Flowchart of Response for Critical Incident and Emergency Management

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- Catholic schools have a responsibility to provide a safe and supportive environment for staff, students, visitors, contractors and volunteers.
- The wellbeing of students, staff visitors and community members can be adversely affected by crisis events.
- Appropriate planning and intervention can reduce the likelihood of such events and mitigate the impact should a crisis occur.
- An *emergency* differs from a *critical incident* in that while a *critical incident* may involve individual injuries, it is usually an isolated event without wider safety consequences for the school community.
- A *critical incident* may, however, cause emotional and psychological distress during and/or after the incident for those directly involved or for the wider community.

Process for Critical Incident Response	Process for Emergency Management Response
Taken from Critical Incident Management: Catholic Education Office, Diocese of Sale	*Taken from Catholic Schools Emergency Management Manual*
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A critical incident may be defined as an event which causes disruption to an organisation or significant danger or risk, resulting in a situation where staff, students, and parents may feel unsafe, vulnerable and distressed either emotionally or psychologically. Some critical incidents may result from emergencies occurring outside the school environment such as serious injury to student whilst holidaying with family. This may affect teachers and students in ways in which the school needs to address. A critical incident may not necessarily require emergency response.

Critical incidents that may affect the office community include:

The death/serious injury of a student, staff member or school community member.

The destruction of the whole, or part of the school.

The murder of a student, staff member or school community member.

Death or misadventure on a school excursion.

Students witnessing serious injury or death.

Staff member, student, sibling or parent suicide.

Flooding or other natural disasters.

Terminal illness of a member of the school community.

Use of violent weapons in the school.

Outsiders coming into school and being aggressive to students and staff.

Disappearance of a student or staff member or school community member.

Social abuse of students or staff members where safety is compromised.

Major vandalism.

Media coverage of issues in a way which creates concerns in the school community.

Emergency management is the discipline of preventing and dealing with risks. It involves preparing for emergencies before they occur, responding to emergencies when they occur and supporting and rebuilding after an emergency.

Emergency management is a dynamic process that can be described as:

The process of planning to prevent impacts of an emergency.

Preparing for the broadest range of emergencies.

Being able to respond safely, quickly and effectively to an emergency.

Being prepared and capable of recovering from an emergency.

An emergency is an actual or imminent event that endangers or threatens to endanger life, property and/or the environment and requires an immediate, significant and coordinated response.

Emergency Management Plans need to address a range of emergencies, such as but not limited to:

Bushfires	Violent incidents
Internal fires and smoke	Bomb threats
Severe storms and internal flooding	Road accident or any other accident
Pandemics and communicable diseases	Acts of terrorism
Earthquake	A hi-jack, siege or riot
Chemical hazard or gas leak	Disruption to an essential service

Process for Critical Incident Response

Provide a safe environment
Duty of care
↓
In case of an emergency
Phone 000
↓
Contact CEOSale Emergency Management Officer

Is additional support required?

No — Yes

No:
- School Leadership Consultant to complete CEOSale documentation
- Principal to document actions

↓
- School Leadership Consultant to check with Principal in the following weeks
- Principal to consult with School Leadership Consultant if required

↓
- Principal to inform Parish Priest / Canonical Administrator

Yes:
- Determine appropriate support personnel
↓
- Allocate support roles
↓
- Provide required support
↓
- Reconvene to review support
↓
- School Leadership Consultant to complete documentation in conjunction with school
↓
- Principal and School Leadership Consultant reconvene to debrief

Process for Emergency Management Response

Provide a safe environment
Duty of care
↓
In case of an emergency
Phone 000
↓
Implement procedures in accordance with the Emergency Management Plan
↓
Contact CEOSale Emergency Management Officer
Mrs Bernie Myors Phone: 03 5622 6603 or 0417 534 695
↓
Contact CEOSale School Leadership Consultant
↓
Complete an Incident Report and email to bmyors@ceosale.catholic.edu.au
↓
Does the situation now require a crticial incident response?

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Inspiring Learning