

# CRITICAL INCIDENT POLICY & EVACUATION PROCEDURE

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## Definition

A critical incident is defined by the National Code [under Standard 6] as 'a traumatic event, or the threat of, which causes extreme stress, fear or injury'.

Critical incidents could included but are not limited to:

- Fire, bomb-threat, explosion, gas or chemical hazard
- Student or staff witnessing a serious accident or incidence of violence
- Serious injury, illness, or death of a student or staff
- Students or staff lost or injured during fieldwork experiences
- Missing student
- Severe verbal or psychological aggression
- Physical assault
- Natural disaster in home country or country of study e.g. earthquake, flood etc
- Social issues e.g. sexual assault
- drug use, alcohol abuse.

SIA further defines critical incidents as traumatic events or threats which can cause extreme stress, fear or injury to students and/or staff.

SIA also acknowledges critical incidents could also be missing students, severe verbal or psychological aggression, death, serious injury or threats; natural disasters, domestic violence, sexual assault, drug or alcohol abuse. other non life threatening events could still become critical incidents.

**As soon as the provider/staff member is aware a student or a member of their family has been seriously injured or in an accident or any other event/circumstance as defined below, the Critical Incident Policy and Procedure will be activated.**

The relevant authority (eg police) will be called in the first instance if there is a breach of Australian Law.

**All emergencies must be rung through to 000 - Police, Fire or Ambulance in the first instance.**

## **Evacuation /Emergency Procedures:**

In the event of any emergency requiring evacuation - follow the **Emergency Evacuation Plans** displayed in every classroom / student area administration.

All emergency plans will state exits, assembly areas and the location and type of emergency equipment available on site eg fire extinguishers.

Emergency Plans will also list emergency phone numbers.

All students and staff must meet at the assembly/safe area as marked on the Evacuation Plan for a roll call.

Emergency evacuation drill practice will be carried out randomly each semester.

Emergency evacuation is also explained during student and staff Orientation.

A first aid kit will be kept equipped on all site at all times.

All emergencies will be recorded and kept on applicable file/s.

Critical Incidents occurring OUTSIDE AUSTRALIA:

As soon as SIA becomes aware of the incident staff will endeavour to identify all students who may be effected.

If necessary students directly affected will be allowed to return home.

SIA staff will arrange counselling support for affected students onshore immediately.

**All critical incidents will be recorded fully (including outcomes and evidence as applicable) and copies kept on student file where relevant.**