

Critical Incident Management Policy

1. Purpose

- 1.1 This policy provides a framework for ensuring that all staff and students at Perth Bible College are cared for in the event of a critical incident.

2. Scope

- 2.1 This policy applies to all staff and the Critical Incident Team of Perth Bible College.

3. Responsibility

- 3.1 It is the responsibility of the Principal for the implementation of this policy.

4. Definitions

<i>Critical Incident</i>	Any traumatic event or threat of an event within or outside Australia, which causes physical or psychological harm, including extreme stress, fear or injury but not necessarily causing death. Critical incidents may include events such as: <ul style="list-style-type: none"> • Violent behaviour, assaults, bomb scares; • Serious accidents, explosions, fire; or • Deaths.
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5. Policy Provisions

Principles

- 5.1 Perth Bible College is committed to the safety and security of all members of the College's community, and in particular student safety. Student safety is considered as a high priority and a foundation of the student experience for study and learning. This policy and its accompanying procedure articulate a plan for delivering a timely and coordinated response to critical incidents and to ensure that the reported critical incidents are:
- 5.1.1 responded to, or resolved, in the best possible way for the staff/student(s), their families and Perth Bible College; and
 - 5.1.2 reported to relevant personnel within Perth Bible College and government agencies, and communicated to staff/students' families in appropriate ways.

Identifying a Critical Incident

- 5.2 This policy relates to critical incidents which fall within any of the following criteria directly involving staff and/or students of Perth Bible College:
- 5.2.1 an incident that results in a physical injury requiring professional medical treatment occurring within the campus boundaries;
 - 5.2.2 an incident that results in significant damage to facilities or property;
 - 5.2.3 an incident that threatens the safety of staff and/or students within the PBC campus boundaries;
 - 5.2.4 an incident that impacts significantly on the normal emotional experience of the college community; or
 - 5.2.5 an incident which may be identified as falling outside of boundaries of what would be considered to be addressed by *Student Code of Conduct policy* (e.g. sexual misconduct, physical violence, intimidation, etc.) which impacts significantly on student/student or staff/student relationships and interaction.

Key Personnel

- 5.3 All Perth Bible College staff members are responsible for reporting to the Principal any critical incidents that involve students. The Property Manager must also be informed of any critical incident as specified in 5.2.1, 5.2.2 and 5.2.3.
- 5.4 The Principal leads the Critical Incident Team and is responsible for determining the appropriate course of action for each type of critical incident. The Critical Incident Team will determine the appropriate course of action.
- 5.5 The Critical Incident Team will include:
- 5.5.1 Principal;
 - 5.5.2 Property Manager;
 - 5.5.3 College Administrator;
 - 5.5.4 Dean of Students;
 - 5.5.5 Compliance Coordinator, and
 - 5.5.6 Chair of the Board of Management.

Student and Staff Awareness

- 5.6 All students will be advised during orientation of the details of Perth Bible College's Critical Incident Management. Each student will be given documentation which contains details of relevant emergency services contact persons and telephone numbers, both internal and external.

- 5.7 All members of staff will be made aware of the *Critical Incident Policy* and accompanying procedure.
- 5.8 To ensure Perth Bible College is able to contact students or their emergency contacts in case of a critical incident, Perth Bible College will advise students regularly to:
 - 5.8.1 update their contact details; and
 - 5.8.2 supply emergency contact details.

Campus and Area Closure

- 5.9 In the situation where a Campus or Area Closure is required for safety, the Principal may initiate a recommendation for the Campus or Area to close.
- 5.10 The Principal can approve the closure of a Campus or Area. Following approval, the closure decision will be communicated to the Property Manager and relevant staff.
- 5.11 Following approval, the Property Manager will execute and coordinate the closure, including the communication of the closure, providing ongoing updates and notification of the resumption of services to the Critical Incident Team, staff and students.

Testing and Validation

- 5.12 The Critical Incident Management framework will be tested via a combination of scenario exercising to:
 - 5.12.1 build familiarisation with staff roles, responsibilities, processes and available tools; and
 - 5.12.2 identify practical program improvements.
- 5.13 Testing and exercising should be undertaken every 12 months.
- 5.14 Upon the completion of the testing and evaluation, the Principal has delegated responsibility to make amendments to the Procedures.

Record Keeping

- 5.15 The following are to be documented and held on file by the Principal for a minimum of 7 years:
 - 5.15.1 all facts of the event;
 - 5.15.2 the steps determined by the critical incident team;

- 5.15.3 the remedial action undertaken after the critical incident event;
and
- 5.15.4 any relevant extra information which becomes apparent during the critical incident.

6. Policy Information

Date first approved: 05/10/2010	Date of effect: 01/12/2019	Date last amended: 23/09/2019	Date of next review: Sep 2022
Approved by		Board of Management	
Authorised Officer		Principal	
Supporting documents, procedures & forms of this policy		<i>Critical Incident Management Procedure</i> <i>Student Code of Conduct policy</i>	
Related Legislation and Codes of Practice		<u>Code of Practice on Occupational Safety and Health in the Western Australian Public Sector 2007</u> <u>Education Services for Overseas Students (ESOS) Act 2000</u> <u>Higher Education Standards Framework 2015, Part A: Standard 2.3 (Wellbeing and Safety)</u> <u>National Code 2018, Standard 6</u> <u>Occupational Safety and Health Act 1984</u> <u>Occupational Safety and Health Regulations 1996</u> <u>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</u>	
Audience		Public	

7. Version History

Review Table			
Date	Review Type <ul style="list-style-type: none"> Scheduled Policy amendment Admin update 	Summary of Changes	Review person/group
05/10/10	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
18/12/14	Scheduled	Approval authority corrected. 2.5.10 "Dean of Students" replaced with Principal	Adam Niven
14/12/2015	Policy amendment	Added reference to PBC Code of Conduct in 1.1.5	Peter Elliott
09/08/2018	Scheduled	Adjusted 2.4 to specify staff in critical incident team	David Smith

08/03/2018	Policy amendment	Updated 3.1 for CRICOS purposes to reflect seven years as the period for records to be kept on student file.	Hanlie van Rooyen
12/07/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant