



# 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 and procedures 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 strives to:

- Outline 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.
- written records of any critical incident and remedial action will be retained for at least 2 years after the student ceases to be an enrolled student.

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 in 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. 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, lost or missing child, 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

*Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, Heights College Critical Incident Procedures*

*Signature*

Darren Lawson  
College Headmaster