

# Critical Incidents Policy

## Rationale

All staff members need to be aware of the process to be followed in the case of a critical incident occurring during school hours. A “critical incident” could be something that occurs unexpectedly and without warning, may be life threatening to an individual or a group and could have serious ramifications for the school.

## 1. Guidelines

- 1.1 All staff members need to be aware of the range of critical incidents that could potentially occur during school hours
- 1.2 All staff members need to be familiar with procedures that are to be followed in dealing with such situations.

## 2. Implementation

- 2.1 School Administration to follow DET Emergency Management procedures:
  - 2.1.1 Stay calm and ensure the safety of yourself, students and others where necessary
  - 2.1.2 Attempt to establish exactly what has occurred
  - 2.1.3 Seek assistance from other staff or students if necessary
  - 2.1.4 Contact Emergency Management as soon as practical
  - 2.1.5 Contact parents/guardians of students and if necessary the emergency contact of staff involved in the critical incident
  - 2.1.6 Inform the school community if appropriate
  - 2.1.7 Contacts with media only to be made by the Principal, Region or DET.

## 3. Resources

- 3.1 Procedures as outlined in the WHPS Emergency Management manual are to be followed in conjunction with the guidelines from the DET Emergency Management manual.

## 4. Evaluation

- 4.1 The Education Sub Committee and Weeden Heights staff will review the effectiveness of the school’s Critical Incident Policy on a cyclical basis in accordance with DET guidelines.