Specific Incident Procedures

Security Breach/Hold-up

- Stay as calm as possible.
- If possible lock all doors and windows, or retreat to an area that can be locked.
- Keep yourself and children away from windows and doors.
- As soon as possible alert and/or call for assistance by ringing the school office (ext 10) or the police (000).
- Where possible ensure the immediate safety and protection of the students, other staff and yourself.
- Speak calmly to the aggressor and obey their instructions. Only do what you are told – nothing more or less.
- Do not volunteer any information.
- Hand over any items that the aggressor requests – your safety, and the safety of the children and other staff are more important.
- Do not struggle or resist the aggressor.
- Carefully observe as much as possible – note the offender’s speech, mannerisms, clothing, scars and vehicle details. Retain a mental picture of the offender without being influenced by other people’s impressions.
- Do not interfere with any part of the premises where an offender has walked, touched, or any articles left behind.
- As soon as possible after the incident, contact the police, if this hasn’t already been done, and the Catholic Education Office.

Money Handling

- Whilst on the school premises, staff are to ensure that all money is kept in a secure lockable place, eg. staff locker preferably or locked cupboard or drawer.
- Counting of money should occur out of the public view.
- Money should be banked using the armed security company contracted by the school.

Suspect Mail

- The threat of deliberate use of chemical, biological and radiological material is extremely low. However these types of materials have been known to sometimes be sent through the mail and their effects are potentially life threatening. The following features may indicate there is reason for concern about a particular piece of mail or package.
  - It is unexpected
  - Excessive postage has been paid
  - The weight is unexpectedly high
  - There are holes in it that could have been made by wires
  - There are grease or stain marks on the package
  - Contains stiffening material such as cardboard or metal
  - It is foreign mail, air mail or a special delivery item
  - It contains restrictive markings such as “confidential” or “personal”
  - It contains a hand written or poorly typed address
  - The address contains incorrect titles
  - There are excessive securing materials, eg. tape and/or string
  - There is an unusual odour
  - The package has visual distractions such as large stickers or messages, eg. “fragile”, “handle with care”, “urgent”, etc.
- While individually some of these features would not indicate a suspicious package, the presence of more than one of them could indicate the item is suspect.
Any item of mail or package that you are concerned about should be left unopened and/or undelivered, and you should contact the principal. After consultation with the principal it may be appropriate to contact the police. If the principal is unavailable contact the police direct. You should err on the side of caution.

If the suspect item is opened or partially opened, all material associated with it should be retained and/or isolated.

If you believe you have been exposed please advise the principal and adhere to the following directions.

For all exposures

Chemical Agent Exposures

- Remain calm and try to keep children and others calm.
- Don’t touch, eat, taste or smell the substance.
- Keep upwind if outside.
- Try to isolate the scene, preventing exposure to yourself and other unprotected persons.
- Hold your breath and move yourself and others away from the site as quickly as possible.
- Cover your face with a handkerchief or cloth, and have others do the same.
- If you think you or others may have droplets of chemical on clothing or skin, immediately remove the outer clothing and wash exposed skin with cold water.
- Notify the school office or principal and have them call 000 to advise the Fire Brigade and Ambulance as required. Provide suitable directions and location of the package and any exposed persons.

Radioactive material exposure & biological agent exposure

- Reduce exposure time to a minimum, both for yourself and any other exposed persons.
- Keep yourself and any other exposed people away from the source – the further away the better.
- Cover the package if possible with heavy or thick material to shield you and others.
- Cover your hands if possible, eg. place them in your pockets. Do not put them in or near your mouth. Have others do the same.
- Hold your breath and have others do the same, and move yourself and any other exposed people as far away from the area as possible.
- Isolate the area (close doors) and keep other people away.
- Ensure the air-conditioning is turned off.

Bomb Threat

- If the threat is made by phone, allow the caller to finish without interruption, and record as much as possible of what the person says.
- Notify the principal or school office immediately.
- If time permits complete the Bomb threat checklist.
- Follow emergency procedures plan and evacuate the school.