

Critical Incident Response (CIR)

Critical incidents may occur during emergency response operations. Critical incident response plans (CIRP) are required to ensure NSW Department of Primary Industries (DPI) can respond effectively and efficiently and mitigate the adverse impact on the department, the community and personnel by planning for continuity of business.

CIRPs increase the capacity to provide an effective, coordinated emergency response. Plans are required for natural disaster and biosecurity responses, are supported by [Emergency procedures for EOCs and field sites](#), and support the [Incident Action Plan](#) (IAP).

Critical incidents

- Dangerous occurrence and serious injury/illness according to the [Incident notification fact sheet](#).
- Major occurrences that either severely threaten, disrupt or prevent ongoing operations, including incidents causing negative media attention and adverse legal consequences for the department or personnel.

Risk

1. Identify potential adverse events and pre-empt them through the implementation of effective risk treatments in the planning and operational phases.
2. General risk categories are professional and public reputation of the department; financial; safety, health and well-being; legislative and legal issues; and social, community and environmental.

Immediate response

1. Implement an immediate response that addresses safety and well-being of personnel and preservation of scenes and evidence for investigative teams.
2. Ensure appropriate records are maintained, verified and collated.
3. Responses should comply with DPI requirements:
 - [Emergency procedures for EOCs and field sites](#)
 - [Incident notification form fact sheet](#)
 - [Critical incident stress](#)

Post incident response

1. Conduct a risk management assessment to determine changes/action, with timelines, to allow resumption of effective operations using the highest level of control possible according to the 'hierarchy of control'.
2. Authority for action (termination and resumption of activities) rests with the position that has responsibility for the area of work and is stated in the plan.
3. Options available in response to a critical incident may include:

Continue operations with no significant change	increase awareness of risks or other actions but do not prohibit, suspend or restrict operations
Prohibit operations	permanently cease operations of a particular type or in a particular location
Suspend operations	temporarily cease operations of a particular type or in a particular location
Restrict operations	impose restrictions on operations of a particular type or in a particular location. Restrictions may follow suspension of operations
Resume operations	may follow suspension or restriction of a particular operation after appropriate risk assessment and the implementation of a new or amended risk treatment strategy

4. Review and communicate revised CIRP post incident.

Responsibility

Development, implementation and validation of the plan is the responsibility of the IMT, primarily Planning.

Further information

- Department of Industry – online form - Incident Notification (accessed via Intranet or App)
- [Fact sheet - FAQ Incident Notification Form](#)
- [Guide - Emergency procedures for EOCs and field sites](#)
- [Form - Incident Action Plan template](#)