

## SHEPPARTON CENTRAL NETWORK CRITICAL INCIDENT FLOW CHART: As of March, 2014

**Critical Incident Occurs: P.T.O. for more details**

School reports incident:

immediate communication to .....

**000** (If required)

Security Services Unit **Ph: 95896266**

**School Principal or Designated person.....**

- Enacts School's Emergency Management Plan
- Contacts SSS Network Co-ordinator **Nick Bamford 0428 464366**
- May also need to contact **NEVR Emergency Management Co-ordinator Stuart Brain – 0447 121954 & local SARPP's**
- Receives IRIS Report from Security Services Unit (**FORWARD A COPY TO SSS NETWORK CO-ORDINATOR**)

School Principal convenes  
School Critical Incident  
Response Team meeting  
(including SSS Support  
person/s)

SSS Coordinator - may call:

- Regional Office (as above), if not already contacted by them
- SSS lead person (to join School's Critical Incident Response Team)
- SSS Network Executive Chair (for possible collegiate support)  
(Principal of Critical Incident School will determine whether this is required after discussions with SSS Co-ordinator/Lead person)

School Critical Incident  
Response Team  
implements an action plan

Other Regional staff as needed.

Other departmental staff as needed (e.g. media unit, employee health)

Outside Agencies as required (e.g.DHS, CAMHS)

Staff Meeting  
(to inform, implement,  
support, etc)

Regular updates from SSS Lead person to SSS Coordinator, SARPP, Network Executive Principal (if required), Region

School implements  
response plan

Operational Debrief for staff as needed / Individual counselling offered to identified staff

End of Day –Staff meeting  
with all staff including  
CRTs, office staff etc...

Critical Incident Response  
Team meeting to review  
and evaluate

Ongoing Follow – up:

- Further School debrief / review & SSSO debrief
- Employee Assistance Program / counselling (for those staff involved)
- Follow up with external agencies

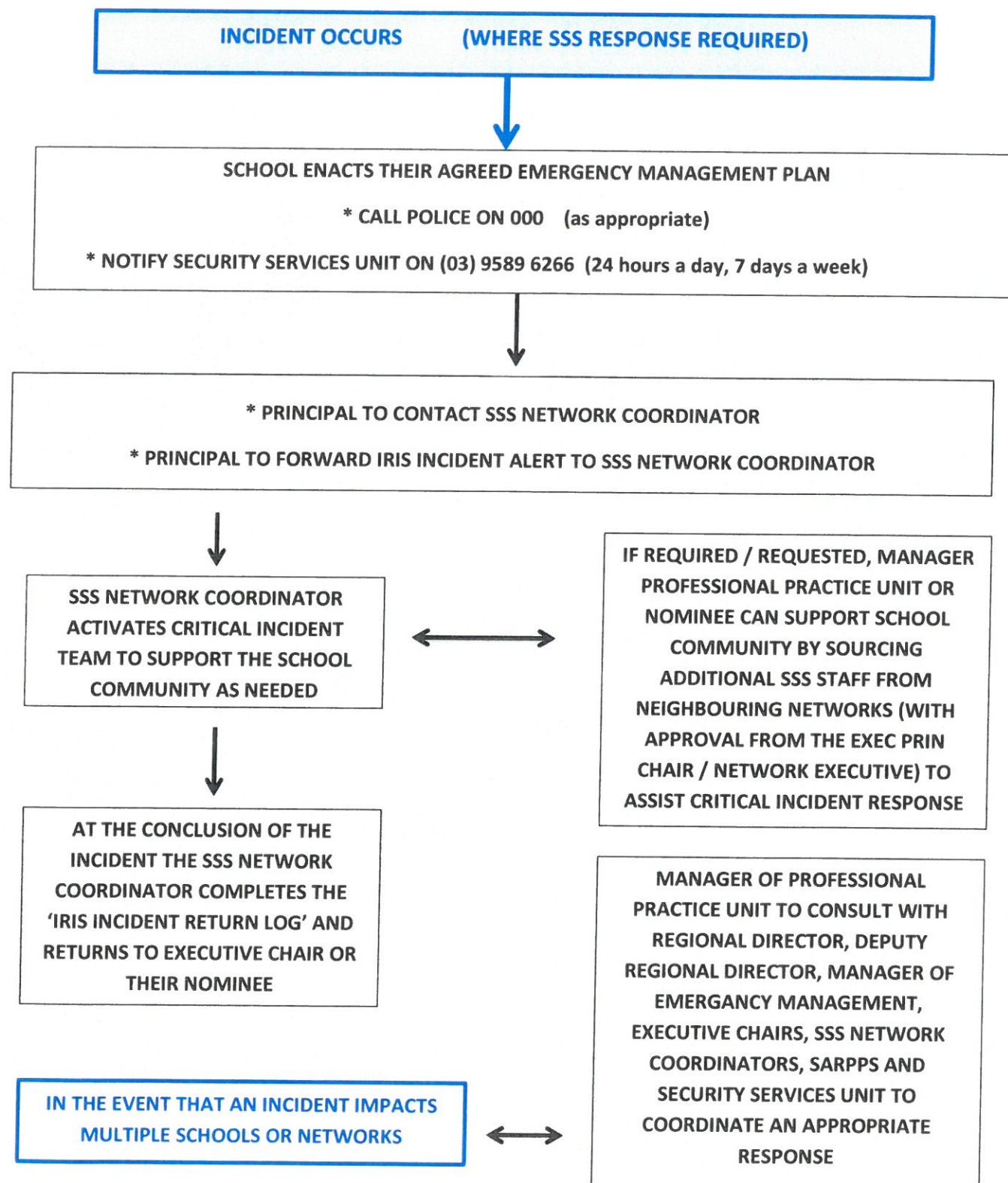
### Supporting Resources

- **Emergency and Security Management**  
<https://edugate.eduweb.vic.gov.au/Services/Schools/Infrastructure/Emergency/Pages/default.aspx>
- **Policy & Advisory Guide**  
<http://www.education.vic.gov.au/management/governance/spag/default.htm>
- **Safety, Security and Emergency Management**  
<http://www.education.vic.gov.au/management/emergency.htm>



## NORTH EASTERN VICTORIA REGION: (MARCH, 2014)

### IRIS INCIDENT ALERT MANAGEMENT (WHERE SSS RESPONSE REQUIRED)



NEVR Contacts:	Name	Email	Mobile	Landline
Operations and Emergency Management Manager	Stuart Brain	brain.stuart.a@edumail.vic.gov.au	0447 121 954	5761 2134
Deputy RD, Service Planning	Judy Rose	rose.judy.l@edumail.vic.gov.au	0458 318 374	5761 2174

# IRIS Alert Return Log Sheet

**(To be completed by Student Support Services Personnel)**

Completed by:

Date:	
School:	
Principal:	
Incident Details:	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
Attending SSSOs:	

## **Actions Taken By Team:**

(Tick Box where appropriate)

CONSULTATIONS	<input type="checkbox"/>	Specify: _____
BRIEFINGS	<input type="checkbox"/>	
GROUP COUNSELLING	<input type="checkbox"/>	
INDIVIDUAL COUNSELLING	<input type="checkbox"/>	
DEBRIEFING	<input type="checkbox"/>	
PROVIDED RESOURCES	<input type="checkbox"/>	
OTHER (detail below):	<input type="checkbox"/>	

**Follow Up Required:**



## IRIS Alert Return Logs

Good practice would dictate recording and keeping IRIS Incident Return Logs for *all* Alerts, as *any* incident could evolve over time into a legal matter where the school may be required to provide details of all actions taken / involvement.

In particular, the following incident categories should be carefully documented via the IRIS Incident Return Log:

- [Death of student](#)
- [Suicide Attempt / Mental stress](#)
- [Sexualised behaviour](#)
- [Serious assault](#)
- [Students in OOHC \(if identified\)](#)
- 

**General Notes:** Any incident, including criminal activity, in which the safety of staff or students is at risk, or which poses a threat to property or the environment should be first reported to the appropriate emergency service on **000** and then reported immediately to: **Security Services Unit - 9589 6266**.

This includes incidents that occur during and out of school hours, including camps, excursions or outdoor adventure activities or during travel to or from school, on weekends and holidays.

### **Reportable incidents include:**

- fatality, including suicide
- serious injury, assault or threat of assault
- siege, hostage, disappearance or removal of a student
- firearms, weapons or bomb threat
- collapse, major damage to buildings or equipment
- motor vehicle collision
- suspicious activity within or near school environment
- impact by machinery, equipment, aircraft
- fire in school building or grounds, bush or grass fire (including those that have been extinguished)
- fumes, spill, leak or contamination by hazardous material
- outbreak or incidence of disease
- flood or windstorm
- earthquake or other natural event
- criminal activity, burglary, theft, vandalism and graffiti
- issues that may involve potential negligence or legal liability
- sexual assault or allegations involving inappropriate sexualised behaviour.

### **Other notes:**

- In the case of a school emergency, critical incident, alleged student sexual assault or problem sexual behaviour, it is important that principals and school staff follow correct procedures.
- In the case of an emergency or critical incident (not related to alleged sexual assault or problem sexual behaviour):
  - Call **000** if police, ambulance or fire services are required
  - Report the emergency or critical incident to Security Services Unit (formerly called the Emergency and Security Management Unit) on **9589 6266**, 24 hours a day, 7 days a week
  - Activate your emergency management plan (if required)
  - Contact your regional Manager of Operations and Emergency Management for advice and/or support (if required)
- In the case of alleged student sexual assault or problem sexual behaviour (including youth-produced sexual images, i.e. 'sexting'):
  - Report the incident to Security Services Unit on **9589 6266**
  - Contact the Student Critical Incident Advisory Unit on **9637 2934**
- **All calls made to the Security Services Unit result in an 'IRIS report'**. These are emailed to the school making the report, the relevant staff member(s) in your region and staff in the Emergency Management Division and Infrastructure Division (DEECD central office) as appropriate.