


DOCUMENT TYPE	P	
ACADEMIC/ADMINISTRATIVE	5	
GOVERNANCE	1	
RISK MANAGEMENT	2	
NUMBER	002	
		Policy Database Document Reference Number 512002P

Critical Incident Management Policy

Purpose/ objectives	The Critical Incident Management Policy covers the incident response and disruption management planning and process requirements for all campuses, Faculties, Divisions, Schools and Divisions of the University. Specific policy requirements for the disaster recovery of IT systems and infrastructure are outside of the scope of this Policy.
Scope/ Application	<p>The policy applies to:</p> <ul style="list-style-type: none"> • Each campus of the university; • All staff, students, Council members, volunteers and contractors; • Activities that are under the control or direction of the University, whether conducted on or off university property.
Policy Statement	The aim of the Critical Incident Management Policy is to provide for a framework for the response to and management of critical incidents. Such incidents encompass those that significantly threaten the safety and security of University staff, students, contractors, guests, or visitors; the ongoing performance of the University's critical business functions; or result in significant adverse impacts on the local community arising from University activities.
Supporting Procedures	<p>Critical Incident Management Plan Critical Incident Management Procedures Emergency management Plan Summary Security Standard Operating Procedures</p>
Responsibility for implementation	<p>Critical Incident Management Team Threat Assessment Team Emergency Management Team Emergency Planning Committee</p>
Responsibility for monitoring implementation and compliance	Corporate Governance and Audit Committee
Status	<p>Revised format, originally approved by CGAC, November 2007. "The implementation of the latest version of this policy supersedes all previous versions of this policy".</p>

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Key stakeholders	Emergency Planning Committee Critical Incident Management team Corporate Governance and Audit Committee
Approval Body	Corporate Governance and Audit Committee, 27 November, 2008, Item 5.1.
Initiating Body or person(s)	Corporate Governance and Audit Committee
Definitions	<p>Critical incident Is a situation where the University (or parts thereof) shift from routine to non-routine operation, in response to an actual or potential incident with high consequences. This is usually typified by the area affected requiring additional (centralised) assistance in its management</p> <p>Emergency An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a timely and coordinated response.</p> <p>CGAC The Corporate Governance and Audit Committee of Council.</p>
Related legislation	None
Related Policy and other documents	Risk Management Policy (www.latrobe.edu.au/rmu/publications.html) Emergency Management Plan Summary (www.latrobe.edu.au/rmu/publications.html)
Date Effective	27 November 2008
Next Review Date	27 November 2008
Keywords	Critical Incident Management, Disaster, emergency, security incident
Owner/Sponsor	Director Risk Management Unit
Author	Director Risk Management Unit

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Contact person or area	Director Risk Management Unit
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