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.