

regarding this may be obtained from the DET Emergency Communications Centre and the DET Media Unit.

Establish an open line of contact with the family or families directly involved.

Provide out of school hours contact if necessary. This could be as simple as circulating the Principal's telephone number. In more complex situations it may mean maintaining telephone contact at the school.

Continue contact with the family to identify their expectations of the school, e.g. student participation in funeral or memorial service.

Try to identify those most likely to need help, e.g. classmates, teacher, special friends. Some students not directly affected may become distressed.

Ensure that counselling help is available. Contact the Regional Office and/or DET if necessary. All emergency or criminal activity, in which the safety or well-being of staff or students is at risk, or where there is a threat to property, must be reported immediately to the Department's 24 hour Emergency and Security Management Branch on (03) 9589 6266.

Continue to keep staff, students and parents informed, especially about what has happened and what the school is doing about it.

As soon as possible call students together and provide information about what has happened and what the school is doing about it. A follow up letter home may be important.

Provide counselling services for all. Ensure that there are suitable places in which this can take place. Be prepared to modify the timetable and other arrangements so that people are free to make use of available help.

The class teacher may be the person to whom students first turn for help.

Children wishing to attend funerals should do so in the company of their parents. Provide meaningful participation for those not actually attending the service.

Continue normal routines at school but acknowledge the effect of tragedy on the school community. Be flexible with those in need of help. Be aware that many people may be deeply affected, e.g. an event may cause a person to recall some traumatic event involving them in the past. The anniversary may also be a difficult time.

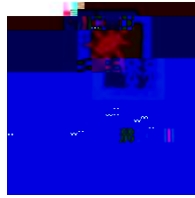
Maintain links with the family. The school and family may wish to develop a memorial garden, erect a memorial plaque, or display a photo in a prominent position in the school.

Be sensitive to staff and student's needs over a period of time.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[DET Emergency Management Planning](#)



## Emergency and Critical Incident

Appendices which are connected with this policy are:

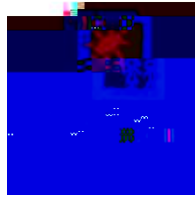
Appendix A: Critical Incident Recovery Plan (CIRP)

Appendix B: Critical or Traumatic Incident Plan – First 24 hour Short Term Tasks

Appendix C: Emergency Message Record Form – Template

### EVALUATION

Evaluation of the Plans will follow any critical incident at the school.



## Appendix A

### Critical Incident Recovery Plan (CIRP)

---

#### Responsibilities and Procedures

#### PLAN STATEMENT

This Plan is an integral part of the Emergency Management processes of the school.

#### IMPLEMENTATION

The Recovery Team will be responsible for coordinating and implementing the Plan (refer to 4.3 for the composition of the team).

It will need to consider:

- establishing the facts as soon as possible
- developing an action plan of short, medium and long term tasks
- contact with the Department of Education and Training (DET)
- liaising with external bodies including the media
- communicating with the whole staff as soon as possible
- meeting with staff both as a whole and with individuals or groups for debriefing
- communicating with the student body
- meeting with students in groups or individually for debriefing
- contacting parents/guardians
- short term and long term counselling requirements for groups or individuals

The relevance of each of the above will depend on factors such as the nature and magnitude of the incident, the intensity of the impact on the School community and the number of people affected.

#### DEBRIEFING

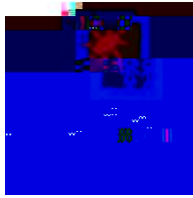
Critical Incident Stress Debriefing has three components:

- initial discussion about feelings and an assessment of the intensity of the stress responses
- detailed discussion of signs and symptoms of stress responses
- closing stage - provides overview and information with referral to an outside agency if required

The Recovery Team will assist the Principal to facilitate the recovery of staff and students and those of the School community affected by the critical incident.

The debriefing meeting of the Recovery Team should include a mental health professional and one peer who were not involved in the incident.

The Recovery Team will decide the structure and composition of debriefing meetings; such meetings should be held within eight hours of the critical incident. These meetings will review the impressions and reactions of the persons involved during or following the incident.



Counselling support and referrals for students and their families will be provided initially by the Principal or their nominee and a Regional Guidance Officer.

#### REVIEW

The Recovery Team will meet to review the implementation of the Critical Incident Recovery Plan within seventy two (72) hours of the critical incident.

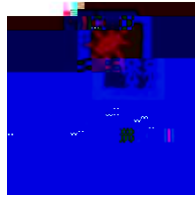
As part of the Critical Incident Recovery Plan, the Principal will set up a Recovery Team at the beginning of each year.

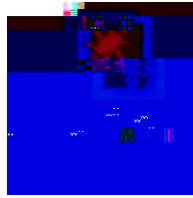
Following a critical incident, the Principal will convene the Recovery Team as soon as possible.

The composition of the Recovery Team will be:

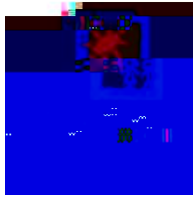
the Principal

the Assistant Principals





evacuation and assembly of staff and students  
cordon off area of 'crisis'  
establish a Support Team and Communications Centre to:  
manage information and phone calls  
coordinate media requests for information



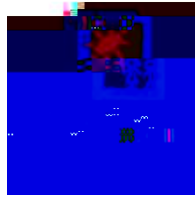
- inform staff as soon as possible about a serious emergency involving death or injury which occurs after hours, on the weekend or during the school holidays
- inform staff as soon as possible about arrangements for holding a brief meeting before informing students at the start of the next school day
- review with staff afterwards any issues and needs
- provide staff with contact numbers for counselling or support services for themselves

#### Informing Students

- contact the bereaved family or police to ascertain what information may be released within the school
- prepare a written factual statement, without graphic detail, for use as a reference by teachers when discussing the incident with students
- determine whether to tell students about the incident at a whole school assembly, by year levels or individual classes, depending on the nature of the incident
- discuss with teachers who feel uncomfortable raising the event with students and arrange for support from another teacher or a member of the recovery team
- identify staff who may be too distraught to take classes and arrange replacements
- inform students soon after briefing staff
- ask teachers to mark a roll to identify who has been informed and who has not

- provide a factual account of the incident at the beginning of the first class in a way that ensures all students hears the same information
- limit speculation and rumours
- inform students about arrangements of ( )-175(f nt3c50 G{3q0.01& ( )-(em)4((d)3)9(m)-r195(u)3(rt )-2(-48(m)-4(e





timetable  
maps  
computer and printer  
photocopier  
emergency management plan instructions

#### Media Coverage

nominate a media coordinator, prepare the School Council President and Principal to provide on camera interviews

contact DET Media Unit on 9637 2871 or 9264 5821

prepare a three paragraph report:

briefly outline the facts

outline what the school has done to assist those affected

outline support and recovery arrangements

include a name and contact number for the school media coordinator

liaise with the family about any statements made to media

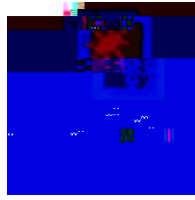
exclude discussion of policy matters, limit comment to the emergency and the school response

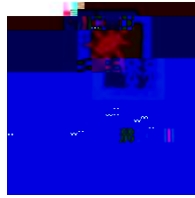
set rules for persistent media

keep a record of media enquiries

offer scheduled interviews in return for media commitment not to seek uninvited access to staff, students, parents

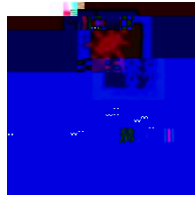
negotiate accepted areas for filming e.g. sch

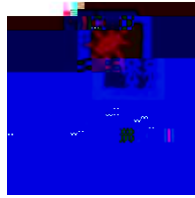




Emergency Contact Telephone Numbers

|                                |            |           |         |      |
|--------------------------------|------------|-----------|---------|------|
| POLICE                         |            | 000       |         |      |
| AMBULANCE                      |            |           | 000     |      |
| FIRE BRIGADE                   |            |           | 000     |      |
| STATE EMERGENCY SERVICES (SES) |            |           | 132 500 |      |
| LOCAL HOSPITAL                 | The Alfred | 9076 2000 |         |      |
| ASSISTANT REGIONAL DIRECTOR    |            | 9265 2400 |         |      |
| EMERGENCY SECURITY MANAGEMENT  |            | (03)      | 9589    | 6266 |





|                                       |   |
|---------------------------------------|---|
| Date Implemented                      | July 2019   |
| Author                                | Principal: Juliet Cooper<br>Signature:<br>Date:                           |
| Approved By                           | School Council  |
| Approval Authority (Signature & Date) | School Council President: Kevin Dillon or Delegate<br>Signature:<br>Date: |
| Date Reviewed                         | July 2021 or as updated by DET  |
| Responsible for Review                | Principal, Assistant Principal, Business Manager                          |
| References                            | Victorian Government Schools Reference Guide                              |