

## **S06 Critical Event Policy**

### HERITAGE CHRISTIAN SCHOOL

**Applicability:** This policy applies to staff and Board of Heritage Christian School, with the operation of the policy applying mostly to the School Executive.

#### **Introduction**

This following policy statement provides guidance for the school community in the event of a situation occurring which has significant traumatic effects on students, staff and parents. Such events would include an actual bomb explosion, injury associated with a fire or collapse of a building, the death or serious injury of personnel on the school site or at a particular school activity eg. excursion, camp.

Other types of critical event may be less explicit but just as much demanding of special support for victims. These would include any event such as a threat to the livelihood and well being of personnel which involves a sense of loss eg. permanent school closure, loss of employment by staff member.

The following statement assumes the normal Evacuation Procedure which allows the school population to be quickly and effectively evacuated in the event of a fire or bomb scare or similar emergency, will have been followed.

#### **Policy**

In the event of a Critical Event associated with the school, specialised support will be provided for all those affected. This will include physical, emotional and spiritual support in the form of counselling from appropriate support people. Provision will be made for any affected person to have necessary rehabilitation time.

#### **Procedures**

Any critical event, under normal Evacuation Procedures, would be reported to the Principal and to the Front Office. On the guidance of the Principal or his delegate, the Office staff, in addition to contacting police, ambulance and fire services, will contact a number of people on the list of support people to request that they come to school to help those directly or indirectly affected by the event. Note that in normal circumstances, the Police would have authority over response activities. These support people would be pastors and those involved in counseling from local churches or Christian organisations. The list of available people is attached to this statement. The number of people asked to attend may vary with the seriousness of the critical event.

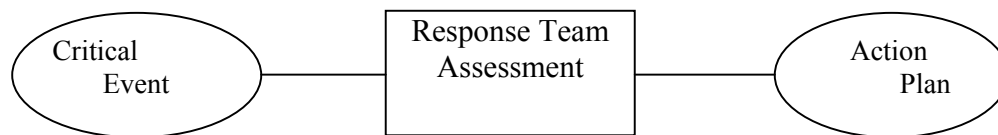
Once the Emergency Evacuation procedures have concluded, the School Counsellor and the Critical Event Task Force would assume responsibility for arranging support structures and procedures. The C.E.T.F would be composed of members of staff. In the absence of the Counsellor, the Principal or his delegate will assume responsibility.

The school has been given permission to use the grounds of the adjacent Christian Outreach Centre in the event of having to evacuate the school grounds. Permission has been given to use the facilities inside the COC should the need arise, eg if it is raining or if people would be disadvantaged by exposure to the elements.

As far as possible the school community affected by the critical event will be divided into small groups and assigned to a support person [this may include some teachers] in a secure location. Support would continue as long as felt needed [based on the assessment of the person doing the counselling] or until parents arrived to collect their children. Once children have been taken by their parents, the School's obligation for support would cease though the School would remain available to advise parents or offer any other appropriate support.

As soon as practicable the Office Staff, or other designated persons, would seek to contact parents of students affected by the critical event to notify them of the situation, thus allowing them opportunity to come to the school to support their child/ren. The Principal or his delegate will be responsible for making press statements and protecting the school and its personnel.

It may well be that the School would have to be closed for a period, on the advice of Police and emergency services personnel. This would be the responsibility of the Secondary Principal, or his delegate, in conjunction with the Board Chairman.



**Revision History:**

Revision History	Date	Revised By
Original Ratification	15 July 1999	
Revised & Ratified	20 March 2001	
Revised & Ratified	1 March 2005	

**CRITICAL EVENTS POLICY CONTACTS**

NAME	CHURCH	CONTACT NUMBERS		
		Church/work	Home	Mobile
Keith & Ruth Henderson	PM Baptist	65822844	65812419	0427227973
Phil Brown	Port City	65846570	65847885	0408864211
Scott Donellan	Presbyterian	65831071	65822505	
Mark & Sheree Minturn	Coastside	65838911	65811879	
Barry & Jan Crowe	Coastside	65838911	65820379	0401078696
Karen Duncan	Coastside	65838911	65810998	0401199371
Bob & Sharon Waldron	Coastside	65838911	65864371	
Mark Van der Veer	CLC	65810587		
Gavin Watts	Salvation Army	65837444		0414882372
Greg Cocking	Salvation Army	65837444		0404893605
Kerry & Julie Medway	Grace	65810654		
Todd Murray	Grace	65810654		
Ron & Carol Edwards	Grace	65810654		
Carol Fostyn	Grace	65833166		
Jane Bax	Grace	65810654		0438827933
Deborah Hoffman	Grace			0427451204