



Our Lady of the Way Primary School
17 Troy Street, Emu Plains NSW 2750
Phone: (02) 4777 7200
Email: OLOW@parra.catholic.edu.au
Web: <http://www.olowemuplains.catholic.edu.au>



CRITICAL INCIDENT MANAGEMENT POLICY

1.0 Rationale

Schools occasionally will face a crisis situation that affects the school and the community. These are called 'critical incidents' and are defined as any situation faced by members of the school community that causes them to experience unusually strong emotions which have the potential to overwhelm their ability to cope, either then or later. They are traumatic, causing emotional turmoil and behavioural change. Incidents of a critical nature are not those that affect a small number of people. These can be dealt with using strategies and personnel, which exist as part of the ordinary pastoral structures of the school. Staff, students and families need support and understanding in times of a critical incident.

2.0 Aims

- 2.1 Develop & implement a Critical Incident Management Plan that will assist *Our Lady of the Way School*, in responding to a critical incident.
- 2.2 Form a Critical Incident Management (CIM) team.
- 2.3 Allocate responsibilities to particular members and develop CIM Team actions.
- 2.4 Prepare an Evacuation Plan & contacts.
- 2.5 Identification of specific professional development for staff related to potential critical incidents.
- 2.6 Promote effective management and communication of a critical incident or emergency.

3.0 Implementation

- 3.1 After consulting with the Leadership team, staff and CEDP Critical Incident Policy, develop a Critical Incident Management Plan.
- 3.2 Form a Critical Incident Management Team comprising
 - School Leadership Team
 - Two nominated classroom teachers
 - Parent representative (P&F President)
 - Parish Priest
 - Staff as nominated by the Principal including the school Counsellor

3.3 The following list of responsibilities is allocated to particular members:

- Assessment of the situation, which may require emergency action.
- Analysis of the requirements of the school to address these situations.
- Development of preventative measures or specific plans to respond to situations considered particularly likely to occur at the school due to specific circumstances.
- Establish a liaison with all relevant emergency and support services and preparation of contact list for these services.
- Familiarisation of staff with potential incidents and the arrangements made by the school to address these situations.
- Organisation of specific, regular planned professional development of staff in the areas of prevention, preparation and response to critical incidents.
- Regular revision of the Critical Incident Management Plan.

3.4 The evacuation plan is reviewed annually and procedures are rehearsed by the entire school population on a regular basis.

4.0 Evaluation

The Principal, with delegated responsibility to the Leadership Team will be responsible for the planning, implementation and review of this policy.

Please refer to:

OLOW Critical Incident Management Plan 2018

OLOW Critical Incident Procedures 2018

CEDP Critical Incident Management Procedure June 2017