

SUNSHINE COAST SCHOOL SPORT: CRITICAL INCIDENT FLOWCHART AND GUIDELINES



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 Sunshine Coast RSSO
- · Next of Kin notified

Critical Incident Management Plan Stage 1 and/or media on-site

- RSSO contacts Regional Director (RD) and/or Director of Student Services (DSS) immediately and discusses required support
- RSSO or delegate advise media (if onsite) to contact Strategic Communication & Engagement (Media) on 24hr Hotline or email
- DSS or delegate organises Senior Guidance Officer (SGO) support and other support required
- RSSO contacts Principal Advisor Student Protection for advice if needed

Critical Incident Management Plan Stage 2 and/or media on-site

- RSSO or delegate email summary detailing the incident or issue, background information and actions to RD/DSS
- RSSO or delegate in consultation with DSS to draft team/student briefing which is forwarded to RD 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 DSS/RD
- Distressed students to be managed by 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

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, on-site or in the community.

KEY CONTACTS

SUNSHINE COAST RSSORichard Aspinall: 0417 791 632

PRINCIPAL ADVISOR STUDENT PROTECTION

Carl Judge: 0491 213 282

A/DIRECTOR - STUDENT SERVICES

Lee Calvert: 0436667868

REGIONAL DIRECTOR

Lyal Giles: 0475 971 019

STRATEGIC COMMUNICATION & ENGAGEMENT (MEDIA)

07 3328 6639 (24 hrs) media@ged.gld.gov.au