

METROPOLITAN EAST SCHOOL SPORT: CRITICAL INCIDENT FLOWCHART AND PROTOCOLS

Significant or critical incident occurs at Regional Trial or State Championship

- Emergency Services notified: Police / Ambulance / Fire
- Convenor / Regional Official contacts Host Region Regional School Sport Officer (RSSO) and/or Met East RSSO
- Next of Kin notified

Critical Incident Management Plan Stage 1 and/or media onsite

- RSSO contacts Regional Director (RD) or Director of Regional Services (DRS) immediately and discusses required support
- RSSO or delegate advise media (if onsite) to contact Media & Issues Management (MIM) on 24hr Hotline or email

Critical Incident Management Plan Stage 2

- RSSO or delegate email summary detailing the incident or issue, background information and actions to Director, Education Services (DES)
- RSSO or delegate in consultation with DES to draft team/student briefing which is forwarded to relevant regional staff to be approved
- RSSO or delegate to tell convenor/regional officials what to say to students and to inform them as developments arise
- Convenor or Regional Official to identify students in greatest need of support

Critical Incident Management Plan Stage 3

- RSSO or delegate provides updates to DES
- Distressed students to be managed by Senior Guidance Officers (SGO)
- Distressed Regional Officials may contact Employee Advisor or SGO
- RSSO or delegate to debrief regional officials
- RSSO or delegate to communicate with parent body about the incident and its implications

KEY CONTACTS

Met East RSSO: John Masters

0400 311 515

A Critical Incident is a major accident, disaster or traumatic event with serious effects on the students at a sport trial or championship, including personal injury or loss of life. It may occur during a Regional sport trial or State championship, onsite or in the community.