**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 |
|  | | |

*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 |