NO 2 CRITICAL INCIDENT & EMERGENCY MANAGEMENT POLICY

POLICY STATEMENT
MacKillop Catholic College has a responsibility to manage any emergency, in a caring and sensitive way, which is both effective and efficient. There is a pastoral dimension to the role of every member of the College community in managing an emergency, thereby, ensuring everyone experiences a sense of belonging to a caring Christian community.

DEFINITION
An emergency is an incident that can have a detrimental effect on the whole school community. It can cause disruption to school routines, create significant danger or risk and result in staff, students and parents feeling unsafe, vulnerable and under stress.

Examples include:
- serious injury or untimely death of a member of the school community;
- witnessing a violent act or injury;
- students or staff members being taken hostage;
- students lost or injured on an excursion;
- violent community event;
- fire, bomb threat, explosion, gas or chemical hazard,
- violent weather destruction at the College.

RATIONALE
As the spiritual, emotional, social, intellectual and physical development of each person in the school is integrated, the impact of an emergency may affect differently any number of people within the school community. It is likely that the normal functioning of the school will be disrupted as the result of an emergency. It is therefore important that we have an established framework that deals with the immediate situation and provides ongoing support.

GUIDELINES
1. The existence of an effective pastoral care process and network is essential. Parents, priests, staff and students will have roles together in emergency management.
2. Supportive short and long term emergency management will be provided from within the school, or in co-operation with outside agencies, depending on the nature and severity of the emergency.
4. A documented Critical Incident management plan must be maintained and should include:
   - Prevention
   - Preparedness
   - Response
   - Recovery
   - Ongoing practice and review; and
   - Role description for emergency management.
5. MacKillop Catholic College will maintain:
   - Emergency Evaluation Procedures;
   - Lockdown Procedures; and
   - Threat Procedures.

BOARD APPROVED  2012
TO BE REVIEWED  2014