Critical Incident Response

This policy is compatible and compliant with The Brotherhood of St Laurence – High Street Centre Frankston, Victorian Registration and Qualifications Authority (VRQA) and the broader Brotherhood of St Laurence policies.

The Hazard – Critical Incident	A critical incident is an emergency situation that usually involves an abnormal and sudden occurrence such as afire, explosion, a chemical leak, a bomb threat or terrorist attack that is dangerous or potentially dangerous to life, property or the environment. The incident may occur at the School or through a related school-based activity or circumstance.
	Critical incidents are a specific type of business continuity disruption event, that not only usually disrupt normal school operations and activities, they also pose immediate and significant danger to life, property and/or the environment.
David Scott School's Policy	David Scott School is committed to providing a safe working environment for all our workers, students, visitors and guests.
	How we respond to a critical incident will depend largely on its size, nature and complexity.
	It is our policy to:

- Identify potential critical incident situations;
- Conduct regular internal risk assessments with respect to those critical incidents;
- Develop appropriate response plans;
- Regularly test the overall effectiveness of our risk management and critical response procedures.

By identifying potential critical incident situations, risk assessing them, implementing preventative measures and planning our response, David Scott School seeks to gain control over such situations so as to ensure, that if they do occur, the best possible help is available in a timely manner.

Preventing Critical Incident from Occurring	As far as practicably possible David Scott School seeks to prevent critical incidents from occurring and to minimise the potential impact of these events.
	To this end, David Scott School has developed policies and procedures that are specifically targeted towards prevention of critical incidents. Examples of such policies include our Emergency Management Plan
Staged Critical Incident Response Process	Because critical incidents come in various forms and sizes it will not always be possible to predict the exact nature of the situation that we may have to deal with, nor is it possible to accurately predict the best way in which we should respond. For this reason when responding to critical incidents it is useful to think in terms of three stages of response:

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Stage 1: Emergency Response

This is the initial response to a disruption which usually involves the removal or protection of people and property from immediate harm. Examples of emergency responses are the development of structured Evacuation Procedures and Lockdown Procedures (Please see Emergency Management Plan)

Stage 2: Continuity Response

The Continuity Response commences once the initial emergency response (if any) has been completed. The continuity response involves re-establishing minimum acceptable levels of processes, controls and resources to ensure that David Scott School continues to meet its critical operational objectives. Our Emergency Management Plan provides a good example of a continuity response.

Stage 3: Stabilisation Response

Finally once we have re-established minimum acceptable levels of processes, controls and resources to ensure that David Scott School continues to meet its critical operational objectives we may need to implement procedures that are designed to stabilise the school environment and return operations to normal over a period of time.

Critical Incident Management Team (CIMT)	David Scott School has established a Critical Incident Management Team (CIMT) whose responsibility it is to: • Make an initial assessment of an incident and support any individuals involved in the initial emergency response; • Determine and implement the most appropriate additional response strategies; • Ensure staff welfare and support; • Investigate the cause and nature of the incident and assess its impact on business operations; • Determine and implement the most appropriate communications strategy; and • Activate any response plans. For more details of the CIMT refer to our Critical Incident Management Team & Response Procedures.
Workers' Responsibility	All workers are responsible to ensure: • Participation in critical incident response training as required; • Cooperation in carrying out their duties in an emergency situation; • Prompt action is taken to secure or isolate any hazardous situation in an emergency if this can be done so without placing themselves or other workers at risk; and

- Immediately report any critical incident to their Line Manager or member of the leadership team.

Signage

There is a wide range of signage that may be used to assist in the prevention and or response to a particular emergency situation.

Emergency contact numbers as well as details of members of the CIMT are displayed in strategic locations around the School.

Implementation

This policy is implemented through a combination of:

- Risk management identification and assessment procedures;
- The development of incident specific policies and procedures;
- Establishment of a Critical Incident Management Team ;
- Staff training;
- Effective incident notification and response procedures; and
- Initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy, David Scott School may take disciplinary action.

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Policy Changes

Date	Reason for Change	Made by