

critical incident

response flowchart

Critical Incident (CI) Leader (usually the Principal) identifies whether a situation is a critical incident

If yes, CI Leader takes immediate action to address the incident including contacting emergency services

CI Leader phones the Sydney Catholic Schools CI Alert Service on 02 9568 8606 (Backup 02 8207 9905)

The CI Alert Service will immediately notify the SCS Safety Team, Regional Consultant, Regional Director and Communications Team of the Critical Incident

The Safety Team will contact the CI Leader and provide advice on identifying and mitigating potential sources of injury

The Safety Team will notify other senior SCS personnel

As required the Safety Team will attend the site of the Critical Incident as soon as possible

As required the Communications Team will attend the site of the Critical Incident as soon as possible and provide advice on any media and a communications plan

If the CI Leader is not the Principal the CI Leader will contact the Principal and the Parish Priest

The Safety Team will notify SafeWork NSW if required

Following any Critical Incident the CI Leader will be responsible for any notifications and remedial actions which must be taken.

