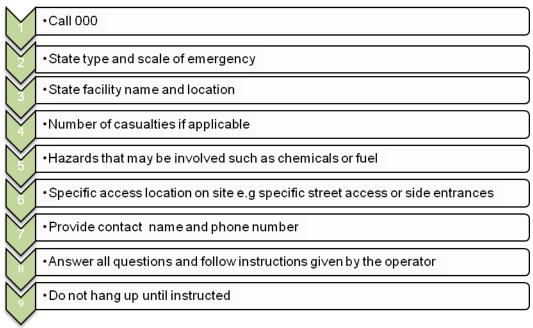


Critical Incident Response

1. REPORT INCIDENT IMMEDIATELY to a Supervisor, Manager or next most superior

ARRANGE 1ST AID OR EVACUATION in the case of relevant emergency. Call '000', Direct Emergency vehicles to main entry.

When calling '000':



- 2. IF NO SUPERVISOR/MANAGER/OR NEXT SUPERIOR IS AVAILABLE report incident to group/school coordinator.
- 3. MANAGE THE SITUATION according to your training and to the best of your ability until you are relieved of your duty (i.e. care for the rest of the group/CPR/trauma management)
- 4. Critical Incident Response Plan initiated by Supervisor/Manager/After Hours Contact
- REFER ALL MEDIA ENQUIRIES to the media representative (via the Director-Andrew Grant). If media personnel are known to be on site, immediately inform Centre Manager. <u>NO STATEMENTS ARE TO BE MADE TO THE MEDIA.</u>
- 6. COMPLETE APPROPRIATE DOCUMENTATION (i.e. incident/injury/near miss forms).