



OSBORNE PRIMARY SCHOOL
2655

CRITICAL INCIDENT PLAN

RATIONALE

Osborne Primary School is responsible for providing all students, staff and visitors with a safe environment. At times, we may need to respond to a traumatic or critical incident in which the school is involved. This policy helps to prepare our school for a critical incident, including prevention, how to respond and how to recover from the event. This policy, in conjunction with our Emergency Management Plan, will help to maintain Osborne Primary School as a safe environment.

AIM

It is essential to provide adequate and clearly defined procedures to take immediate effect in emergency situations. This document outlines some of the possibilities that can occur at a school site and/or affect the school's community.

A traumatic incident can affect people in various ways. This may include loss of life, a serious injury, a threat to student and staff, environmental events or other forms of emotional disturbance. Assistance to those affected can vary and may include sources both within and out of the school.

Flexibility in the operation and management of the school may exist during these times, however it is expected that the whole school should run as normal.

DAILY PREPAREDNESS

To assist with the supervision and safety of students the following daily operations must be adhered to:

- The class roll is kept up to date (marked in the morning and in the afternoon – straight after lunch). The class roll travels with the class around the school.
- Inform the office (if possible and you are not placing yourself or others at risk) via the classroom phone or email.
- Ensure your mobile phone is with you and is charged.
- Ensure all visitors to the school have signed in on the visitors' book at the office.
- Ensure all guardians are contactable on SMS through COMPASS account.
- Encourage all school community members to keep their contact information up to date.

ACTION TO BE TAKEN AS A RESULT OF A TRAUMATIC EVENT INVOLVING THE SCHOOL

The information that follows is a guide in handling a Traumatic/Critical Incident. As circumstances vary there might be some flexibility needed at times.

All emergency or criminal activity, in which the safety or well-being of the staff and/or students is at risk, or where there is a threat to property, must be reported immediately to the Department's 24 hour Emergency Security Management Branch on **(03) 9589 6266**.

To make the school operate as normally as possible the following must be adhered to:

1. Provide clear and accurate information.
2. Describe the actions to be followed.
3. Provide assistance to all who are affected.
4. Provide students and staff with a secure and safe environment, dependent on the circumstance.
5. When opportunities allow, inform staff and people who are directly involved.
6. Provide an opportunity for questions and discussions with the appropriate people who need to be informed.
7. Dispel rumors and the principal to decide on how to provide the community with the relevant information and to what extent.
8. Inform the community to the proposed actions the school will undertake in light of the event.
9. Have a Critical Incident Recovery Team to plot and arrange the response to the event. This may include the use of external sources (eg. counselors, emergency services), informing the media and timeline for the recovery.
10. Identify those who need assistance and maintain regular contact with those involved until further contact is no longer required. This may include out of hours contact if necessary.
11. Ensure that counselling is available. Contact the Regional Office and/or Department if necessary.
12. When appropriate, inform students and provide information about the event and allow an opportunity for any follow up.
13. Continue normal routines at school but acknowledge effect of the tragedy on the school community. Be flexible with those in need of help. Be aware that many people may be deeply affected.
14. Be sensitive to staff and student's needs over a period of time.
15. Throughout the event the Principal and/or equivalent will make the final decision.

LINKS

School Emergency Management Plan – (to be linked)

DET Emergency Management Planning -

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/mgtplanning.aspx>

Reporting an Incident

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/reporting.aspx>

Appendices

Appendix A – Critical Incident Recovery Plan

Appendix B – Critical or Traumatic Incident Plan – First 24 hours

Appendix C – Lockdown coding

LOCKDOWN

In the case of a lockdown a coded system has been devised to inform all staff and students of the level of severity of the situation. A copy of the codes must be displayed in each room for easy access and staff must be informed of its location and must read through it. Please become familiar with these codes.

We will attempt to inform all staff members, when a safe and opportune time allows leadership to do so. Public Address, internal phone system, personal mobiles or COMPASS may be used to advise of updates.

Look for updates via SMS, Compass, school website and you are able to communicate to other staff via, email, phone and the office.

CODE	ACTION
RED – EXTREME	<p>All people are to remain out of sight and in the room they are currently in. If outside – people are to find the closest room and remain obscured from the outside. Pull down blinds and don't become visible. If you have your phone on you, you may check for any COMPASS updates, otherwise remain still.</p> <p>NO ONE IS TO LEAVE THE ROOM</p> <p>Code example – Gunman on the premises</p>
ORANGE	<p>All people are to remain in the room and preferably out of sight. If outside, please head to the closest room.</p> <p>Lock Doors and windows.</p> <p>Code example – A student in distress that may cause distress to other students.</p>
YELLOW	<p>All people are to remain inside buildings until further notice.</p> <p>Code example – Strong smell in the air. Car accident in roads outside school.</p>

Evaluation

This plan will be reviewed by the staff, as part of an evaluation cycle or following an incident. Last reviewed December 2016.