



# Heights College Critical Incident Policy

**Our Commitment** – Heights College is committed to the safety and well-being of its students and staff. To protect our students and staff in the event of a critical incident, this policy outlines principles to be adhered to when preventing and preparing for, responding to or recovering from an emergency. The College commits to handling critical incidents in a Godly way and returning to normal operations in a timely manner after an incident.

**Scope** – This policy applies to **all** students and staff of the College, and provides information about areas of responsibility, reporting and communication when managing a critical incident for all year levels, at any time of any day in the year, and both on and off campus events, including excursions and camps.

**Our Goal** – To support this policy, Heights College will:

- Provide procedures to be followed when a critical event occurs;
- Designate roles key people are to follow;
- Ensure a supportive, caring response to the critical event;
- Prevent, as far as reasonably practicable, further physical or psychological injury;
- Provide appropriate, accurate information to meet the needs of people;
- Meet the needs of people to grieve, to receive counsel and to be comforted properly;
- Protect the College and the people within it from damaging public misunderstandings; and
- Return to normality as soon as possible.

## Responsibilities

The College **Headmaster** will ensure that:

- all staff receive adequate training for handling critical incidents according to Heights policy and procedures;
- a delegate is nominated in their absence;
- the College Chairman is notified as soon as possible in the event of an incident; and
- the College Chairman is consulted when releasing statements to media about a critical incident.

Heights College **Staff** must:

- comply with any reasonable requests and directions from the College Critical Incident Team in the event of an incident; and
- ensure that they do not engage with the media about an incident without permission from the Headmaster.

**Definition** – For the purpose of this policy, a Critical Incident is described as any event or circumstance that has a dramatic impact on the normal operation of the College, usually in such a way, as to cause severe damage and/or danger to people and/or property and College reputation.

The types of potential Critical Incidents are divided into three groups;

**GROUP A:** Major damage and/or loss to assets as a result of fires, floods, major vandalism, storms, cyclones, bombs, earthquakes, explosions.

**GROUP B:** Accidents and/or incidents affecting personnel such as accidents resulting in death or serious bodily injury, kidnapping, hostage taking, suicides, murders, toxic emissions. Incidents in this group may occur off the college campus.

**GROUP C:** Accidents resulting in death or serious bodily injury which may be a result of a design and/or maintenance problem and which require investigation.

Set procedural requirements for each group are outlined in the Heights College Critical Incident Procedures. It is possible that an emergency could be a combination of both A and B. In such cases, the relevant procedures for both groups must be followed.

## Relevant Legislation & Related Documents

*This Policy is to be read in conjunction with the Heights College Statement of Faith as stated in the Heights College Constitution.*

*Work Health and Safety Act 2011*

Work Health and Safety Regulation 2011  
 Heights College Critical Incident Procedure  
 Heights College Risk and Reputation Policy

*Signature*

Darren Lawson  
 College Headmaster

<b>Date approved</b>	11 August 2020
<b>Approval authority</b>	Heights College Board
<b>Date for next review</b>	August 2021
<b>Documents superseded by this Policy or Procedure</b>	None
<b>Distributed to</b>	Teacher Kiosk, Heights College Website

<b>Revisions/Modifications</b>			
<b>Version</b>	<b>Date</b>	<b>Summary of changes</b>	<b>Reviewed by</b>
2	August 2018	Approval and Revisions/Modifications boxes added	Business Manager
3	27 February 2020	Minor changes to words and the addition of 'Heights College Risk and Reputation Policy' to Relevant Legislation and Related Documents	Board Governance Sub-Committee
4	11 August 2020	Additional clause added under Relevant Legislation and Related Documents	College Board