

Murrayville Community College Critical Incident Reporting Policy

Rationale:

- From time to time, critical incidents involving the safety of students and staff do occur.
- It is essential that the school's response to any critical incident where the safety of staff and students is at risk includes a process for reporting to Emergency Management.

Aim:

- To ensure that, as part of the school's Emergency Management Plan, Murrayville Community College has a process for reporting critical incidents to Emergency Management that complies with DEECD policy.

Implementation:

- The school's Emergency Management Plan identifies all possible emergency situations that may occur at Murrayville Community College and gives full details of those that have been identified as the most likely to occur. However there is only a moderate risk of these emergencies occurring.
- Once the safety and security of students, staff, parents and visitors to the school have been ensured, the school will report the incident to Emergency Management on 9589-6266, 24 hours a day.
- The information to be conveyed to Emergency Management includes
 - Who – the name of the person reporting the emergency / critical incident
 - What – the nature of the emergency / critical incident
 - When – the time when the school became aware of the emergency / critical incident
 - Where – the location of the emergency / critical incident and contact phone numbers if it has occurred away from school
- It is essential that the emergency services are notified immediately. The appropriate services are
 - ambulance for injury and medical assistance
 - fire brigade for fires (even when fires have been put out) and chemical spills
 - police for crime, injury which may not be accidental or assault
 - SES for floods and wind storms.

Evaluation:

- This policy will be evaluated annually.

When First Approved: 19th May 2014

When Reviewed / Modified: 28th May 2018

References:

- http://www.education.vic.gov.au/management/governance/referenceguide/management/6_15.htm
- <https://www.eduweb.vic.gov.au/intranet/facilites/emerg/default.htm>
- <https://edugate.eduweb.vic.gov.au/Services/Schools/Infrastructure/Emergency/Pages/Incidents.aspx>
- <https://www.eduweb.vic.gov.au/edulibrary/public/emerman/incidentreportclr.pdf>