

Operational Policy	
Critical Incident	
1. Policy Statement	This policy provides SAE Institute Pty Ltd trading as SAE Creative Media Institute (SAE) with guidance to manage critical incidents both off and on campus ensuring SAE meets its duty of care in related to any events that may occur affecting SAE, staff and students.
2. Purpose	The policy alongside the related procedure ensures that each critical incident is managed effectively and compassionately. The priority of this policy and procedure is the safety and welfare of concerned parties
3. Scope	<p>This policy applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to students enrolled with, or intending to enrol with SAE irrespective of their place of residence, campus or mode of study.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration.</p>
4. Associated Policies and Procedures	<ul style="list-style-type: none"> ● Code of conduct ● Critical Incident Procedure and forms ● Higher Education Standards Framework 2015 ● National Code 2018 for international students ● Occupational Health and Safety Act and Regulations ● Wellness, Health & Safety Policy ● Student Support Policy
Associated Documents	<p>This policy should be read in conjunction with the following documentation:</p> <ul style="list-style-type: none"> ● Critical Incident Procedure and Forms ● Business Continuity Plan ● Contact Information for relevant staff on campus.
5. Policy	<p>A critical incident occurs when a person experiences or witnesses a sudden event that has the potential to harm life or wellbeing. Examples of these incidents could be an injury, death, assault or any other sudden event has the potential to adversely affect the safety or welfare of staff and students either on or off campus.</p> <p>All staff has the responsibility to report a major critical incident to Campus Manager or their representative as early as possible in order to mitigate the adverse effect on affected parties.</p> <p>SAE has procedures in place to manage critical incidents effectively and compassionately. The response to the incident will depend on severity of the incident and whether it affects one person or a group of people. Any effect on business continuity will be handled in accordance with SAE's continuity plan.</p> <p>If the critical incident is affecting a group of people a Critical Incident Management Team (CIMT) will be established either on campus if the incident affects only one location or nationally if needed. A campus CIMT is chaired by the local Campus Manager and a national</p>

	<p>CIMT will be chaired by a member from the Directorate of Academic and Student Services (DASS).</p> <p>SAE will keep appropriate records of all major critical incidents and any recommendations identified during the handling of incident will followed up on by responsible parties.</p> <p>At all times privacy is respected and any matter concerning individuals is handled in accordance with the religious and cultural beliefs of the affected person.</p>
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Administrative Information and Version Control

Date	Summary of Changes	Approved by
1 Dec 2011	Policy implemented	Prof Z Klich
7 December 2016	Policy rewritten to broaden the scope of Critical Incidents	Joseph Anthonysz, Managing Director
1 December 2017	Policy reviewed	Compliance Manager