

## CRITICAL INCIDENT POLICY

### Section 1 - Purpose and Scope

- (1) This Policy establishes the framework for the College to:
- manage critical incidents and other emergencies affecting College operations and reputation; and
  - protect the health, safety and security of students, staff, contractors and visitors to the College campus.

#### Scope

- (2) This Policy applies to:
- All students and staff, as well as contractors and visitors to the ACPE campus site.

Note: This Policy does not apply to minor incidents for which the College provides support and assistance through Student Services or Human Resources.

- (3) Where College students or staff are located on the premises of another organisation, that organisation's emergency evacuation and other critical incident procedures apply.
- (4) Some additional requirements apply to international students as set out in the Critical Incident Procedure.

### Section 2 - Definitions

- (5) In this Policy:
- ACPE or College** means ACPE Ltd operating under the name Australian College of Physical Education. Its campus site is located at:
    - 10 Parkview Drive
    - Sydney Olympic Park
    - New South Wales, Australia 2127
  - Critical incident** is defined at clause 6.
  - Emergency** means an event or circumstances that impacts on the campus, people, operations and environment which is of a size and/or complexity that requires a structured response to resolve the matter.

**Emergency Services** means the official provider of an emergency service.

Police, Fire, Ambulance	000 (triple zero)
NSW State Emergency Services	132 500

### Section 3 - Policy Statement

- (6) A **critical incident** means a situation or circumstance, internally or externally caused, where there is an immediate or imminent risk to the College operations or reputation, or where there is a significant risk of serious injury, harm or death arising from a situation that involves the College or individuals associated with the College.
- (a) Critical incidents require ongoing management (typically of an emergency nature) and specific structures, to help manage the matter for the College.
  - (b) For the purpose of international student management, a critical incident is defined by the ESOS National Code as 'a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury'.
  - (c) The CEO may determine an event or incident to be a 'critical incident' even if it falls outside the scope of this definition.
- (7) The College's priorities for responding to any critical incident or emergency are to:
- (a) protect life and avoid injury;
  - (b) protect the College operations, assets, facilities and brand;
  - (c) return to business as usual as soon as practical; and
  - (d) minimise impact on the surrounding community and environment.
- (8) The College recognises that each critical incident is different. When it occurs, the aim is to:
- (a) respond and/or resolve the incident in a timely manner with sensitivity, compassion and consideration of individuals' wellbeing and safety;
  - (b) manage and document the incident appropriately and confidentially, noting the requirements of the Privacy Policy and legislative requirements when dealing with personal information;
  - (c) report to relevant College committees, staff and external authorities as required; and
  - (d) manage the incident in a manner as to avoid damaging the College's reputation.
- (9) The level of response required to deal with a critical incident or emergency will vary depending on the level of risk and scale of the incident.
- (a) In some circumstances, the incident will be managed by Emergency Services until it is appropriate for the College to assume responsibility.
- (10) The CEO is responsible for determining whether an incident is a 'critical incident' for the purposes of this Policy and the associated Critical Incident Procedure.
- (a) The CEO or most senior member of staff available is responsible for initiating 'emergency' responses and associated decisions (such as evacuation, or temporarily suspending College operations).

- (11) The College will fully cooperate where an Emergency Service, or other government authority, is responsible for controlling or investigating a critical incident.
- (12) The College requires all staff and students to follow directions given during emergencies and other critical incidents. This includes, for example, providing witness statements or other information to Emergency Services or other authority during an investigation of an incident.
- (13) The College recognises:
- the importance of prevention and preparation; and
  - encourages staff and students to be proactive about reporting potential safety risks to management.

#### **Section 4 - Procedures**

- (14) Refer to the Critical Incident Procedure.

#### **Related documents**

This Policy should be read in conjunction with but not limited to:

- Critical Incident Procedure
- Work Health and Safety Policy
- Sexual Assault and Sexual Harassment Prevention Strategy
- EEO, Bullying and Harassment Policy
- Risk and Audit Framework
- Risk Registers
- Delegations of Authority and Authority Limits
- Student Code of Conduct
- Staff Code of Conduct

#### **Legislation:**

- Education Services for Overseas Students Act (2000) (Cth) (and the National Code of Practice for Providers of Education and Training to Overseas Students 2018)
- Tertiary Education Quality and Standards Agency Act (2011) (Cth) (and the Higher Education Standards Framework (Threshold Standards) 2021 made under that Act)
- Work Health and Safety Act (2011) (NSW) (and the Workplace Health and Safety Regulations 2011 (NSW) made under that Act) Employees Liability Act (1991) (NSW)
- Environmentally Hazardous Chemicals Act (1985) (NSW)
- Privacy Act (1988) (Cth) (including Schedule 1 - Australian Privacy Principles)
- SafeWork NSW

## Document Administration

<b>Policy Name</b>	Critical Incident Policy
<b>Policy Owner</b>	CEO
<b>Approval Authority</b>	Board of Directors
<b>Approval Date</b>	29 September 2022
<b>Effective Date</b>	As at Approval Date
<b>Next Review #</b>	Three years from the Approval Date
<b>Amendment history</b>	
<b>Version 1:</b>	Critical Incident Policy and Procedure document (POL-14) replaced by new policy and associated procedure document.

*# Unless otherwise indicated, this Policy will still apply beyond the Review date*