### Critical Incident Policy Relating to International Students at DHSVAD

The School's Critical Incident Policy incorporates the Department's Policy, Procedures and Emergency Management Guidelines and applies to all students. In the case of international students enrolled at the school, the following also applies:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Action</th>
<th>Contact Numbers</th>
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</table>
| Any emergency involving international students, including:  
  - Severe verbal or psychological aggression  
  - Death, serious injury or any threat of these  
  - Natural disaster  
  - Issues such as domestic violence, sexual assault, drug or alcohol abuse |  
  - For students under 18 years, contact family in the student's home country and carer in Australia  
  - For students 18 years and older contact the student's family in their home country and the carer [if they have one] and emergency contact  
  - Notify DE International of the emergency and actions taken by the school  
  - Record on the student's file all actions, interviews and conversations  |  
  - Student Adviser at DE International: 9283 6975  
  - Elvia Cacciotti: 8293 6965 |

| Missing students:  
  - Students who cannot be located or contacted and have been absent for five [5] consecutive days |  
  - Contact the student’s carer or emergency contact  
  - Follow up with other students and friends to locate the student  
  - Contact parents overseas  
  - Report student as a missing person to police and obtain an Event Number.  
  - Notify DE International of the missing student and actions taken by the school; DE International will notify the Department of Immigration and Border Protection as required |  
  - Student Adviser at DE International 8293 6975  
  - Elvia Cacciotti: 8293 6965  
  - Local Area Police |

NB: Any reports of emergencies/critical incidents should be copied for information or action as necessary to Elizabeth Webber (Rel Directr), Chief Education Officer, DE International, in addition to regular Departmental reporting requirements.