

OUTER EASTERN SUBURBS REGIONAL CENTREINCIDENT CLASSIFICATION & REPORT PROCEDURECATEGORY "A" INCIDENTS

A CATEGORY "A" INCIDENT IS ONE WHICH -

Places the community at risk, i.e. large-scale escapes/abscondings or a major incident within the facility, OR

Results in death or serious injury to staff or persons supervised by CSV OR

Has safety/security implications which place staff, residents or the facility at serious risk, OR

Could result in serious charges being laid against a CSV staff member, OR

May, in the opinion of the Officer-in-Charge result in press or other media coverage.

ALL SUCH INCIDENTS ARE TO BE REPORTED ACCORDING TO THE FOLLOWING PROCEDURE:

1. An incident report form (Appendix A) is to be completed as soon as possible after the incident (and not later than completion of his/her duty) by the supervising officer who was at the scene or the Officer-in-Charge of the Facility or Program involved.
2. Any staff involved in such an incident should immediately ensure that it is reported to the Facility Manager or Executive Officer on call.
3. The Officer-in-Charge of the Facility/Program or the Executive Officer on call or the most senior officer involved in the management of the incident will contact the Regional Manager by office phone, home phone or beeper. Incident details according to the format of the incident report form will be provided as well as any other detail requested by the Regional Manager.
4. Each Category "A" incident is to be reported to the Minister, Director General, General Manager Operations, and relevant Directors in a manner appropriate to the nature of the incident and determined by the Regional Manager, or Officer nominated to act on his behalf. Reports to more Senior Officers and the Minister will normally be made by the responsible Director.
5. The initial incident report (Appendix A) will be transmitted via electronic mail or other appropriate means from the regional centre to any of the following Officers as nominated by the Regional Manager.

Minister  
 Ministerial Advisor  
 Ministers Press Liaison Officer  
 Director General  
 Deputy Director General  
 General Manager of Operations  
 Executive Director Operations

General Manager :

- Policy
- Family & Children's Services
- Community and Youth Support

Director :

- Extended Family Care
- Family Health & Support
- Child Development & Care
- Youth Support
- Community Programs

Manager Displan Unit  
Co-ordinator Institutions  
Facility Manager - Specified  
Regional Manager  
Regional Officer-in-Charge

6. More detailed reports should be completed as soon as possible after the incident and forwarded to the Regional Manager.