**School alert notification**

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| **Date of incident:** | Incident date | **Status** (New or updated)**:** | Update |
| **School:** |  | **Region:** | Select region |
| **School contact:** |  | **Regional contact:** |  |
| **Telephone:** |  | **Telephone:** |  |
| **State Electorate:** |  |  |  |

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| **Incident Category (choose one category only):** |
| Abduction or attempted abduction | [ ]  | Natural disaster | [ ]  |
| Armed threat | [ ]  | School facilities | [ ]  |
| Bomb threat | [ ]  | Student behaviour | [ ]  |
| Fatality/Death | [ ]  | Threat to personal safety | [ ]  |
| Medical emergency/hospital admission | [ ]  | Transport | [ ]  |
| Missing student | [ ]  | Other | [ ]  |

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| **Summary (including actions taken):** |
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| **Incident resulted in:**  | **Incident involved/affected:** |
| Lockdown\* | [ ]  | International student | [ ]  |
| Evacuation\* | [ ]  | Student in out-of-home care | [ ]  |
| Media involvement | [ ]  | Outside School Hours Care program  | [ ]  |
| Social media involvement | [ ]  | Pre-prep/Remote Kindergarten program | [ ]  |
| Emergency services involvement | [ ]  |  |  |

*\*Lockdown and evacuation incidents are mandatory notifications*

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| **Updates:***To be completed only if updating previous information* | **Date of update:** | Enter date |
| *
*
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*Note: copy and paste table if multiple updates required*

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| **Approved:** | Yes |[ ]  No |[ ]  **Approval date:** | Enter date |
| **Name:** |  | **Position:** | Please make a selection |