from any emergency or critical incident. Such notification will be appropriate to the nature and extent of the emergency. Parents may be informed by a telephone call from either the Secondary or Head of Primary, College Coordinator SMS, or written correspondence.

8.6.   Students affected by any emergency or critical incident will be assessed to ascertain their need for additional support by the Principal or/ delegate or. the College Chaplain and nominated staff who have been trained in student riskscreening.

8.7.   A counselling team will be established and coordinated by a College Coordinator in conjunction with the College Chaplain. The team will be made up of clinical psychologists from the Non-Government Schools Psychology Service when required. Short term counselling will be offered free of charge to staff and students identified as being at high risk. A record of the counselling schedule shall be kept by the relevant Principal.

8.8.   Information sheets for administrators, teachers, non-teaching staff and parents are located in the ECI Management Plan.

9. Media Liaison

9.1 Journalists are likely to arrive on the scene as any emergency is in progress or soon after an emergency has ceased. The College will assign a Media Liaison Officer who should be the only person to release information to the media. This will be the Chair of the Board if available or his/her delegate which may be the Principal.

9.2.   The College will provide the media with timely and accurate information and will nominate the media meeting location. This will be in the form of a written media release. Information for the Media Liaison Officer are contained in the ECI Management Plan.

9.3.   Under no circumstances are College staff permitted to divulge information or make comment to any mediapersonnel.

9.4.   Should any College staff member be approached directly by a person from the media, the staff member should respond to any requests for information with "I am sorry, I cannot help you".

9.5.   The staff member must immediately report contact from, or the presence of, the media to a member of the College ManagementTeam.

9.6.   If any visitor is on (or adjacent to) the College grounds, has a camera and look like they are going to photograph or film, staff must tellthem the College is private property and they cannot film without permission. Staff should refuse to answer any questions and respond with "I am sorry but I cannot help you".

9.7.   If a phone call is received from the media, staff are to respond with "I am sorry I can't help you". Take the name and details of the caller and immediately terminate the call. Do not offer to put the caller through to the Principal. Do not put the caller through to anyone else.

9.8   College staff are not to speak with the media under any circumstances.

9.9 Students and parents are not authorized to speak with the media on behalf of the College.

10. Recording the Incident

    10.1. The College Principal is required to notify the chief executive officer of the Department of Education Services (CEO) of any critical and/or emergency school incidents as soon as practicable and, in any event, within 48 hours of the incident. The [Critical incident report form](#) is to be completed and emailed to: ngs@des.wa.gov.au.

    10.2   The College Principal must provide prompt notification of the critical incident to the chair of the school's governing body as soon as reasonably practicable. The date and time the CEO of DES was notified is to be recorded in the minutes of governing body meetings.

    10.3   The critical Incident is to be recorded on the Critical Incident Register where outcomes of any review of policy or procedure consequent upon an incident.

Related policies and College documents

The ECI Policy is to be read in conjunction with the following College policies, all of which can be found on the College gateway:

        Community Care Plan
        Student Health Handbook
        Excursions, Incursions and Camps Policy
        Child Protection Policy
        Duty of Care Policy
        Student Organiser

Relevant legislation or authority

        Australian Standard 3745 - Emergency Control Organisation and Procedures for Buildings
        Industrial Relations Act, 1979
        Occupational Safety and Health Act, 1984 Public
        Sector Management Act, 1994
        Occupational Safety & Health Regulations, 1996 School
        Education Act, 1999
        School Education Regulations, 2000
        Australian Standard 4360: Risk Management Equal
        Opportunity Act
        Disability Discrimination Act
        Working With Children Act 2004

Acknowledgements

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