

## **CRITICAL INCIDENT PLAN**

### **GENERAL STATEMENT**

Thomastown West Primary School is responsible for:

- planning for and managing emergencies
- responding swiftly to emergency incidents including medical emergencies
- reporting emergencies and incidents
- liaising with a range of support agencies including the Security Services Unit
- testing emergency procedures.

### **RATIONALE**

Thomastown West Primary School may become directly or indirectly involved in a tragic or traumatic event. The incident may involve loss of life, serious injury or emotional disturbance. The incident may occur in the school environment or outside. It may involve staff, students or those close to them. The network of those involved in a traumatic event can be wide, especially if it directly involves the school. Feelings of grief and loss can continue over long periods of time.

### **BROAD GUIDELINES**

Student Support Service (SSS) staff in the region are crucial in ensuring that school staff and students are supported when a critical incident impacts on a school.

They provide valuable support to student welfare coordinators, chaplains, school nurses and other school welfare staff who have a key role in responding to critical incidents in schools.

### **IMPLEMENTATION**

**ACTION TO BE TAKEN AS A RESULT OF A TRAGIC/TRAUMATIC EVENT WHICH INVOLVES THE SCHOOL**

Incidents vary in complexity. These guidelines provide a framework for action and would not necessarily be followed in all cases.

However, the following 4 principles must be followed:

1. provide clear, accurate information
  2. describe the actions to be followed
  3. provide help for all affected
  4. maintain a normal school program or as close to normal as possible
- Contact the Department's Security Service Unit on 9589 6266 and report the incident
  - Contact the SSS network nominated emergency management contact  
Libby Young  
0438 772842
  - In some instances a SSS network emergency management contact or school may also be contacted by regional staff due to the nature and seriousness of an incident, to ascertain whether any additional response or support is required or to gather information.
  - Schools should however take the initiative in seeking support/advice and not wait for a regional officer to make contact.
  - If further advice and support is required, the emergency management contact should contact the region's Manager Professional Practice Unit  
Pat Brophy  
(mobile) 0437179419  
(office) 9488 9409

**RESOURCES**

- [DET Emergency Management Planning](#)
- [Emergency and Critical Incident](#)

**EVALUATION**

This Policy will be evaluated as part of the Thomastown West Primary School policy review cycle