



BISHOP TYRRELL

ANGLICAN COLLEGE

CRITICAL INCIDENT POLICY

Document Approval and Version Control			
Policy Number:	05.02.00	Last Amended:	January 2022
Approved By:	Principal	Approval Date:	January 2022
Contact Officer	Corporate Services Manager	Next Review Date:	January 2023



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1. DOCUMENT MANAGEMENT

1.1 Version History

Responsibility of author to track and maintain

Version	Date	Author	Section #	Amendment (What Changed?)
0.1	May 2015	Tamara Powell	All	Initial draft
0.2	July 2015	Tamara Powell	All	Divide into Policy and Procedures
0.3	January 2022	Shea Hafey	All	All sections as a part of the College policy overhaul

1.2 Related Documents

1.2.1 Legislation

- Work Health and Safety Act 2011

1.2.2 Policies

- Emergency Management Policy

1.2.3 Procedures

- Emergency Management Procedure

1.2.4 Other

- Emergency Management Plan

2. SCOPE

This policy applies to all College employees, students, parents, members of the College Council, contractors, volunteers and people undertaking work experience or vocational placements at the College. This policy applies to all conduct, work, interaction or any other activities that are under the management, control, influence or participation within the College. This policy applies to all College interests and activities, both on and off campus.

3. STUDENT PROTECTION

Bishop Tyrrell Anglican College supports the rights of children and young people and is committed to ensuring the safety, welfare and wellbeing of students. The College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

4. BACKGROUND

Emergency management is a process which involves the workplace bringing together the arrangements for preventing, preparing for, responding to and recovering from an emergency. This Critical Incident Policy outlines this process. This Critical Incident Policy applies to all employees of Bishop Tyrrell Anglican College. Failure to adhere to the Critical Incident Policy may result in disciplinary action.

5. OBJECTIVE

The purpose of this policy is to ensure the safety and welfare of all members of the College in the event of a critical incident.

The Principal or College Leadership Team are responsible for management of on-site and off-site school-related emergencies and critical incidents. The intention is to minimise trauma and distress to students and staff and damage to property and to ensure the teaching and learning program is maintained or resumed.

A well-planned and understood contingency plan/s will allow the College to suffer the least damage to the established trading position in the event of a crisis.

The College is responsible for:

- planning for and managing emergencies
- determining potential risks within Risk Management Framework
- implement strategies to eliminate or reduce the likelihood of the occurrence of emergencies or critical incidents
- responding swiftly to critical incidents including medical emergencies
- reporting emergencies and incidents
- liaising with a range of support agencies
- testing emergency procedures
- ongoing review of policy.

An emergency is the actual or imminent occurrence of an event which in any way endangers or threatens to endanger:

- the safety or health of any person;
- the environment or an element of the environment;
- destroys or damages, or threatens to destroy or damage, any property.

This emergency management plan contains the four key components of preparedness, prevention, response and recovery.

The College will:

- ensure that staff, students and the school community know what the plan contains
- ensure that staff, students and the school community are trained so that they know what they are required to do during an emergency
- test emergency arrangements at regular intervals to ensure that procedures work and everyone learns emergency protocols

This emergency management plan

- describes actions to take before, during and after an emergency to ensure the ongoing safety of staff, students and others
- will be reviewed annually and/or following an emergency or crisis
- will be developed in consultation with relevant emergency services
- All interventions respect the confidentiality rights of members of the school community

6. DEFINITIONS

For the purpose of this Policy, the following definitions apply:

The College means Bishop Tyrrell Anglican College

7. CRITICAL INCIDENT

7.1 Definition of Critical Incident

A critical incident is broadly defined as an event which;

- causes disruption to an organisation



- creates significant danger or risk that could traumatically affect individuals within the organisation
- impacts on the effective operation of workplaces
- attracts negative media attention or a negative public profile for the College.

A critical incident may be defined as any event that causes disruption to an organisation, outside of normal operating conditions and which arises with little or no warning. It creates significant danger or risk and creates a situation where staff, students and parents feel unsafe, vulnerable and under stress.

A critical incident is often sudden, unexpected and may take many forms, including but not limited to the following potential hazards within and up to a kilometre around the College:

- Bushfire
- Flood
- Toxic emission/Chemical spill/ laboratory accident
- Explosion
- Earthquake
- Severe Storm/Cyclone
- Vehicle accident
- Accident, serious injury, suicide, illness or death
- Students or staff lost or injured on excursion
- Student at risk of harm
- Student and staff witnessing act of violence
- Terrorism and civil disturbance
- Hazards below ground
- Dam
- Construction or maintenance accidents
- Loss of power or water supply
- Vandalism or destruction of part of College property
- Gas leak
- Snakes
- Intruder or hostage scenario
- Threatening animal or insect swarm
- Armed robbery



- Bomb threat
- Break-in

If one or more of the below factors apply, it is likely to be considered a crisis:

- An immediate threat to life of a student, employee or visitor
- An identifiable long term threat to the well-being of students, employees or visitors
- An identifiable threat that will seriously disable or critically affect the health of students, employees or visitors
- An incident that could result in serious financial cost to the College
- An incident or its handling that could seriously and adversely affect the public's confidence in the College
- An incident that prevents normal College events
- Major damage to the College

People who may be affected by Critical Incidents:

- Those involved in a critical incident will play various roles and encounter different experiences. They may be those who suffer intense trauma including injuries; those who are grieving for the injured and affected; those who are not directly affected by the incident but who may be affected because of a previous incident; recovery personnel who are required to maintain functional efficiency during the incident and to cope with the psychological effects; those in the community affected but not directly involved and those for whom stress arises a result of the incident.
- Students
- Staff
- Neighbours
- Parents, families, relatives and friends of students and staff
- Contractors
- Volunteers
- Members of wider community
- NASC
- Anglican Church
- College Council



Critical Incident Management Team (CIM)

The Principal heads up the Critical Incident Management Team. Other members include:

Principal – Whole College Liaison	Paul Humble
Deputy Principal	
Corporate Services Manager	Shea Hafey
College Administrator	Neale Graham
Chaplain	Jacqui Weston
College Counsellor	Melanie Hannam
Communications and Events Officer	Sarah Badcock

Contact details of CIM:

Name	Business Phone	Mobile
Paul Humble	49798406	0499 532 525
Deputy Principal	49798405	
Shea Hafey	49798413	0434 872 800
Rachel Halpin	49798426	0409 122 582
Jacqui Weston	49798418	
Melanie Hannam	49798431	0457 491 780
Anne Molloy	49798412	0418 112 818

Emergency Contact Numbers:

Emergency Services	000 or 112
Police Liaison Officer – Darren Fleming	(02) 4926 6525
John Hunter Hospital	(02) 4921 3000
State Emergency Services	132 500
AusGrid	13 13 88 or 13 13 65
Newcastle City Council	(02) 4974 2000
Work Cover NSW	13 10 50
Poisons Information Service	13 11 26
Snake Catcher (WIRES)	1300 094 737
Department of Community Services (Hunter New England)	(02) 4985 1641
Wallsend Community Health Centre	(02) 4924 6100
headspace Newcastle	(02) 4929 4201 or 1800 688 248
Family Support Newcastle	(02) 4926 3577
Newcastle SOS Support Group (suicide specific)	(02) 4940 2000 or 0419 993 195
Lifeline Newcastle Hunter	(02) 4940 2000 OR 13 11 14
Hunter Local Area Health Network-Nexus Unit John Hunter	1800 655 085
NALAG (National Association for Loss and Grief)	(02) 6882 9222
Samaritans Family and Adolescent Counselling	4931 1000
Salvation Army Care Line (24 Hour)	1300 363 622



Domestic Violence Advocacy Service (Newcastle Legal Aid)	(02) 49295482
Alcohol and Drug Information (24 Hour)	1800 422 599
NX FM	4942 3333
NEW FM	4968 0105 or 13 10 09
KO FM	4942 1433 or 4942 1029
ABC Newcastle 1233	1300 331 233

8. POLICY MANAGEMENT

8.1 Responsibilities

In accordance with responsibility for the College compliance, the Principal also retains responsibility for this policy and all delegated authorities within.

All employees are responsible for the welfare of students and their colleagues. All employees should be familiar with this policy and ensure adherence is maintained at all times. This responsibility cannot be delegated.

8.2 Policy Adherence

Adherence to this policy is a mandatory requirement of all College employees. Breaches of the policy will be subject to formal investigation and may lead to disciplinary action.

8.3 Review

This policy will be reviewed annually, or when legislative or governing body changes may warrant a review. The Principal reserves the right to make changes as and when required. The Principal or the Principal's delegate is responsible for reviewing or making approved modifications to the policy and distribution of the policy.