

Ardor College is the trading name of  
Paraskevi International Pty Ltd  
ABN81 128 521 193 | RTO31811  
[www.ardor.edu.au](http://www.ardor.edu.au)



# Critical Incident Policy and Procedure

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## Version Control

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## 1. Scope

This policy applies to all students enrolled in a course of study with Ardor College and is the basis for the scope and management of all critical incidents.

## 2. Policy

Ardor College recognises that planning for the management of a critical incident is essential to enable Ardor College and its staff to meet the duty of care owed to its students. All students at Ardor College have the right to feel safe and to be safe. Staff members have a legal and moral responsibility to report and respond to critical incidences involving the students with whom they have contact with.

Ardor College recognises that appropriate infrastructure must be in place to ensure that all necessary support services are provided in the event of a critical incident. This document outlines Ardor College policy, support mechanisms and procedures for managing a critical incident.

This policy will ensure that Ardor College has:

- an effective approach in responding to critical incidents as they occur
- appropriate support and counselling services available to those affected
- appropriate training and information resources provided to staff.

### Reporting Requirements of Critical Incidents

**By students** – all students' will be advised during orientation of the details of the Ardor College Critical Incident Policy and Procedure. Each student will be given documentation which contains details of relevant and local emergency services, Ardor College contact persons and telephone numbers.

**By staff** – all members of staff will be provided with a copy of the critical incident policy and procedure. Those members of staff who teach/interact with students' will be provided with training in the requirements of the policy and procedure.

## 3. Definition of Critical Incident

- Critical incidents are not limited to, but could include:
- serious injury or illness of a student or staff
- death of a student or staff member
- students or staff lost or injured during fieldwork experiences
- a missing student
- severe verbal or psychological aggression
- sexual and/or physical assault / abuse
- student or staff witnessing a serious accident or incidence of violence
- natural disaster e.g. earthquake, flood, windstorm, hailstorm, or extremes of temperature
- fire, bomb-threat, explosion, gas or chemical hazard
- social issues e.g. domestic violence, drug use, alcohol abuse, mental health crisis or attempted suicide
- international hostage situations/kidnappings

#### 4. Critical Incident Team

Ardor College has a Critical Incident Team to assist the Principal Executive Officer (PEO) in the prevention and management of critical incidents at the College, or off campus, in the case of a student for whom Ardor College has undertaken care responsibilities.

1. The RTO Manager or Campus Manager (as applicable) is the critical incident team leader
2. The Critical Incident Team also includes:
  - a) Principal Executive Officer (PEO)
  - b) Course Trainer
  - c) Student Support Officer
3. The responsibilities of the Team include:
  - d) risk assessment of hazards and situations which may require emergency action
  - e) analysis of requirements to address these hazards
  - f) establishment of liaison with all relevant emergency services e.g. police, fire brigade, ambulance, community emergency services, hospital, poisons information centre, community health services
  - g) 24-hour access to contact details for all students and their families
  - h) 24-hour access to contact details for all relevant staff members needed in the event of a critical incident e.g. Critical Incident Team leader, Campus Manager and Student support officers
  - i) development of a Critical Incident Plan for each critical incident identified
  - j) assisting with implementation of Critical Incident Plans
  - k) dissemination of planned procedures
  - l) organisation of practice drills
  - m) coordination of appropriate staff development
  - n) regular review of Critical Incident Plans

#### 5. Procedure

Ardor College Critical Incident Plan assigns responsibilities among relevant staff members and covers all the actions to be taken and timelines for doing so.

##### 5.1. Immediate Response (**within 24 hours**) During Operating Hours

1. Students and staff are required to notify any critical incident involving a student immediately to the RTO Manager, Campus Manager or PEO as applicable.
2. RTO Manager/Campus Manager/PEO will consider the details and severity of the incident and determine what action needs to be taken.
3. If the incident is not severe and can be resolved with resources available, RTO Manager/Campus Manager/PEO will initiate the action required to be taken to ensure the appropriate level of support is provided.
4. If the incident is severe and warrants a level of support/assistance from external resources RTO Manager/Campus Manager/PEO will initiate action to arrange that support. Personal details may be provided to the relevant emergency service/s if the student involved is incapacitated and unable to provide these particulars themselves.

## 5.2. On-campus – Within Operating Hours

1. Identify the nature of the critical incident
2. Contact emergency services [under no circumstances are students/staff to be transported in private vehicles]
3. Secure the area, if applicable
4. Ensure safety and welfare of staff and students
5. Notification of the critical incident team leader (or member of the critical incident team if not present on campus)
6. Implementation of appropriate Critical Incident Plan
7. Liaison with emergency services, hospital and medical services
8. Contact and inform parents and family members
9. Identify students and staff members most closely involved and at risk
10. Assess the need for support and counselling for those directly and indirectly involved
11. Managing media and publicity

## 5.3. Outside Operating Hours

1. Students and staff are required to notify any critical incident involving a student immediately to the applicable Critical Incident Team member nominated for each campus (see Emergency Contact List in this Policy). The team member will then assess whether the severity of the incident warrants contacting the applicable Critical Incident Team Leader.
2. Critical Incident Team member will gain access to the records of the student/s involved to enable verification of details to any emergency services involved.
3. Critical Incident Team Leader will determine if there is any care or support required to be provided and make the necessary arrangements.
4. The Critical Incident Team Leader will determine whether other staff or family members need to be advised of the details of the incident. They will take the necessary action.
5. When a critical incident occurs, the Critical Incident Team Leader will call a meeting with the Critical Incident Team and will set in motion an Action Plan to manage the incident and various aspects arising from the incident.

## 5.4. Secondary Response [48–72 hours]

1. Assess the need for support and counselling for those directly and indirectly involved [ongoing]
2. Provide staff, students, and wider Ardor College community, with factual information as appropriate
3. Arrange debriefing for all students and staff most closely involved and at risk
4. Restore Ardor College to regular routine, program delivery, and community life as soon as practicable
5. Completion of Critical Incident Report

## 6. Action Plan

The Action plan will include creating and disseminating a plan and strategies in:

- Understanding all the known facts and will request that the information is not immediately made public
- Assessing risks, response actions, roles & responsibilities
- Liaison with emergency and other services
- Contact with students' relatives and other appropriate contacts
- Liaison with other external bodies where required
- Counselling and managing students and staff not directly involved in the incident
- Managing media/publicity
- Reviewing the plan, staff response and identified development and training

Reviewing management of the critical incident.

### **6.1. Providing information**

The RTO Manager/PEO/Director of Operations will provide a briefing session and facilitate appropriate venues for the dissemination of information to those affected by the incident. Students and teachers have a need to accept the reality of the event, and the inevitable discussions that follow are better based on fact rather than on rumour or supposition. It is important that rumours are discounted and ongoing feedback is planned.

Only the PEO may speak to the media on behalf of Ardor College.

### **6.2. Assessing the psychological/emotional needs of those affected**

Should the incident be a traumatic event, it is acknowledged the people involved will need support. Where required, Ardor College will arrange the coordination of/connection to, external support services to meet the needs of student and staff. The nature of this support will vary amongst individuals and the nature of the incident. At a minimum, this will may include providing opportunities for those involved to express and share with others the reactions that they had to the incident. Those in charge and those providing support also need extra consideration during this time.

### **6.3. Missing students**

After applicable investigations, should Ardor College fear a student to be missing, the College will implement the actions as per the Critical Incident Action Plan.

### **6.4. Death**

Should a student die or sustains serious injury, Ardor College will endeavor to provide any assist required to the student's family.

## **7. Seeking Assistance, Reporting and Recording of Incident and Action Taken**

Students are encouraged to contact Student Support Officers to seek assistance for any critical incidents.

All aspects of the incident and its management will be recorded on the student files and Student Incident / Hazard / Accident Report Form, which is accessible on the website on Downloads page under General Forms: <https://ardor.edu.au/downloads/>

## 8. Regular Review

Ardor College reviews this policy regularly and following any significant incident. After each critical incident, a meeting of the Critical Incident Team will be held to evaluate the Critical Incident Report and the effectiveness of the management plan, making modifications as required.

## 9. Emergency Contact List

Element	Location	Phone Number
<b>On Campus Resources</b>		
Principal Executive Officer	Townsville	07 44487666
Student Support Officer	Townsville	07 44487666
<b>Off Campus Resources</b>		
Emergency (Police, fire, Ambulance)		000
<b>Non-Emergency Contacts</b>		
Queensland- Police link		131 444
24-hour Counselling Hotlines		Lifeline 131 114 Suicide Helpline 131 114
National Sexual Assault, Domestic Family Violence Counselling Service		1800 737 732
Alcohol & Drug Information (Townsville)		1800 177 833
Townsville Community Law		(07) 4721 5511
Mental Health Beyondblue		1300 22 4636
Department of Child Safety Youth and Women		(07) 4796 6200
Kids National Helpline		1800 55 1800
North Queensland Women's Legal Service Inc - Townsville		(07) 4772 5400
<b>Hospitals - Townsville</b>		
Townsville Hospital and Health Service		(07) 4433 1111
North Ward Health Campus		(07) 4729 9365
Kirwan Health Campus		(07) 4789 9900
Mater Private Hospital Townsville (Pimlico)		(07) 4727 4444
Cambridge Street (Vincent) Health Campus		(07) 4433 9480
Palmerston Street (Vincent) Health Campus		13 43 25 84
24/7 Crisis assistance and support Mental Health Intake and Referral:		1300 642 255
24/7 Alcohol and Drug Information Service:		1800 833

## Crisis Response Situation Quick Reference

	Type of Incident	Immediate Response	Secondary Response [48-72 hours]	Ongoing Follow-up Response
1	Serious injury or illness of a student or staff member	<input type="checkbox"/> Hospital <input type="checkbox"/> Next of kin	<input type="checkbox"/> Academic staff <input type="checkbox"/> Administration staff <input type="checkbox"/> Accommodation provider	<input type="checkbox"/> OSHC <input type="checkbox"/> Relationship Australia Health Service
2	Death of a student or staff member	<input type="checkbox"/> Police <input type="checkbox"/> Hospital <input type="checkbox"/> Next of kin <input type="checkbox"/> Student Administration	<input type="checkbox"/> Accommodation provider <input type="checkbox"/> Academic staff <input type="checkbox"/> Administration staff <input type="checkbox"/> External Relations	<input type="checkbox"/> OSHC <input type="checkbox"/> Relationship Australia Health Service
3	Students or staff lost or injured during fieldwork experiences	<input type="checkbox"/> Police <input type="checkbox"/> Hospital <input type="checkbox"/> Next of kin <input type="checkbox"/> Student Administration	<input type="checkbox"/> Accommodation provider <input type="checkbox"/> Academic staff <input type="checkbox"/> Administration staff	<input type="checkbox"/> OSHC <input type="checkbox"/> Relationship Australia Health Service
4	A missing student	<input type="checkbox"/> Police <input type="checkbox"/> Next of kin	<input type="checkbox"/> Accommodation provider <input type="checkbox"/> Academic staff <input type="checkbox"/> Administration staff	<input type="checkbox"/> Relationship Australia Health Service
5	Severe verbal or psychological aggression	<input type="checkbox"/> Police <input type="checkbox"/> Hospital - Mental Health Unit	<input type="checkbox"/> Accommodation provider <input type="checkbox"/> Relationship Australia Health Service <input type="checkbox"/> Academic staff	<input type="checkbox"/> Relationship Australia Health Service
6	Sexual and/or physical assault/abuse	<input type="checkbox"/> Police <input type="checkbox"/> Hospital	<input type="checkbox"/> Relationship Australia Health Service	<input type="checkbox"/> Relationship Australia Health Service
7	Student or staff witnessing a serious accident or incidence of violence	<input type="checkbox"/> Police	<input type="checkbox"/> Relevant students <input type="checkbox"/> Hospital <input type="checkbox"/> Health Service	<input type="checkbox"/> Relationship Australia Health Service
8	Natural disaster e.g. earthquake, flood, windstorm, hailstorm, or extremes of temperature	<input type="checkbox"/> Police <input type="checkbox"/> Emergency Services	<input type="checkbox"/> Hospital <input type="checkbox"/> Accommodation Provider <input type="checkbox"/> Relevant students <input type="checkbox"/> Academic staff <input type="checkbox"/> Administrative staff	<input type="checkbox"/> Relationship Australia
9	Fire, bomb-threat, explosion, gas or chemical hazard	<input type="checkbox"/> Police <input type="checkbox"/> Emergency Services	<input type="checkbox"/> Relevant students <input type="checkbox"/> Hospital <input type="checkbox"/> Health Service <input type="checkbox"/> Administration staff	<input type="checkbox"/> Relationship Australia Health Service
10	Social issues e.g. domestic violence, drug use, alcohol abuse, mental health or attempted suicide	<input type="checkbox"/> Police <input type="checkbox"/> Hospital <input type="checkbox"/> (Mental Health Unit, if applicable) <input type="checkbox"/> Next of kin	<input type="checkbox"/> Accommodation provider <input type="checkbox"/> Relationship Australia Health Service <input type="checkbox"/> Relevant students <input type="checkbox"/> Academic staff	<input type="checkbox"/> Relationship Australia Health Service <input type="checkbox"/> OSHC
11	International hostage situations/kidnappings	<input type="checkbox"/> Police	<input type="checkbox"/> Accommodation <input type="checkbox"/> Academic staff <input type="checkbox"/> Administrative staff	<input type="checkbox"/> Relationship Australia Health Service



## Critical Incident Plan

Tasks	Done	N/A	Completed Date	Remarks
<b>Notification</b>				
Notification to Critical Incident Team and relevant staff				
Confirmation of student's identity				
Obtain details of the incident from the person who reported				
If student dies, report to PEO/Director of Ops				
Begin an incident Log for phone calls etc. (Incident Controller)				
<b>Assessment</b>				
Update and gather information from hospital or police				
Review student's file for detailed information				
Intervention plan for response and strategies				
Allocation of roles and responsibilities				
Access to emergency funds, if required				
<b>Intervention</b>				
Contact next of kin				
Contact accommodation provider/housemates				
Contact other relevant students				
Contact hospital/police/doctors				
Contact Relationship Australia				
Contact academic staff				
Contact Campus Manager				
Contact Student Support Officer(s)				
<b>Follow up</b>				
Assess the need for ongoing counselling and support				
Assess the need for a debriefing session				