Critical Incident, Emergency Planning and Business Continuity Policy

Section 1 - Summary

(1) This Policy states how Victoria University will manage any critical incident, emergency planning and business continuity, whether on or off-shore, that has an impact on the Victoria University community or activities.

Section 2 - Scope

(2) The Scope of the Critical Incident, Emergency Planning and Business Continuity Policy extends to:

a. All operations in which the University has an involvement or interest in, and to provide guidance to Victoria University to planning for, managing and responding to critical incidents ensuring the University meets its duty of care obligations. This includes activities that are conducted in conjunction with other entities on behalf of the University, particularly where the University exercises a degree of control over that entity's activities, or maybe publicly associated with those activities.
b. Emergency planning to mitigate the effects of an emergency through the identification of hazards and controlling the risks that may impact VU community or activities.
c. Business Continuity planning to protect against potential and actual loss by implementing and maintaining viable interventions to maintain or recover critical services to ensure business continuity after a significant business disruption, incidents or critical incident.

Section 3 - Policy Statement

(3) Victoria University (VU) will:

a. Respond in a planned and controlled manner to potential or actual disruptive critical incidents inclusive of emergency planning and business continuity, whenever there is an impact on the VU communities or activities;
b. Assist local, state or federal agencies by making resources and facilities available for the response, relief and recovery from adverse events impacting on the wider community; and
c. Maintain a register of key contacts within local, state, federal and other agencies whether on or offshore that may have a role in assisting VU during a critical incident, or may have legislated authority over VU during such an incident.

(4) VU is committed to a culture of continuous improvement, quality assurance and ongoing process review. VU is also committed to early intervention in the management of Critical Incidents. VU's approach to Critical Incident Management incorporates the following key components:

a. Development, management, implementation and annual review of Critical Incident, Emergency Planning and Business Continuity Procedure;
b. Exercising of the Procedure(s); and

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c. Training for staff with designated responsibilities during a simulated disruption, and for general awareness of VU staff.

(5) Assessment of a critical incident must take into account both the reaction of the individual or individuals directly affected and the wide-ranging effects on members of the University community at large.

(6) Victoria University is committed to applying the Australasian Inter-Service Incident Management System (AIIMS) model across Critical Incident and Emergency Management to increase its preparedness and the effectiveness of VU's response and management of incidents, and to align it with any emergency services operations.

(7) VU values the privacy of all individuals and is committed to handling their information in a lawful and responsible manner. Where legally required VU will comply with the Information Privacy Principles (IPPs) in the Privacy and Data Protection Act 2014 or other jurisdiction, in the event of a critical incident or in a declared emergency.

Section 4 - Procedures

(8) Critical Incident, Emergency Planning and Business Continuity Procedure

(9) Pandemic Influenza Preparedness Framework

Section 5 - HESF/ASQA/ESOS Alignment

(10) HESF: Standard 2.3 Wellbeing and Safety; 6.2.1 Corporate Monitoring and Accountability; 7.3.3 Information Management.

(11) Outcome Standards for NVR Registered Training Organisations Instrument 2025: Standard 2.6 Wellbeing. Compliance Standards for NVR Registered Training Organisations and FPP Requirements 2025: Standard 20 Compliance with Laws.

(12) ESOS National Code of Practice 2018: Standard 5 Younger overseas students, 6 Overseas student support services.

Section 6 - Definitions

(13) Nil.

Status and Details

Status	Current
Effective Date	5th September 2019
Review Date	5th September 2022
Approval Authority	Vice-President, Planning and Registrar
Approval Date	4th September 2019
Expiry Date	Not Applicable
Accountable Officer	Trish Roberts Chief Financial Officer trish.roberts@vu.edu.au
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