



## Rationale



## Emergency Management

Emergency Management includes incidents classified as \_\_\_\_\_ and \_\_\_\_\_. Each DOBCEL location must have a current Emergency Management Plan (EMP) that addresses site specific



# Attachment 1: Incident Escalation Tool

## Incident Escalation Tool

The following can be used as a guide to decide whether an incident is an \_\_\_\_\_ or a \_\_\_\_\_.

Impact Areas	Impact Levels		
	Emergency	Major Incident	Critical Incident
<b>People</b>	<ul style="list-style-type: none"> <li>Injuries that require local medical treatment only</li> </ul>	<ul style="list-style-type: none"> <li>Single or multiple injuries requiring ambulance &amp; hospitalisation</li> </ul>	<ul style="list-style-type: none"> <li>Single or multiple deaths or life-threatening injuries</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>Partial site evacuation</li> <li>Partial building damage</li> </ul>	<ul style="list-style-type: none"> <li>Evacuation of the entire site</li> <li>Extensive building damage and whole site inaccessible</li> </ul>	<ul style="list-style-type: none"> <li>Site evacuation &amp; closure</li> <li>Building(s) destroyed</li> </ul>
<b>Reputation</b>	<ul style="list-style-type: none"> <li>Incident may attract negative coverage in local media only</li> </ul>	<ul style="list-style-type: none"> <li>Incident attracts negative coverage in State media</li> </ul>	<ul style="list-style-type: none"> <li>Incident that attracts negative National media attention</li> </ul>
<b>Regulatory Compliance</b>	<ul style="list-style-type: none"> <li>Non-compliance with regulations requiring internal investigation</li> </ul>	<ul style="list-style-type: none"> <li>Major breach of Regulations with external investigation &amp; notification to an Authority</li> </ul>	<ul style="list-style-type: none"> <li>Negligent action identified. Criminal charges &amp; fines expected</li> </ul>
<b>Business Disruption</b>	<ul style="list-style-type: none"> <li>1-day impact on normal operations. IT access loss for &lt;24hrs</li> </ul>	<ul style="list-style-type: none"> <li>&lt; 1-week impact on normal operations.</li> <li>IT access loss for 24 - 48hrs</li> </ul>	<ul style="list-style-type: none"> <li>&gt; 2 weeks impact on normal operations</li> <li>No IT access for 48hrs or more</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>Financial loss &lt;\$10K.</li> </ul>	<ul style="list-style-type: none"> <li>Financial loss of &gt;10K &lt; 50K</li> </ul>	<ul style="list-style-type: none"> <li>Financial loss &gt;\$50K</li> </ul>

Emergency	'Emergency' response by school or office location. No need to notify or activate the Critical Incident Management Team (CIMT)	Local response only – by school Principal or office Chief Warden and their staff
Major Incident	'Emergency' response by school Principal or office Chief Warden. However, they must 'notify' the CIMT of incident	Local response - CIMT 'notified' by the school Principal or office Chief



