



**EMERGENCY AND
CRITICAL MANAGEMENT
POLICY**

POLICY FOR EMERGENCY AND CRITICAL INCIDENT MANAGEMENT

Dalkeith Primary School principal and staff are responsible for the management of on-site and off-site school related emergencies and critical incidents. The intention is to minimize trauma and distress to students and staff and damage to property to ensure the teaching and learning program is maintained or resumed.

Emergencies and critical incidents can vary significantly in duration. Some will be discrete and short in duration others may be protracted and last for days or weeks.

Effective emergency management involves coordinated actions based on line management principles and designated responsibilities. This will:

- 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 will involve consideration of:

- prevention and mitigation of;
- preparedness for;
- response to;
- recovery from; and
- review of emergencies and critical incidents.

PROCEDURES

RISK ASSESSMENT

The principal or site manager must:

- identify on-site and off-site situations that have the potential to become emergencies or critical incidents affecting the site's operations;
- determine potential risks associated with particular situations; and
- use the *Risk and Business Continuity Management* policy to assess the potential risks and develop mitigation strategies.

PREVENTION AND PREPAREDNESS

The principal or site manager will implement strategies to eliminate or reduce the likelihood of the occurrence of emergencies or critical incidents.

EMERGENCY AND CRITICAL INCIDENT MANAGEMENT PLAN

The principal or site manager will develop and maintain an Emergency and Critical Incident Management Plan.

COMMUNICATION, TRAINING, TESTING AND REVIEW

The principal or site manager must confirm that the *Emergency and Critical Incident Management Plan* of the site is:

- communicated to all staff;
- publicly accessible for both inspection and use in the event of an emergency or critical incident;
- sent to the Regional Executive Director at the regional education office so that important information is immediately accessible to those off-site to enable them to provide appropriate support;
- implemented by staff trained for their roles in managing emergency situations;

- tested and reviewed (for example, evacuation drills, role plays or written scenarios) on at least an annual basis and, where necessary, after an emergency or critical incident;
- modified in accordance with information gained from testing and actual experiences;
- developed in consideration of the services provided by other agencies such as the WA Police, the Fire and Emergency Services Authority, the Department for Child Protection and the Department of Health, including mental health services.

RESPONSE

The Regional Executive Director will facilitate appropriate support to a school experiencing an emergency or critical incident, including but not limited to:

- assistance with the selection of the Incident Controller;
- adoption of the role of Incident Controller if appropriate;
- provision of regional education office school psychologist and Coordinator Regional Operations support as required;
- assistance with inter-agency liaison as required; and
- notification or possible request for support from Central Office.

The Incident Controller will respond to a particular emergency or critical incident in accordance with the actions outlined in the Emergency and Critical Incident Management Plan.

As well as tailoring the nature and level of responses to the emergency or critical incident, the Incident Controller must also modify the responses as the situation changes and must recognise the varying needs of students and staff.

The Department provides support services (for example, Coordinators Regional Operations and School Psychologists) to enable principals or site managers to respond appropriately.

All Department employees should be mindful of their responsibility for confidentiality of information related to emergencies and critical incidents.

Following an emergency or critical incident, the principal or site manager will act promptly to:

- contact WA Police if the particular incident warrants it;
- contact a parent or guardian of any student who has been harmed or threatened with harm;
- report any emergency or critical incident to their Regional Executive Director;
- liaise with their Regional Executive Director and/or the Department's Media Unit for:
- informing students and staff about any potential danger;
- preparing communications for parents and the wider school community about any potential danger; and
- media related matters;
- submit an entry using the Online Incident Notification System, as soon as is reasonably possible.

EVACUATION

The principal or site manager will:

- plan for both on-site and off-site evacuation as part of the *Emergency and Critical Incident Management Plan*;
- immediately report any evacuation to their Regional Executive Director; and
- liaise with their Regional Executive Director and the Department's Media Unit for media related matters and when preparing communications for parents following an evacuation.

CLOSURE

The principal or site manager will notify the Regional Executive Director immediately after any order is made to temporarily close all or a particular part of the school's premises.

LOCKDOWN

The principal or site manager will:

- plan for lockdown as one aspect of the *Emergency and Critical Incident Management Plan*;
- initiate lockdown based on an assessment of risks to students and staff;
- make the decision to initiate lockdown informed by advice from other agencies (for example, WA Police or the Fire and Emergency Services Authority), the regional education office or other information available at the site;
- immediately report any lockdown to their Regional Executive Director;
- liaise with their Regional Executive Director and the Department's Media Unit for media related matters and when preparing communications for parents following a lockdown; and
- maintain records and documentation associated with a lockdown.

RECOVERY

Following an emergency or critical incident, the principal or site manager will:

- take appropriate actions to return the site infrastructure to normal;
- develop and implement medium to long-term strategies in conjunction with regional education office school psychologist and Coordinator Regional Operations to identify and manage the ongoing social and psychological needs, and (in the case of students) the educational needs, of those affected;
- modify specific procedures of the plan as determined by the operational debriefing; and
- liaise with their Regional Executive Director and the Department's Media Unit for media related matters and when preparing communications for parents.

The Regional Executive Director will facilitate the provision of regional education office support to a school in the process of recovery from an emergency or critical incident.

REVIEW OF PROCESSES

The principal or site manager will:

- organise an operational debriefing, as appropriate, to evaluate the implementation and effectiveness of the *Emergency and Critical Incident Management Plan*; and
- maintain documentation associated with management of the emergency or critical incident.