



**STPATRICK'S**  
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 5.7

# Critical Incidents

Version 6: 17 January 2014  
Ratified by Board of Directors: Feb 2014  
Review Date: Feb 2017





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## DEFINITION

*“Critical Incidents occur when a person experiences or witnesses a sudden traumatic stressor which has the potential to harm life, health or well-being. This sudden unexpected event may be violent and shocking. Such events can challenge our ability to cope and sense of security.”*

### Examples

- Major injury
- Serious traffic crash/accident
- Death – accidental or following an illness
- Suicide
- Abduction
- Intruder on school grounds
- Bomb threat
- Sexual assault
- Terminal illness – staff or student
- Fire at school
- Hazardous substance spill or explosion
- Natural disaster bushfire, earthquake, flood
- Health epidemics

St Patrick's Technical College has a duty of care under Section 19 of the *Work Health and Safety (WHS) Act* to ensure employees are safe from injury and risks to health. The *Critical Incidents Policy* has been developed to ensure WHS requirements are met in the event of critical incidents occurring.

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## POLICY

St Patrick's Technical College is committed to ensuring that staff and students are provided with a safe and healthy work environment. This will be achieved, in part, by minimising the impact of critical incidents.

The purpose of this policy is to ensure that staff members are aware of what to do when a critical incident arises directly involving College staff and/or students.

These procedures are in addition to the usual support and pastoral care offered to employees, students and families.



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## GUIDELINES

Should a critical incident occur under the circumstances listed below the appropriate checklist appearing as an Appendix is to be implemented.

### **During school hours on College grounds – Major injury**

Refer to checklist *Appendix 1*.

### **Health epidemic that has the potential to impact the College**

Refer to checklist *Appendix 2*.

### **During school hours away from College grounds (Registered Training Organisations (RTO), on-the-job training, etc.)**

St Patrick's Technical College will require the RTO and/or the Employer to invoke their critical incident policy ensuring the College's requirements are met.

Refer to checklist *Appendix 3*.

### **Overnight camp / Excursions**

Refer to checklist *Appendix 4*.

### **Before or after school hours or during school holidays**

Staff member who learns of a major injury / death of a student or staff member

- Contact Principal or Deputy Principal
- Crisis Incident Response Team convened as soon as possible
- Staff meeting as soon as possible
- Family visited / offered support

### **Media**

The Principal (or nominee) is the official spokesperson for the College. The Principal may obtain assistance from the Chairman of the College Board to work with the media.

### **For other enquiries from parents**

Principal's Personal Assistant and office staff will refer phone and other enquiries to the Principal or the Education and Training Manager.

### **Follow Up**

- Follow up with Team.
- Follow up staff meeting.
- One month later review procedures.
- One month later staff to review procedures.
- Additional follow up as required.



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## RESPONSIBILITIES

The Principal is the main point of contact should a Critical Incident occur and must be informed as soon as possible when a Critical Incident takes place.

The Principal is responsible for ensuring adequate resources are made available to implement this policy. The Principal is also responsible for the implementation of this policy by ensuring all staff members understand the policy and appropriate procedures.

### Critical Incident Response Team Members

- Principal
- Deputy Principal
- Assistant Principal(s)
- Work Health and Safety Coordinator

### Overall Strategies

- Document and distribute procedures to all staff for dealing with critical events such as fire, bomb threat, medical emergencies, etc.
- Provide training for key staff in the areas of first aid, fire and evacuations.
- Provide all staff with knowledge of evacuation procedures.
- Provide assistance or professional counselling to staff after a critical incident has occurred.

Refer to *Figure 1 - Critical Incident Flowchart*, which summarises the steps to be taken should a critical incident occur.

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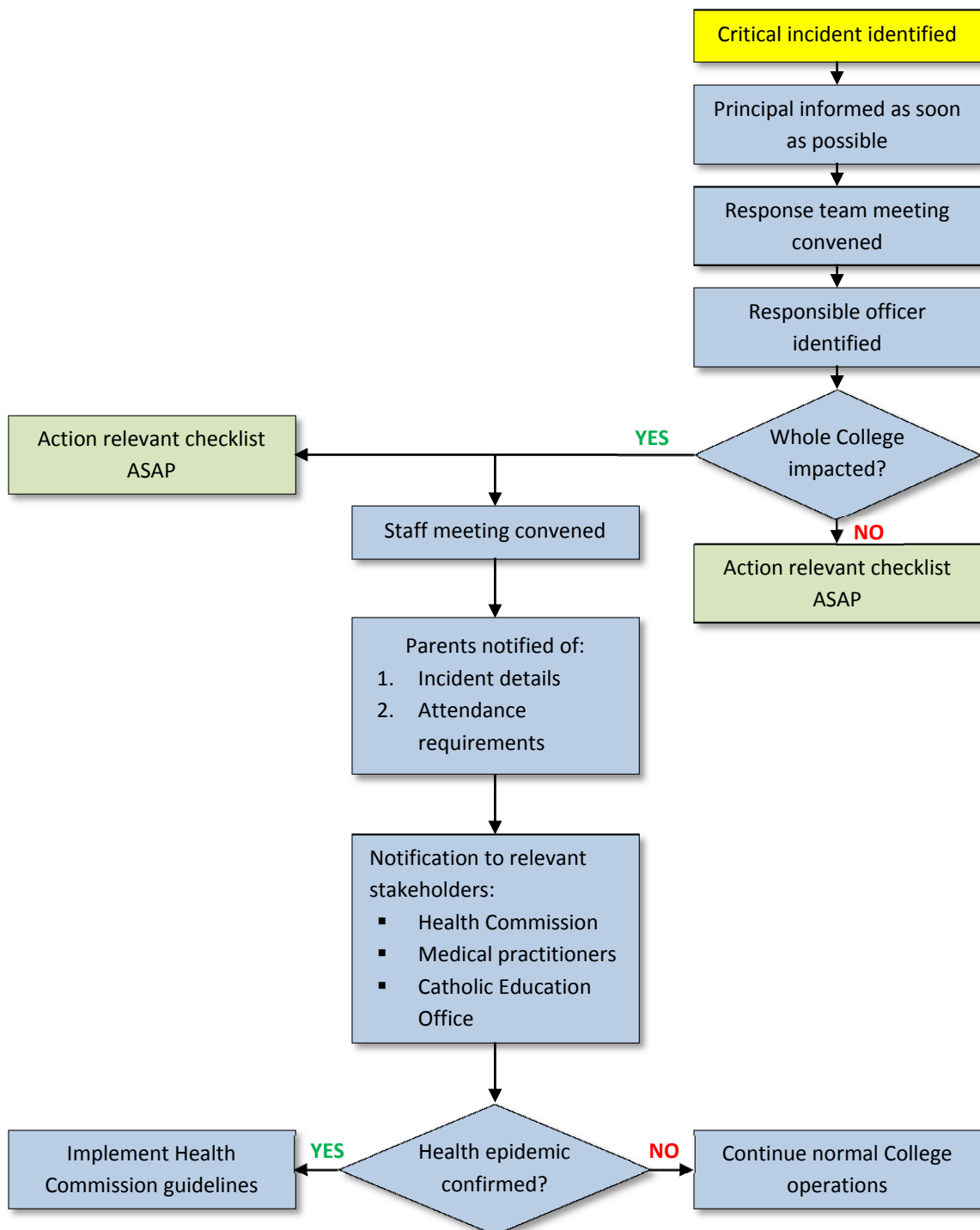
## RELATED POLICIES

- *1.1 - Ethos and Charter*
- *5.1 – Pastoral Care*
- *5.3 - Case Management*
- *5.4 - Duty of Care / Health, Safety and Welfare*
- *5.8 - Child Protection*



FIGURE 1

**CRITICAL INCIDENT FLOWCHART**





APPENDIX 1

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**CHECKLIST 1**

**During school hours on College grounds – Major injury**

- |  |   |
|--|---|
| <input type="checkbox"/> First Aid   | <input type="checkbox"/> Team Meeting   |
| <input type="checkbox"/> Emergency Services  | <input type="checkbox"/> Staff meeting as soon as possible                          |
| <input type="checkbox"/> Reassure and comfort students and staff involved                                | <input type="checkbox"/> Principal communicates facts to staff                      |
| <input type="checkbox"/> Inform Principal or next most Senior Manager                                    | <input type="checkbox"/> Staff advised of information to be given to students       |
| <input type="checkbox"/> A staff member to accompany the injured student to hospital                     | <input type="checkbox"/> Staff offered support – Counsellor / Access Services       |
| <input type="checkbox"/> Principal or next most Senior Manager to ensure parents/family informed         | <input type="checkbox"/> Information to parents                                     |
| <input type="checkbox"/> Staff member to stay with student until family member takes over responsibility | <input type="checkbox"/> Students given information and offered support/counselling |

APPENDIX 2

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**CHECKLIST 2**

**Health epidemic that has the potential to impact the College**

- |   |   |
|---|---|
| <input type="checkbox"/> Health hazard identified   | <input type="checkbox"/> If test results negative, resume normal duties   |
| <input type="checkbox"/> Alert Principal (or next most Senior Manager)                                | <input type="checkbox"/> If test results positive:  |
| <input type="checkbox"/> Convene Critical Incident Response Team meeting                              | <input type="checkbox"/> Staff and students undergo medical tests   |
| <input type="checkbox"/> Appoint Responsible Officer to co-ordinate and manage activities             | <input type="checkbox"/> If any student or staff member tests positive, he/she is to be sent home, follow advice of medical practitioner(s) and not return to College until they are well |
| <input type="checkbox"/> Contact parents of affected student(s)                                       | <input type="checkbox"/> Implement Health Commission guidelines   |
| <input type="checkbox"/> Ensure affected student(s) are treated and tested by medical practitioner(s) | <input type="checkbox"/> Information to parents   |
| <input type="checkbox"/> Quarantine staff and students until results of medical tests are known       | <input type="checkbox"/> Staff and students given information and offered support/counselling.  |
| <input type="checkbox"/> College notified of medical test results by medical practitioner or parent   |   |
| <input type="checkbox"/> Convene staff meeting  |   |



APPENDIX 3

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**CHECKLIST 3**

**During school hours away from College grounds  
(Registered Training Organisations, on-the-job training, etc.)**

- |  |   |
|--|---|
| <input type="checkbox"/> First Aid   | <input type="checkbox"/> Convene a meeting involving St Patrick's Technical College Principal / Deputy Principal as soon as practicable |
| <input type="checkbox"/> Emergency Services  | <input type="checkbox"/> St Patrick's Technical College Critical Incident Policy to be invoked as soon as practical thereafter.         |
| <input type="checkbox"/> Reassurance and comfort   | <input type="checkbox"/> Principal communicates facts to staff  |
| <input type="checkbox"/> Inform the Principal or next most Senior Manager as soon as practicable         | <input type="checkbox"/> Staff advised of information to be given to students   |
| <input type="checkbox"/> Principal or next most Senior Manager to ensure parents/family informed         | <input type="checkbox"/> Staff offered support – Counsellor / Access Services   |
| <input type="checkbox"/> A staff member to accompany the injured student/staff member to hospital        | <input type="checkbox"/> Information to parents   |
| <input type="checkbox"/> Staff member to stay with student until family member takes over responsibility |   |

APPENDIX 4

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**CHECKLIST 4**

**Overnight camp / Excursions**

- |   |  |
|---|--|
| <input type="checkbox"/> First Aid  | <input type="checkbox"/> Staff member to stay with student until family member takes over responsibility |
| <input type="checkbox"/> Emergency Services   | <input type="checkbox"/> Team Meeting  |
| <input type="checkbox"/> Reassure and comfort students and staff involved   | <input type="checkbox"/> Staff meeting as soon as possible   |
| <input type="checkbox"/> Inform the Principal or next most Senior Manager   | <input type="checkbox"/> Principal communicates facts to staff   |
| <input type="checkbox"/> If a student is lost, the police must be informed as soon as possible                                      | <input type="checkbox"/> Staff advised of information to be given to students                            |
| <input type="checkbox"/> If there is an injured student or staff member, a staff member to accompany the injured person to hospital | <input type="checkbox"/> Staff offered support – Counsellor / Access Services                            |
| <input type="checkbox"/> Principal or next most Senior Manager to ensure parents/family informed                                    | <input type="checkbox"/> Information to parents  |
|   | <input type="checkbox"/> Students given information and offered support/counselling                      |