



IIB Critical Incident & Campus Safety Guide for Teachers

A critical incident is a tragic or traumatic event affecting a student or staff member which is likely to cause unusually strong emotional reactions in the school community, e.g., death, suicide, serious injury, fire, explosion etc.

If a critical incident occurs, you should:

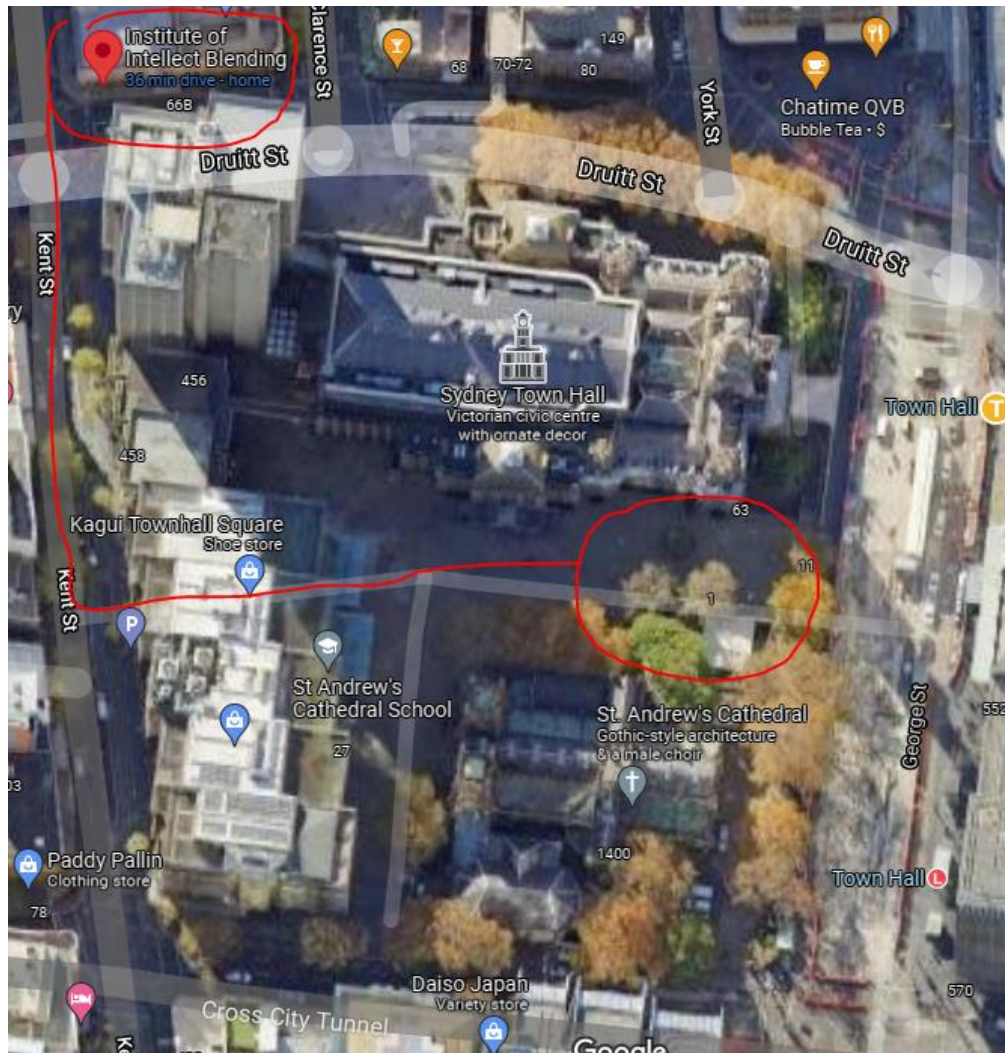
- Assess the situation and consider risks to yourself and students.
- If applicable notify the appropriate emergency personnel by phoning 000.
- Provided there is no threat to personal safety in doing so you should take steps to minimize further injury.
- Immediately notify the most senior staff member available:
 - PEO/Director
 - Campus Manager
 - Student Services Manager
 - Academic Manager VET
 - Academic Manager ELICOS

Emergency evacuation: preparing your class to evacuate

In some situations, you may be required to evacuate. All IIB staff members, students and visitors are required to respond to emergency alarms and follow instructions.

Teaching staff in charge of classes are required to help facilitate a safe and efficient response to emergency situations. Familiarize yourself with the standard emergency response procedures and the emergency exits, safe exit paths and assembly areas for various teaching spaces. In the event of alarm activation:

1. Remain calm.
2. Check for any sign of immediate danger.
3. Ask the students to pack up their personal belongings and prepare to evacuate:
 - When you hear the **long beeping sound**: students to get their bags ready and prepare to evacuate
 - When you hear the **short beeping sound or human voice**: evacuate immediately
4. Close the door behind you once room is empty.
5. Check that the fire exits are clear and free of danger.
6. Direct students to use fire stairs in a single file to find your way out of the building (DO NOT USE THE LIFTS).
7. Direct students where to assemble, to stay off the road and make sure all your students are with you: (Assembly area: see the map below)



8. Report any problems to the floor warden or chief warden (ground floor):

Chief Warden	TBA
Deputy Warden	TBA
Floor Wardens	TBA

9. Do not go back inside the building until the chief warden or emergency services gives all clear. Fire stairs will be opened by Student Services to avoid crowding at lifts.

Emergency lockdown

You will be notified of an emergency lockdown by emergency services via building announcements or other mechanisms. These procedures are implemented to ensure building occupants are protected from external threats, e.g., severe storms or civil disturbance.



1. Remain calm.
2. Stay inside the building.
3. Follow instructions from floor wardens, chief/deputy warden and emergency services officers.

Medical emergencies

If a person is **seriously** ill or injured don't hesitate to call triple zero (**000**) and ask for an ambulance.

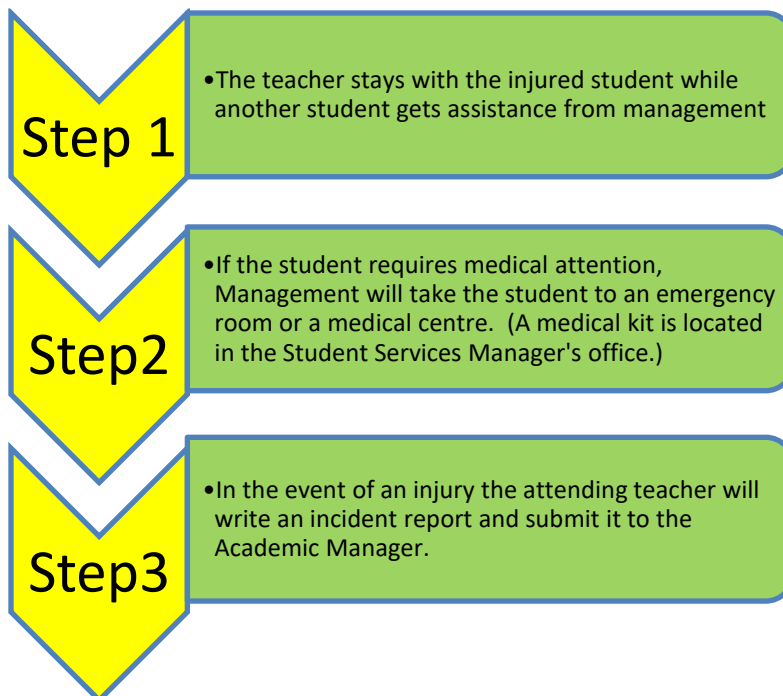
1. Call triple zero (**000**) and ask for an ambulance.
2. Contact the closest first aider:

First Aid Officer
Benita Gemma Malaluan
Anthony Zheng

If a person is ill or injured, but does not need emergency services:

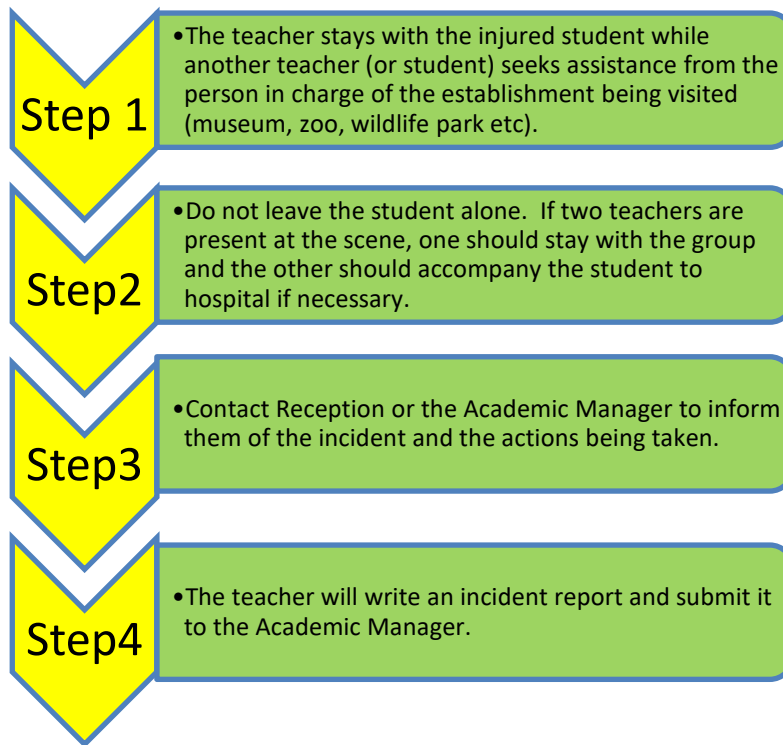
1. Bring them to the Student Services on Level 2.
2. Contact the closest first aider (see table above).

A MEDICAL EMERGENCY ON CAMPUS





A MEDICAL EMERGENCY OFF CAMPUS



Organizing excursions:

- If it is an all-class excursion, try to organize excursions in a joint class. In case of an accident, one teacher can be with the injured student and the other teacher stays with the group.
- If students want to stay at school to study, it is then better to organize an excursion with 2 other classes. (1 teacher stays onsite to teach, 2 teachers go on excursion).
- The teacher: student ratio should be no more than 1:18
- Always carry the first aid kit with you together with the 'Critical Incident' guide for teachers.

Teachers' liability:

- If teachers undertake an excursion without ensuring the college's policy is followed (see the Excursion Procedures in the Teacher's handbook), they could be individually liable in the event of an accident. They will not be afforded the college's protection under the principle of Vicarious Liability. (Employers are vicariously liable, under the respondent superior doctrine, for negligent acts or omissions by their employees in the course of employment).
- Regarding attending a casualty, the teachers will be protected by the Civil Liability Act (2002) under the Good Samaritan section of the act. 'A Good Samaritan does not incur any personal civil liability in respect of any act or omission done or made by them in an emergency when assisting a person who is apparently injured or at risk of being injured'.



Student insurance:

- All students coming to Australia on a student visa have compulsory insurance for the time they are in Australia. Most of them will have received their card in the first week they are at school. If the student is in doubt, ring Student Services on 02 8072 7651 and Student Services will find out the coverage the student has. It is most likely that students, whether covered or not, will have to pay upfront for their medical expenses then get their money back from their insurance after putting a claim through.

Personal threats

If you feel threatened or afraid:

1. Go to a busy area.
2. Attract the attention of other people in the area.
3. Call Student Services team on **02 8072 7651** or Academic Management.
4. Call **000** if suitably serious and/or Student Services number isn't answered.

If you see any suspicious behavior:

1. Politely challenge strangers by asking: 'Can I help you?'
2. Attract the attention of other people in the area.
3. Ask the person to leave the campus immediately.
4. Report any suspicious behavior to Student Services team on **02 8072 7651** or Academic Management.
5. Call **000** if suitably serious and/or management team number isn't answered.

If you see an aggressive or potentially violent person:

1. Try to remain calm.
2. Alert someone nearby.
3. Report to Student Services team on **02 8072 7651** or Academic Management.
4. Be assertive, but polite.
5. Attempt to de-escalate the situation.
6. Call Police (**000**), only if safe to do so.

If you witness an aggressive confrontation on campus:

1. Try to remain calm.
2. Cooperate with the intruder/s.
3. Observe as much as possible, but don't stare.
4. Call Student Services team on **02 8072 7651** or Police (**000**), when safe to do so.



Do not challenge anyone acting aggressively and avoid situations where you may be isolated from assistance. If someone responds aggressively to the standard challenge, withdraw from the situation and Student Services team on **02 8072 7651**, or Police **(000)**.

Active shooter/armed attacker

In the event of a threat or attack with a weapon:

1. **RUN (escape)**. Leave the immediate area, if safe to do so.
2. **HIDE**. If it is not safe to leave, hide and silence your phone and other devices.
3. **FIGHT (act)**. If you need to hide, constantly re-assess your options to escape or hide in a better location and prepare to defend yourself as a last resort.

When safe, call and tell the police of your situation by dialing Triple Zero **(000)**.

For more detailed information refer to the [Australia-New Zealand Counter-Terrorism Committee - Active Armed Offender Guidelines for Crowded Places](#).

Please also refer to [IIB Critical Incident Policy and Procedures](#) on SharePoint.