



# Tanglin Gippsland Emergency and Critical Incident Management Policy

1	Overview.....	2
2	Definitions.....	2
3	Details.....	3
4	Related Tanglin Gippsland Policies.....	4
5	Policy Review .....	4

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

# 1 Overview

- 1.1 Tanglin Gippsland is committed to understanding and mitigating, as much as possible, the internal and external factors and influences that potentially impact the organisation. Such influences can be seen as risks. This policy explains Tanglin Gippsland’s approach to strategically preparing to respond to emergencies or critical incidents.
- 1.2 Tanglin Gippsland acknowledges that:
- it has a duty of care for all employees, students, visitors and contractors; and
  - the safety of children is paramount and to be always kept ‘front of mind’.
- 1.3 Quick, efficient and effective response to a critical incident will help:
- save lives and minimise injuries.
  - protect and minimise damage to property.
  - reduce interruption to school operations.
  - ensure the teaching and learning program is maintained or resumed as soon as possible.
  - ensure physical and emotional well-being of students, staff members and others.
  - protect the reputation of the school, and
  - help defend against legal liability claims or reduce possible legal implications.

# 2 Definitions

- 2.1 An emergency is the actual or imminent occurrence of an event which in any way:
- endangers or threatens to endanger: (1) the safety or health of any person; or (2) the environment or an element of the environment; and/or
  - destroys or damages, or threatens to destroy or damage, any property.
- 2.2 A critical incident is one which, by its nature, can leave lasting effects on those involved. A critical or traumatic incident is extraordinary and beyond our normal ability to cope. It may occur within or outside the campus. Such critical incidents could include:
- death of a staff member or student.
  - serious injury or assault (or threat) of a staff member or student.
  - disappearance of a student.
  - damage to the campus premises.
  - fire.
  - bomb threat.
  - contamination by hazardous material.
  - flood, storm or any other natural event.
  - outbreak of disease or pandemic.
  - motor vehicle collision.
  - witnessing traumatic events.
  - siege, hostage or use of firearms.
  - severe physical harm (including sexual assault) to a student, and

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

- robbery.

### 3 Details

3.1 A copy of the Emergency Management Plan shall be reviewed, and where necessary updated, each year for the campus. Much of the data in this plan will be useful in emergencies or critical incidents that the campus may face. This plan is to include:

- the range of emergencies covered.
- a site plan.
- a general description of the campus and its environment.
- an assessment of risks and hazards facing the campus.
- roles and responsibilities of staff members and others.
- procedures for reporting emergencies.
- procedures to be followed by staff members and students during an emergency.
- lockdown arrangements.
- evacuation arrangements.
- alternative evacuation assembly areas.
- emergency services contact numbers.
- measures to prevent or reduce the impact of emergencies that do occur.
- arrangements for establishing recovery programs following emergencies, and,
- consultation with relevant emergency services concerning appropriateness of the content.

3.2 The Emergency Management Plan referred to above is supported by Red Alert (Evacuation), Blue Alert (Lockdown) and Missing Person Plan prepared for the campus and updated each year.

3.3 The Leadership Team of the campus shall ensure that the following planning and preparation is up to date at the start of each year:

- Critical Incident Team
  - Select team and delegates
  - Define roles of those in the team
  - Make response checklists
- Critical information
  - List of key contacts
  - Site plans (school, camps, etc.)
  - Where control centre is located
  - Logistical constraints
- Risk assessment
  - Identify potential, foreseeable critical incidents
  - Identify specific risk factors unique to the campus
  - Focus on impact

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

- Training
    - Training of Critical Incident Team members
    - Training drills involving staff and students from each new group
- 3.4 Emergency Management Plans shall outline the important tasks to be completed within the following time frames:
- Response – immediate
  - Response – first 24 hours
  - Response – the first week
  - Recovery – beyond the first week
- 3.5 A Critical Incident Team shall be established for the campus with key responsibilities outlined and identified within the Emergency Management Plan
- 3.6 The Emergency Management Plan shall be available on the intranet site for use on or off campus. It should be available for field trips or camps with internet access or included in the folder taken by staff members responsible for remote field trips and camps.
- 3.7 An emergency exercise shall be conducted on a regular basis, preferably once per term, under a variety of emergency scenarios, including a critical incident. These exercises should test:
- notification and reporting procedures.
  - roles and responsibilities of nominated personnel.
  - offsite and onsite evacuation and lock down alternatives.
  - communications within the campus and to the Tanglin Gippsland community; and
  - emergency services liaison.

## 4 Related Tanglin Gippsland Policies

- Emergency Management Plan

## 5 Policy Review

- 5.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 5.2 Any significant changes to this policy must be approved by the Tanglin Australia Board.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026