



Department of
Education

Incident Management on Department of Education Sites Policy

Effective date: 1 December 2020

Version: 4.0

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1. Policy statement

The Department of Education manages incidents to reduce the likelihood of occurrence; minimise the impact on students, staff and site activities; and facilitate the return of the site to normal operations as soon as possible

2. Policy rules

All employees must comply with the [Incident Management Manual](#) (staff only).

Guidance

The Incident Management Manual is available from [ikon](#) (staff only) and a hardcopy will be provided to all Department Sites to assist schools and other sites to develop their plans.

3. Responsibility for Implementation and Compliance

Department of Education site managers are responsible for the implementation and management of the policy on their site.

Line managers are responsible for compliance monitoring.

4. Scope

This policy applies to all employees.

5. Definitions

Site Manager

Officers, including Principals, College Managers and Line Managers, who have executive responsibility for overall management and control of any Department of Education site.

6. Related documents

Relevant legislation or authority

[Australian Standard 3745: 2009 Planning for Emergencies in Facilities](#)

[AS ISO 31000: 2018 Risk Management Guidelines](#)

[Disability Discrimination Act, 1992](#)

[Emergency Management Act, 2005](#)

[Emergency Management Regulations, 2006](#)

[Industrial Relations Act, 1979](#)

[Occupational Safety and Health Act, 1984](#)

[Occupational Safety & Health Regulations, 1996](#)

[Public Sector Management Act, 1994](#)

[School Education Act, 1999](#)

[School Education Regulations, 2000](#)

[State Support Plan Emergency Welfare \(Interim\)](#)

Related Department policies

[Child Protection in Department of Education Sites](#)

[Community Use of Public School Facilities](#)

[Duty of Care for Public School Students](#)

[Occupational Safety and Health](#)

[Risk and Business Continuity Management](#)

[School Security in Public Schools](#)

[Student Behaviour in Public Schools](#)

[Student Health Care in Public Schools](#)

[Visitors and Intruders on Public School Premises](#)

Other documents

[Keeping our Workplace Safe](#)

[The Principal's Guide to Bushfires](#)

[School Response and Planning Guidelines for Students with Suicidal Behaviour and Non-Suicidal Self-Injury](#)

[School Response and Planning Template for Students with Suicidal Behaviour and Non-Suicidal Self-Injury](#)

[School Security in Public Schools](#)

[State Emergency Management Glossary](#)

7. Contact information

Policy manager:

Office of the Deputy Director General, Schools

Policy contact officer:

Principal Consultant, Office of the Deputy Director General, Schools

T: 9264 5247

8. History of changes

Effective date	1 December 2020
Last update date Policy version no.	4.0
Notes	This new policy replaces the Emergency and Critical Incident Management policy. Endorsed by the Director General on 10 November 2020 D20/0597835.

9. More information

Supporting content

No supporting content found.

Policy review date

1 December 2023
