



CRITICAL INCIDENT POLICY & PROCEDURE

National Code Standard 6

Definition

A critical incident is defined by the National Code [under Standard 6] as 'a traumatic event, or the threat of, which causes extreme stress, fear or injury'.

Critical incidents could include but are not limited to:

- Fire, bomb-threat, explosion, gas or chemical hazard
- Student or staff witnessing a serious accident or incidence of violence
- Serious injury, illness, or death of a student or staff
- Students or staff lost or injured during fieldwork experiences
- Missing student
- Severe verbal or psychological aggression
- Physical assault
- Natural disaster in home country or country of study e.g. earthquake, flood etc
- Social issues e.g. sexual assault
- drug use, alcohol abuse.

CBC further defines critical incidents as traumatic events or threats which can cause extreme stress, fear or injury to students and/or staff.

CBC also acknowledges critical incidents could also be missing students, severe verbal or psychological aggression, death, serious injury or threats; natural disasters, domestic violence, sexual assault, drug or alcohol abuse, other non life threatening events could still become critical incidents.

As soon as a staff member is aware a student or a member of their family has been seriously injured or in an accident or any other event/circumstance as defined above, the Critical Incident Policy and Procedure will be activated.

The relevant authority (eg police) will be called in the first instance if there is a breach of Australian Law.

All emergencies must be rung through to 000 - Police, Fire or Ambulance in the first instance or 112 in the case of a mobile phone.

PROCEDURE

At first signs of a staff member becoming aware of a critical incident depending on what the incident is, they must immediately call for assistance and where necessary a staff member or designated person will phone internal personnel and/or outside authorities to assist.

Choice Business College Pty Ltd t/a Choice Business College

Sydney Campus: Level 5, Suite 2/460 Church Street, Parramatta, NSW 2150 Tel: (02) 9630 6999

Melbourne Campus: Level 6, 341 Queen Street, Melbourne, VIC 3000 Tel: (03) 9670 0656

Gold Coast Campus: G104/ G105 Australia Fair, Southport, QLD 4215 Tel: (07) 5532 3212

ABN: 28 130 302 000 | Email: info@cbc.edu.au | Web: www.cbc.edu.au

National Provider Code: 41297 | CRICOS Provider Number: 03444C

ST6 Critical Incident Policy and Procedure V2.0 - 29/08/2017



CHOICE BUSINESS COLLEGE

BASIC PROCEDURE:

- Identify the nature of the critical incident
- Contact emergency services - 000 or 112 via a mobile if applicable
- Notify the Reception
- Implement an appropriate critical incident plan
- If applicable secure the area
- Ensure safety and welfare of staff/students/visitors
- Liaise with emergency services, hospital and medical services
- Manage media and publicity - additional embassies /departments may require notification eg DIBP refer to College Compliance Officer / Health and Safety Officer for advice.
- Contact and inform parents and family members
- Identify students and staff members most closely involved and at risk
- Assess the need for support and counselling for those directly and indirectly involved
- Ensure only factual information is shared with the community
- Arrange debriefing for all students and staff most closely involved and at risk
- Restore the College to its regular routine, program delivery, and community life as soon as practicable
- Officer in charge or designated person to complete a Critical Incident Report
- Identify any other persons who may be affected by the incident and offer support
- Maintain contact with any injured and affected parties to provide support and to monitor progress
- Evaluate the management of incident - The evaluation process should include feedback gathered from all staff, students, and other parties involved
- An evaluation report must be made available to the CEO.

Safety of all involved is paramount. Students and staff are to be located to a 'safe area' if required.

The area must be surveyed and made safe for all parties.

The International Student Welfare/Support Officer (or their back up person) will ensure the students parents, The Department of Immigration and Border Protection (DIBP) and all **appropriate** emergency contacts, are contacted quickly and efficiently being mindful of privacy requirements, cultural needs and time differences. An interpreter may be required.

The International Student Welfare/Support Officer will have access to all emergency student records after hours.

International Student Welfare/Support Officer (or back up person) will recommend and provide details to all parties involved in the incident, with any necessary counselling or support services as required.

All staff involved in the incident are to complete a report to be submitted to the CEO. This report must include action taken at the time any follow up action required.

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Evacuation /Emergency Procedures:

In the event of any emergency requiring evacuation - follow the **Emergency Evacuation Plans**.

All emergency plans will state exits, assembly areas and the location and type of emergency equipment available on site eg fire extinguishers.

Emergency Plans will also list emergency phone numbers.

All students and staff must meet at the assembly/safe area as marked on the Evacuation Plan for a roll call.

Emergency evacuation drill practice will be carried out randomly each semester.

Emergency evacuation is also explained during student and staff Orientation.

A first aid kit will be kept equipped and on all sites at all times.

All emergencies will be recorded and kept on applicable file/s.

Critical Incidents occurring OUTSIDE AUSTRALIA:

As soon as CBC becomes aware of the incident, staff will endeavour to identify all students who may be affected.

If necessary, students directly affected will be allowed to return home.

CBC staff will arrange counselling support for affected students onshore immediately.

All critical incidents will be recorded fully (including outcomes and evidence as applicable) and copies kept on student file where relevant.

FORMS/LETTERS /TEMPLATES FOR POLICY/PROCEDURE

Critical Incident Report

Emergency Evacuation

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