



Emergency and Incident Reporting

Rationale

- It is essential that schools respond urgently and appropriately to any emergency or incident that occurs at the school in or outside of school hours and on activities taking place outside the school that involve staff and students.
- Prompt incident reporting (to the Security Services Unit) enables Security Services Unit staff to provide:
 - security related support and advice to schools and referral to relevant support and assistance provided across the Department (e.g. Emergency Management Division and the school reinstatement consultant)
 - quick resolution of emergencies while minimising the risk to personal safety
 - quick implementation of preventative measures in the case of criminal activity
 - quick notification to relevant regional and central office staff.

Note: Prompt incident notification enables Security Services Unit staff at the Coordination Centre to provide support and advice to schools. This helps to resolve emergencies quickly while minimising the risk to personal safety.

- As a general rule, a serious incident is one that requires medical attention or a police investigation.
 - Examples of reportable incidents involving schools include:
 - motor vehicle collision
 - all WorkSafe incidents
 - impact by machinery, equipment, aircraft
 - fatalities
 - fire on the school grounds, bush or grass fire
 - incidents of death or serious 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, marine distress signals, 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 and/or unauthorised absenteeism resulting in a missing person's 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
- Example: Hazardous condition observed/near misses.

- an event with a major impact on school operations or the potential to involve the relevant Minister or to subject the DET to high levels of public or legal scrutiny.
- The DET 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. As the urgent nature of the emergency may preclude advance notification the pilot is responsible for ensuring the area chosen for landing is suitable and the safety of those on the ground is not compromised.

Purpose

- To ensure Essendon Keilor College complies with the requirements of the *Emergency Management Act 1986* and DET policy and guidelines.
- To ensure expert response to all school emergencies and incidents including incidents that occur during
 - camps, excursions or outdoor adventure activities
 - weekends and holidays
 - travel to or from school
 - non-school hours

Implementation

- The 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 .
- The school WILL NOT contact local emergency services directly. (To do so increases response times as these calls are redirected to 000 thereby wasting valuable time in an emergency.)
- Following notification to 000, the school will report to Security Services Unit on (03) 9589-6266 any incident 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 or threat to property or the environment or the use of isolation or physical restraint of a student in response to an incident, see: [Restraint of a Student](#)
- **School staff will not** handle any explosives found at school. However if it's necessary to remove explosives from a student's possession extreme care to avoid bumping, striking or dropping the object will be exercised. In such circumstances, staff will place the object gently in an isolated position, ensure it is not exposed to any form of heat/ignition and wait for the police or an Inspector of Explosives or an Inspector of Explosives who has the right to interview children on the same basis as police.
- The school will not impede an explosives inspector from entering the premises.
- The school will also report any nuisance activity which may not have led to damage, but could lead to crime at a future time. This information is used to implement pro-active security measures such as targeted security patrols, temporary surveillance and intruder detection systems to prevent criminal activity.
- All fires, including those that have been extinguished and regardless of their size, will be reported to the relevant fire service for the particular locality by contacting 000 and then the Security Services Unit.
- In the event of a bomb threat the school will call 000, implement the school's Emergency Management Plan and notify Security Services Unit. Staff will not search for the bomb or allow children to do so.
- If a helicopter landing is required, students will be kept at a safe distance clear of the approach and departure paths.
- In the case of a loss arising from a criminal offence the Principal will notify the School Council President, take steps to determine the extent of the crime e.g. theft, burglary, fire/arson, vandalism or significant graffiti, complete a Criminal Offence and Insurance Report and email it to the Infrastructure Division and if possible, take steps to avoid the possibility of further loss.
- Please refer also to the school's *Emergency Management Planning Policy*, the *Accident Recording & Reporting Policy* and the *Emergency & Critical Incidents Policy*.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early July 2017).

Reference:

www.education.vic.gov.au/school/principals/spag/management/emergency.aspx