



# GUYANA POLICE FORCE ACADEMY CRITICAL INCIDENT POLICY

## 1. BACKGROUND

1.1 The Guyana Police Force Academy stands as a sentinel, preparing future officers to safeguard the well-being of Guyanese communities necessitating meticulous training. In some cases, the most rigorous drills cannot fully anticipate the volatile realm of critical incidents. As such, navigating high-risk situations requires a clear-headed framework that prioritizes safety, upholds integrity, and exemplifies the highest standards of police conduct which is the essence of the Guyana Police Force Academy's Critical Incident Policy.

## 2. OBJECTIVE

2.1 The objective of this policy is to provide guidelines to manage critical, sudden, or unexpected incidents such as assault, suicide, murder, and accidents that cause harm to the body resulting in long-term trauma for students.

## 3. POLICY STATEMENT

3.1 The Guyana Police Force Academy recognizes the inherent risks and dangers faced by police officers in their vital role as protectors of the public. In anticipation of critical incidents, the Academy is committed to ensuring the safety and well-being of its students, staff, and the wider community through a Critical Incident Policy.

## 4. SCOPE

4.1 The Critical Incident Management Team (CIMT) must be contacted in the event of any critical incident so that the necessary emergency services could be provided for the victim(s).

4.2 **The types of incidents may include but are not limited to:**

- Death of a student or staff

- Outbreak of disease or major illness
- Serious injury as a result of violence or other incidents
- Damages to the facility, equipment or building

#### **4.3 Critical Incident Management Team (CIMT) in case of sickness or death:**

- Campus Nurse or Medex
- Emergency Medical Team
- Police Surgeon
- Medical Institutions

#### **4.3 Critical Incident Management Team (CIMT) in case of damages to facility or property**

- Course Coordinator
- Commandant
- Force Training Officer
- Quality Management Committee
- Risk Assessment Team
- Infrastructure and Maintenance Team
- Quality Management Team

#### **4.4 Procedures for reporting critical incident**

The procedure for reporting an incident at the Academy will vary depending on the incident. However, below are some general steps that are applicable:

##### **Immediate actions:**

1. **Ensure safety and security:** If anyone at the Academy is in immediate danger, call emergency services (e.g., Emergency Medical Team (EMT), ambulance) first. Secure the area to prevent further harm pursuant to the Laws of Guyana, Police Act, Chapter 16:01, Police Standing Order No.20, the Public Service Rules and Occupation Safety and Health (OSH) Standards.
2. **Contact designated personnel:** Inform the designated point of contact for critical incidents within the Academy. This includes the Force Training officer, the Course Coordinator, the Campus Nurse, or any other designated administrator.
3. **Provide basic information:** Briefly explain the nature of the incident, who is involved, what, when and where it occurred.

## Following up:

1. **Complete a formal report:** Depending on the severity of the incident, a representative (such as the Force Training Officer, the Course Coordinator, or the Campus Nurse) from the Academy will be required to fill out a detail written report. This could include witness statements, medical reports, and other relevant information.
2. **Cooperate with investigation:** The Academy may conduct an internal investigation to understand what happened and take appropriate action. Preparation must be made to answer questions and provide additional information as needed.

## 4.5 Mechanisms for handling critical incident

The mechanism for handling critical incidents at the Guyana Police Force Academy involves two main parts: reporting the incident and managing the response. Below is a breakdown of both:

### 4.6 Reporting the Critical Incident:

#### ❖ Who reports?

- Anyone who witnesses or becomes aware of a critical incident at the Guyana Police Force Academy must report it immediately. This includes students, staff, parents, and visitors.

#### ❖ How to report?

- The incident must be reported to the designated contact at the Academy or to the following persons in case of damages to property or facility: (1) Course Coordinator, (2) Commandant (3) Force Training Officer, (4) Quality Management Committee, (5) Risk Assessment Team, (6) Infrastructure and Maintenance Team, and (7) Quality Management Team.
- This can be done using the Academy's multiple mediums of communication such as in-person, phone, or email.

#### ❖ What to report?

- Provide clear and concise information about the incident, including:
  - Nature of the incident (e.g., violence, medical emergency, safety hazard)

- Who is involved (names, descriptions)
- Where and when it happened
- Any immediate danger or injuries
- Avoid speculation or unnecessary details

#### 4.7 Managing the Response:

##### ❖ Initial Response:

- **Secure the scene:** Ensure the safety of everyone involved and prevent further harm. Secure the area if necessary.
- **Call emergency services:** If anyone at the Academy needs immediate medical attention or there is a serious threat to safety, call emergency services immediately.
- **Activate response team:** Notify someone from the Academy's critical incident response team (CIRT). The representative from the team will lead the response and coordinate actions.

##### ❖ Information and Communication:

- **Internal communication:** Inform a representative from the Academy's Critical Incident Response Team and in some cases parents/guardians or spouse, depending on the incident.
- **External communication:** Follow the Academy's guidelines on when and how to communicate with the public or media. Avoid sharing sensitive information.

##### ❖ Investigation and Support:

- **Investigation:** The CIRT or designated personnel will investigate the incident to gather facts and determine appropriate actions.
- **Support:** Provide emotional and psychological support to those affected by the incident, including counseling services and resources.
- **Risk assessment and prevention:** Review the incident and identify any potential risks or vulnerabilities to prevent similar incidents in the future.

##### ❖ Additional Mechanisms:

- **Critical Incident Management Plan (CIMP):** The Guyana Police Force Academy will use a CIMP outlining specific procedures and roles for handling critical incidents. This plan will be readily available for all key stakeholders such as Executive Leadership Team, Force Training Officer, Training Board, Quality Management Committee, among others.

- **Training:** Continuous training and development on recognizing, handling and reporting critical incidents will be provided to all members of the Academy's Critical Incident Response Team (CIRT).

## **5. COMPLIANCE AND ENFORCEMENT**

**5.1** The Force Training Officer, Commandants, Quality Management Committee, and Instructors will ensure strict compliance of this policy in accordance with the Police Standing Orders, Laws of Guyana, local and international accreditation standards, and best practices.

## **6. REPORTING AND COMMUNICATION**

**6.1** The Force Training Officer will report to the Quality Management Committee, Training Board, and the Executive Leadership Team.

## **7. EFFECTIVE DATE**

**7.1** This policy came into effect on October 10, 2023.

## **8. REVIEW PERIOD**

**8.1** A review of this policy will be conducted annually. The review will be conducted by the Training Board. The results of the review will be shared with the relevant stakeholders and necessary changes to the policy will be implemented based on the review.

## **9. REVISION DATE**

**9.1** Revised on February 2024.

## **10.0 APPROVAL OF POLICY**

**10.1** This policy was approved by the Guyana Police Force Executive Leadership Team and the Guyana Police Force Academy Training Board.