



Broadmeadows Valley Primary School

# Critical Incident response

Year 2018

Broadmeadows Valley Primary School will report emergencies and critical incidents to the SSU, as soon as practicable, to ensure the Department is informed and can provide advice and support to the school.

The School will first

- Call 000

A nominated person will communicate the incident to the Security Services Unit on (03) 9589-6266 to report the emergency when safe to do so. They will provide the SSU with the

- Name of school, caller and position
- Brief factual information about what has happened
- What action/s have been taken by whom including whether 000 has been called

The school will then:

- Contact co-located, early childhood services and other educational institutions to inform them of the incident.
- Contact parents when students and staff are safe.
- Contact DET's Media Unit on (03) 9637 2871 for assistance with appropriate text messaging

Broadmeadows Valley Primary School will:

- call 000 immediately to report any incident threatening life or property, emergency services on this number are:
  - police for crime, injury that may not be accidental or assault
  - ambulance for injury and medical assistance.
  - fire brigade for fires and incidents involving hazardous and dangerous materials (report all fires, regardless of state and size, even if extinguished).
- notify the Security Services Unit (SSU) after contacting 000, telephone: (03) 9589-6266.

**Notifiable Incidents**

- posing a risk to the safety of a student, parent, visitor or staff member including:
  - serious injury or death

- allegations of or actual physical or sexual assault
- threat to property or the environment
- the use of seclusion or physical restraint of a student in response to an incident,
- motor vehicle collision and/or all WorkCover incidents
- impact by machinery, equipment, aircraft
- fatalities
- fire on school grounds, bush or grass fire
- incidents of death or serious injury (injury requiring medical attention)
- incidents resulting in:
  - closure or significant damage to parts of a building or its contents and/or a threat to health and safety
  - bomb threat
  - outbreak or incidence of disease
  - presence of toxic fumes or explosive conditions
  - finding hazardous material on school site including explosives, fog signals, detonators, gun powder, cords and fuses, blasting cartridges, incendiary devices, propellant powders etc
  - fumes, spill, leak or contamination by hazardous material
  - flood, windstorm, earthquake or other natural disasters
  - criminal activity such as suspicious person/s and/or vehicles, vandalism, burglary, graffiti, theft, fraud, property damage
  - neighbourhood complaint
  - missing/disappearance/removal of student/s including:
    - unauthorised/unexplained absenteeism from school
    - unauthorised absenteeism resulting in a missing persons report
- firearms, weapons or bomb threat
- behaviour of a student, visitor or staff member that could lead to potential risk to someone else
- serious threats made against a person
- siege or hostage situation
- need for evacuation or lockdown
- unethical staff behaviour particularly if it involves taking advantage of a student, visitor or staff member
- issues of negligence or legal liability
- near misses: incidents that very nearly lead to injury or death, e.g. hazardous conditions observed/near misses.

- an event with a major impact on school operations or the potential to:
  - involve the relevant Minister
  - subject the Department to high levels of public or legal scrutiny.

Broadmeadows Valley Primary School will follow Departmental policy in relation to helicopter use of school facilities.

The Department has given a general authorisation for the use of school grounds as helicopter landing sites during emergencies for the: air ambulance, fire reconnaissance or crime prevention.

The urgent nature of an emergency may preclude advance notification. The pilot is responsible for ensuring that the:

- area chosen for landing is suitable
- safety of those on the ground is not compromised.

If a landing occurs during school time, students must remain at a safe distance, clear of the departure, and approach paths.

The Department has not given approval for media, commercially or privately operated helicopters to use school grounds. They must obtain permission from the principal before landing.

**This policy will be enacted in co-ordination with the school's emergency management plan and associated policies.**

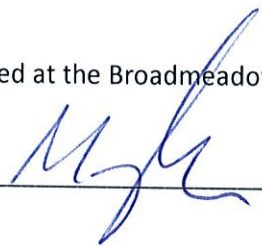
#### Evaluation

This policy will be reviewed as part of the school's four-year review cycle.

#### Ratification

This school policy was ratified at the Broadmeadows Valley Primary School Council meeting on 29/5/2018

School Council President



Principal

