



INTERNATIONAL STUDENT HANDBOOK 2018



The Queensland Department of Education & Training trading as Education Queensland International (EQI)
CRISCOS Provider Code: 00608A



Earnshaw State College

We hope you enjoy your time at our College. I'm sure you are feeling excited and nervous. Our college is filled with friends you soon will meet.

We encourage you to enjoy the experience of living and learning in a Queensland school. You may find the first few days overwhelming, tiring, confusing and different but there will be excitement as well amongst all these experiences. There are many people including staff and students who are willing to help make your transition a smooth one.

The aims of the orientation program are to:

- ✚ Facilitate a successful adjustment to living and studying in Queensland.
- ✚ Provide information and skills to become an independent resident and learner in Queensland and more particularly Earnshaw State College.

This booklet is intended to provide a guide so that you are familiar with the expectations of being a student at Earnshaw and the procedures and expectations of the Queensland education system. It will also serve to orientate you to the local area.

Your orientation will be an on-going process with the focus initially being on school routine and expectations. Your orientation will move as slowly as you need it to.

We look forward to working with you and getting to know you. Very soon you will feel part of the Earnshaw Community

Jacqui & Eva

We are your key staff that you will see every day.
We are here to help you every step of the way

Jacqui Smith

Director of International Studies

email: jsmit953@eq.edu.au

If you have any questions or any problems with the College
or your course please come and find me!

Located in the **Resource Centre**



Eva Petrovic

Coordinator of International Studies

email: epetr@eq.edu.au

Please come and see me with any questions or concerns
about where you are living.

Located in the **Senior Administration Office**



Earnshaw Wellbeing Team



Hi, I'm Samantha the Youth Support Coordinator. I'm here every Tuesday and Wednesday in P5. I can help if you're experiencing difficulties with school or at home.

Hi, I'm Liz the School Nurse. I'm here every Wednesday in P5. If you'd like to have a private chat about anything that's affecting your health and wellbeing—stress, relationships, mental health etc. feel free to make an appointment.

Hi, I'm Sue the Guidance Officer. I'm here every day in P8. I work with students from Prep to Year 12. I'm here to help you with careers, counselling and personal support around issues such as relationships (friends and family), grief, or other difficulties. I can also help with special consideration and learning difficulties.

Hi, I'm Hannah the School Chaplain. You can see me on Mondays through to Thursdays in P5. My job is to look after students who may need emotional or spiritual guidance, or are having some stress in their lives. I work across the school from Prep to Year 12.

Please make an appointment at the main school office to see any of the Wellbeing team or come past the Wellbeing Hub. You can also contact us via email (details on the College's web site). The Wellbeing Hub is located at the bottom of F Block, directly across from the Resource centre.

DILIGENCE INTEGRITY COURAGE EMPATHY

INTERNATIONAL STUDENT ORIENTATION PROGRAM**DAY 1** *Wear black school shoes and plain white socks*

Please bring:

1. Passport
2. Travel information – return ticket
3. VISA Conditions
4. Complaints & Appeals
5. Credit Card
6. This Orientation Handbook
7. Pen and writing pad

8:30	Arrive and meet at Front Office
9:00 – 9:28	Uniform Shop/College Tour with Eva
9:28 - 9:38	Orientation – meet buddy
9:38 – 10:36	Timetable Organisation/ Expectations/ Student diary
10:36– 11:06	Lunch break
11:06 – 12:04	Orientation/Timetabling
12:04 – 12:14	Refresh with buddy
12:14 – 1:12	Integration with buddy
1:12 – 1:42	Lunch with buddy
1:42 – 2:40	Orientation - shadowing buddy

DAY 2 *Wear school uniform*

8:30	Arrive and meet at Front Office
8:45 - 9:38	Orientation – questions from Day 1
9:38 - 9:53	Timetable – Orientation & use of planner Organisation tour of classrooms and teachers with Eva.
9:53 – 11:10	Travel to Nudgee Beach with Eva
11:10 – 12:39	Mangrove Boardwalk & Lunch – Fish & Chips with Buddy and 2 peers.
12:39 – 1:32	Return to College
1:32 – 1:47	Refresh with Buddy
1:47 - 2:40	Classroom integration with Buddy

DAY 3 *Wear school uniform*

8.15	Arrive and meet at Front Office
8.30 – 8.45	Introduced to form teacher – with buddy support
8.45 -	Lesson 1 - Student starts as a student at Earnshaw State College

Please note – all students are to stay in elected subjects for the first two weeks before organising any changes.

Students will be timetabled one ESL lesson each Tuesday. This lesson will include further orientation as well as help with student learning.

Tutoring in English and Maths is available each Wednesday and Friday – 2nd lunch (at 12.09)

After school homework club with our EALD specialist

Leisa Atley Tuesday 2:40 – 4:00.

EACH DAY AT EARNSHAW

Check timetable - Use your planner

- ✓ Know where you are to be – which rooms
- ✓ What day is Year level assembly?
- ✓ Where is Year level assembly?
- ✓ Who is your Year level coordinator?
- ✓ What books, equipment do I need to bring for each lesson?not sure, come and see Jacqui Smith

Questions / concerns - Don't forget you can use the Collaboration space on your one note classroom

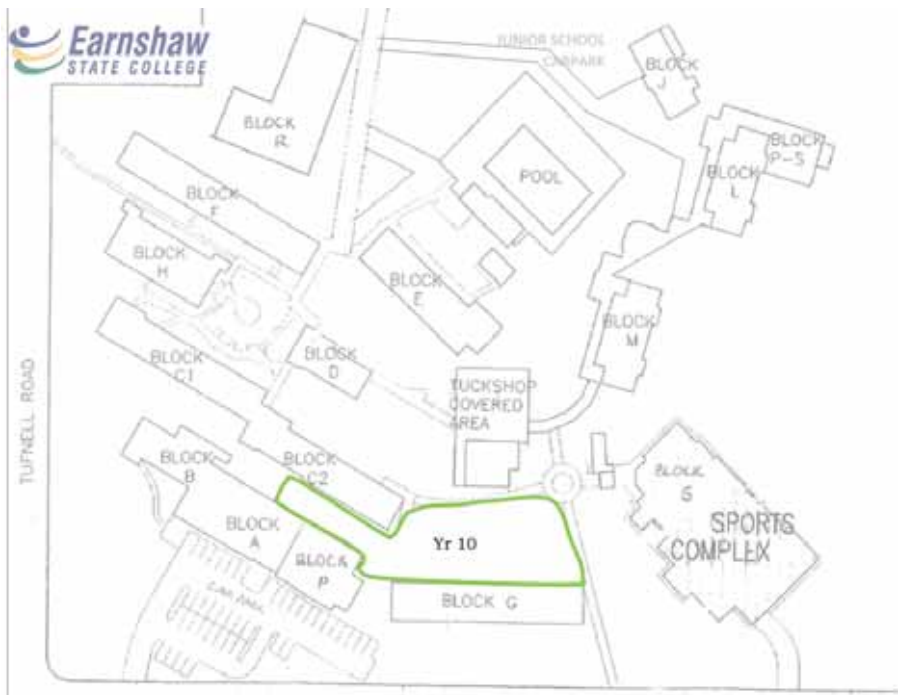
In the Collaboration space, I would like you to

- ✓ Put in a photo of yourself
- ✓ Write 2 sentences to introduce yourself and where you are from
- ✓ List your interests
- ✓ Write down 3 reasons you came to Australia
- ✓ Set 2 goals for yourself in your time here

SOME THINGS TO REMEMBER EVERY DAY.....

- ✓ Dress Code – Make sure you have a copy of the dress code (available from the office).
- ✓ Responsible Behaviour Plan – Ask for a copy
- ✓ BYOD – Bring your own device

Where am I?



Services around Me

BANKING / PRIVATE HEALTH COVER / TRANSPORT / PHONES **It is important that you understand the information that follows.**

If you have any concerns/questions please ask.

(To answer the highlighted questions, you may need to learn to use a search engine on the internet – **Ms Smith will help you here**)

TOPIC	GUIDELINES
BANKING	<ul style="list-style-type: none"> • To open an Australian bank account you will need to present your passport and possibly some other identification. • All banks and Building Societies have telephone banking, internet banking, Automatic Teller Machines (ATM) and branch access. • Once your account is opened you will receive in the mail a card and PIN (Personal identification Number) which should not be disclosed to anyone. • For your parents to transfer funds into your account you will need to provide them with the local branch identification, bank contact details and swift code. • Bank Hours • Monday to Thursday 9:30 am to 4 pm • Friday 9:30 am to 5 pm • Saturday and Saturday Closed • Closest Banks – Toombul Shopping Centre • Catch a train to Toombul Station (Cleveland line) • Visa, Master Card, American Express and Diners cards are widely accepted in Australia. • Avoid carrying large sums of money at school. • Post Offices are also agents for various banks and Building Societies.

<p>Private Health Cover</p>	<ul style="list-style-type: none"> • An Allianz health card will be issued to you within 3 weeks of your arrival in Australia. • This must be kept current and paid in full for length of stay otherwise in breach of visa requirements. • This card helps cover some of the cost of medical treatment while you are in Australia. • If you need to visit a medical practitioner ask your homestay family to help you make the arrangements. • Remember that when you are away from school due to illness you will need to provide a medical certificate on your return or within 5 days at the latest. • You will also need to get your Homestay family to ring Mrs Barnett if you are going to be away. • When you go to the doctor or health provider (eg: dentist) you will need to pay for the service and obtain a receipt in order to obtain reimbursement. • To obtain reimbursement complete Claim Form and attach receipt. You then visit a Medibank private claims office or post the claim form to the office. • There is a Medibank Private office at the Sunshine Plaza. • You will be reimbursed for part of the medical or health service cost on the spot or mailed to you if posted. • If you require medication the doctor will supply you with a prescription • All medication you may need must be taken to the front office desk with details from your doctor. To make this easier, you need to show Ms Smith the tablets and notes from the doctor when you have them. • Please note that Education Queensland Schools are not authorised to administer any headache, pain or other type of medication without a Doctor's prescription.
<p>TRANSPORT</p>	<ul style="list-style-type: none"> • Your homestay family will be able to provide you with directions to the nearest bus stop and train station. • They can also advise you about the best transport routes for travel to and from school, the city and local shops. • cover the city's public transport needs with daily services across the region. • Timetables and route details are available from the internet • http://jp.translink.com.au/travel-information/network-information/timetables • Depending on where you live, transport can cost you up to \$20 per week • Black and White Taxis 131 008

PHONES	<ul style="list-style-type: none">• Mobile phones may be brought to school but must be turned off during class time• Please keep your mobile phone on you at all times to prevent loss.• You can buy mobile phones in Australia through a contract plan (you pay for the phone and line rental over a period of time, without bulk payment up front) or you can pay for the hardware up front and buy pre-paid call card as you need them.• Please note that there are certain public places where it is not acceptable to use a mobile phone, eg movie theatres, schools, libraries, public
Post office	<ul style="list-style-type: none">• There are many Post offices located around the local area – Taigum or Toombul• They are open Monday to Friday 9 am to 5:30 pm and Saturday 9am to 12:30 pm

STAYING WITH AN AUSTRALIAN FAMILY

HOMESTAY



Your homestay is very important to your success and happiness in Australia. Please make a huge effort to make friends with them as this will provide you with many things in return to make your life easier. Whatever the makeup of your host family, each one has decided to welcome an international student into their home, so feel welcome and enjoy your time with them.

Your homestay family will provide you with a room of your own, a place to put your belongings, and a place to study. You will be given three meals a day and have access to the laundry and the main living areas in the house. You will also be given the opportunity to learn about Australian culture within a caring family environment.

Talking to the family

It is normal to feel nervous when you first meet your homestay family. You will begin to feel happier when you get to know the family better. Talking to your homestay family about any worries or questions you have when you first arrive will help you adjust to living in a new country.

If you do not speak English well, you can still communicate. Write down what you want to say if your written English is better than your spoken English. Draw a picture of what you want to say or find someone or some way else to translate.

If you spend most of the time in your room with the door closed, the homestay family may think you do not like them. Spend some time each day with the family talking, watching television, or helping the family with household tasks. Tell your homestay about your culture and find out about theirs.

Make the most of your homestay experience

Staying in homestay gives you an excellent opportunity to:

- ✓ Learn about Australian culture
- ✓ Make friends with Australians
- ✓ Improve your English language skills
- ✓ Share information about your culture
- ✓ Adjust to a new country while living in a safe and caring environment

Tips and Hints

Advice for students:

- Be open-minded
- It's not wrong, just different
- If things go wrong, don't panic – stay calm!
- Create your own opportunities – be enthusiastic, committed and motivated
- care courtesy commitment challenge cooperation
- Watch what is going on around you
- Communication is the key to a successful stay – talk over your problems immediately
- The more interest you show the more people will try to help you
- If homesick, get busy and more involved

- Accept cultural differences, don't resent them
- Be prepared to try new things
- Make the most of every day – don't think of the things you miss about home, think about what you will gain by being here
- Be patient, things won't be perfect from the start – you have to work at it
- Always remember why you came to Australia and what you hope to achieve during your stay. It will give you more motivation when times are tough.

Coming to stay with an Australian family can be a great experience for both you and the homestay family, but although people are the same in most ways in all countries, you may find that your host family may do some things differently from what you are used to in your country. It may take a little time for you and your host family to get used to each other and for you to feel at home.

Here are some ideas on how to make sure that you have a good relationship with your host family:

- Offer to help with household chores. Ask for a specific job that you can do to help and do it.
- Keep your room tidy.
- Don't leave clothing and towels on the floor of the bathroom.
- Let your homestay family know where you are **AT ALL TIMES**. Your host family is responsible for you while you are here, so you must tell them where you are going, give a contact number so they can reach you, and tell them when you will be home. If you are going to be late for a meal let them know.
- Ask before inviting friends over. Most homestay families will be happy for you to have friends over to visit or stay but you must always ask first and obey the rules they set.
- No smoking or alcohol.
- Offer to pay for yourself when you go to a restaurant or on an expensive outing
- Your host family will pay for most of your meals but if they take you out to an expensive restaurant or to a theme park for example, offer to pay for yourself. They may wish to pay for you, but it is important that you offer to pay.
- **Remember: If you have any problems or questions, or concerns talk to Eva your homestay coordinator.**
- care courtesy commitment challenge cooperation

Helpful things to ask your host family

- ✓ What would you like me to call you?
- ✓ What do you expect me to do daily?
- ✓ Where do I put my dirty washing?
- ✓ Can I use the washing machine or iron at any time?
- ✓ What are the best times to use the bathroom?
- ✓ Can I help myself to food and drink at any time?
- ✓ Is there a special getting up time on weekends?
- ✓ Is there a bedtime?
- ✓ Can I invite friends around?
- ✓ What are the general procedures in the household? How do I use any appliances eg shower, television?
- ✓ Please let me know if there is something I am doing that is not acceptable.

ORIENTATION CHECKLIST

The following topics need to be covered as part of the orientation process; they do not necessarily follow the chronological order as listed below.

1. Enrolment Forms and Personal details form
2. Visa Conditions
3. Complaints & Appeals
4. Subject Selection (Guidance Officer – Ms Atkinson and Head of School – Mr Tweney.)
5. School tour
6. School information – day and week structure, student diaries, school calendar, emergency contact card, ISP team
7. English Language Assessment
8. Photos for newsletter & website
9. ID photos, textbooks, uniforms, timetables
10. Tutorial times (maths, science, ESL)
11. Internet/email accounts
12. Banking/ phone cards/ medical insurance/prescriptions/ go cards
13. Map of local area
14. Assessment policy/assessment schedule
15. Academic performance
16. ESL , assignment and exam support (proformas/booking sheets)
17. Cultural differences/living with an Australian family
18. Making the most of your experience
19. Drinking/drugs
20. Driving in Australia
21. Qld Education System (study option after year 12)
22. Fire drill procedure/ lock down procedure

What do I need to do ? – **or I may have to leave Australia**

THESE ARE YOUR VISA CONDITIONS

<https://www.border.gov.au/Trav/Visa>

ATTENDANCE

- ✓ Come to school every day. (I must have more than 80% attendance)- If I am sick I need to ring the office or my Homestay family will – **36217333**

COURSE PROGRESS

- ✓ Pass my subjects
- ✓ Be on track and finish my course in the time negotiated.

BEHAVIOUR

- ✓ Follow Earnshaw 's Responsible Behaviour Plan for Students
- ✓ You must adhere to the dress code

- ✚ Talk with Jacqui or Eva if I have any problems at all

What if I want to travel ?

Travel and Activities Form

This form is to be used by international students participating in the EQI homestay program who are seeking approval for non-routine, non-curriculum travel and activities, as specified in the EQI enrolment agreement.

***REFER TO THE TRAVEL TAB ON OUR WEBSITE –
or go to your OneNote class notebook***

What happens when things go wrong?

How to resolve an issue:

- 1st step – See Eva Petrovic if you have issues with your homestay, living arrangements or welfare.

See Jacqui Smith if you have issues with Earnshaw or your course of study.

- 2nd step – See the College Principal if you feel like your issue still isn't resolved.
- 3rd step – If you think the College can't resolve your issue please contact the Operations Manager.
Email – EQInternational@det.qld.gov.au- in the subject line state – 'Complaint International Student'.

EMERGENCY NUMBERS

In an emergency situation dial

000 - Police, Fire, Ambulance

Earnshaw EQI mobile: 0459898872

Earnshaw State College phone: 36217333

Director of International email:

jsmit953@eq.edu.au

EMERGENCY SITUATIONS

EMERGENCY EVACUATION PROCEDURE

In the event of an emergency:

All people will:

- Assist anyone in immediate danger, if safe to do so;
- Raise the alarm – teachers notify the Administration office on extension 320 (information re room block);
- Administration Officer will telephone fire brigade, ambulance, police and identify the entrance – Earnshaw Road, Tufnell Road, Victor Street;
- Principal or delegate will sound the alarm;
- Evacuate via the designated route to the Oval (or other place that may change from time to time with building work);
- Stay in designated area until the all clear is signalled the College Principal.

Principal or Delegate will:

- Oversee the evacuation;
- Proceed to the Oval with 3G laptop;
- Go to the oval and remain there until reports are received through the WHSO that all people are accounted for;
- Advise fire appliance operator (s) and/or emergency services that all people are accounted for;
- Give the “all clear” signal when advised that all are safe; and
- Arrange for at least one emergency evacuation/lock down per term.

Deputy Principal

- Understudy Principal’s role in emergency evacuation;
- Replace the Administration Officer if one is absent.

The WHSO will:

- Isolate the electricity at mains in the Secondary School;
- Move to the Oval;
- Remain there until reports are received that all people are accounted for; and
- Report all safe to the Principal or delegate.

The HOS’s will:

- Collect the staff list for each sub-school, and a loud hailer and proceed to designated area;
- Receive report from class teachers that all are accounted for, as follows:
 - Junior school – HOS Junior;
 - Secondary school – HOS Secondary; and
 - Non-teaching staff – College Business Services Manager.
- Check to see all teachers in sub schools are accounted for;
- Check on missing students and report same to WHSO; and
- Report all safe to the WHSO.

The Business Services Managers will:

- Ensure the Administration Block and Performance Block including B block is evacuated; and
- Close (if possible) all windows and doors (Do not lock).

An Administration officer from each School, will:

- Phone the fire brigade or relevant response group;
- Check the health and services room;
- One officer from each area – Collect rolls, late book, sick book, visitors book and early departure book;
- Evacuate all persons in the Administration Blocks to the oval;
- One officer from Admin – take laptop with 3G or wireless connectivity; and
- Carry a first aid kit and ensure all student medication and EpiPens are taken to the Oval.

The Fire Wardens will:

- Check the designated blocks and toilets;
- If all clear, move to oval via safety exit route;
- Inform the WHSO that the block has been exited and cleared; and
- Escort any persons left in the building to safety.

Nominated Fire Wardens are:

- A & B Blocks (Admin Block) – BSM/Deputy Principal;
- G Block & Toilets – HOD (HOD Innovations)/HOSES;
- C Block – HOD English & Humanities/Teacher;
- D Block – Classroom teacher / Classroom teacher;
- H Block – HOD Maths, Science & HPE /Science Operations Officer;
- E Block – INTAD teacher/INTAD teacher;
- Pool/shed Area – Pool Operator/teacher on duty;
- F Block –Guidance Officer/ Teacher (N Keast);
- S Block (Sports Hall) – HPE rep/HPE rep;
- R Block (Resource Centre) – Librarian/Teacher Aide;
- J Block (Junior School) – Administrative Assistant/Administrative Assistant;
- Prep area – Year Level Coordinator/ Teacher Aide;
- L Block (Junior School) – HOS Junior School/P-3 Coordinator;
- M Block (Junior School) – HOD Junior School/4-6 Coordinator.
- Tuck Shop – Convenor/Delegate.

The Facilities Officer will:

- Isolate the electricity at mains in the Junior School;
- Ensure access gates are unlocked and meet the emergency vehicles;
- Assist in search for missing student/s if necessary; and
- Proceed to oval evacuation area.

If an emergency occurs outside school hours:

- Officer will telephone fire brigade, ambulance, police and identify the entrance – Earnshaw Road, Tufnell Road, Victor Street; and
- Officer will also immediately contact the College Principal.

The Cleaners will:

If an emergency occurs outside school hours:

- Contact emergency service on 000; then
- Notify the BSM 0421630606 who notify the College Principal;
- Evacuate as per specified evacuation route and ensure doors and windows are closed upon exiting; and
- Raise the alarm with other cleaners then evacuate the buildings.

Teachers and Nonteaching Staff will:**Proactive measures:**

- Notify the main College Office immediately in the event of any emergency;
- Talk to the students about safety. (May get Fire Officers to come and talk to students.)
- Explain the evacuation/lockdown procedures to the students and practice the exit procedures at least once;
- Check out alternative route if one exit should be blocked;
- Show students where the class lines up on the oval when the evacuation occurs;
- Assist a disabled student in the event of an emergency;
- Rolls must be updated when a student arrives late or leaves early;
- Instruct students should a fire occur during a school lunch or recess break to move to their safety area by the nearest safe route and wait quietly for their form teacher;
- Teachers on spares are to assist in an evacuation; and
- Teachers on spares are to assist any supply teachers in the College at the time of occurrence of an emergency.
- Nonteaching staff are to assist with the moving of students then report present to the Business Services Manager.

Reactive Measures:

- Be sure to account for students who have left your class for whatever reason. All students who were present in your class must be counted in your tally;
- Ensure the windows and doors are closed and that there are no children or adults left in the room;
- Ensure students do not delay to collect books or other personal belongings;
- Ensure students do not walk under any walkway roofs. All movements to be as far from buildings as possible;
- Evacuate students via the specified route if safe.
- Ensure students line up in designated place in FORM classes. Teachers are to attend their form class and mark rolls (available from Administrative officer);
- Direct students to the nearest safe route if they are on duty during a fire in the breaks; and
- Notify the HOS/WHOS if any students are missing – Name, Age, location last seen.

Remember that a teacher's first responsibility is the safety of the students in his/her care. NO ATTEMPT should be made to fight a fire unless it is of a minor nature and another teacher is free to ensure the safe evacuation of the students.

All Students will:

- Be provided with proactive training at the beginning of each term;
- Move in an orderly manner to the safe area (Oval) and sit in FORM classes; and
- Sit quietly in two rows until roll is checked and the all clear signal is given.

Voluntary Helpers will:

- Sign in at the relevant Administration Area (Junior/Senior Schools) on entry to the College;
- Proceed to the designated safe area for the class or building that they are in at the time of any emergency;
- Follow the instructions of the class teacher and follow the designated evacuation route; and
- Stay in the safe area until the all clear signal is given.

Canteen Staff will:

- Close windows and doors;
- Turn off electrical/gas equipment;
- Move immediately to the oval; and
- Stay in the safe area until the all clear signal is given

Contractors/Visitors will:

- Enter the school via the offices and receive a visitor's pass;
- Be provided with a laminated copy of the evacuation procedures;
- Follow the evacuation procedures to the oval;
- Report to the WHSO/BSM that all contractors/visitors are accounted for;
- Remain there until all clear is signalled; and
- Return badge and procedures to the office before departure.

*NO PERSON IS TO ATTEMPT TO FIGHT A MAJOR OUTBREAK – EXTINGUISHERS
ARE FOR BUILDING CLEARANCE OR MINOR OUT BREAK ONLY.*

Mass Evacuation

Mass evacuation (e.g. Chemical spillage, bush fire etc.) may require special evacuation procedures. The order to evacuate will usually be given by the Police, Emergency Services etc. Teachers will be notified via phone system and loud speaker system if evacuation is needed. Teachers will be instructed re the exit route and a marshalling area. Teachers should obtain their class lists and treat the rest of the evacuation as per emergency procedures.

Staff will not speak to the media. If approached, the teacher should reply "I will refer you to the Media Branch of Education Queensland".

CRITICAL INCIDENT PROCEDURE

LOCK DOWN

In the event of an incident, the following will occur.

ALARM -

The Principal or Delegate will:

- Sound the designated Warning on the College loud speaker system. (situated under bench in the Senior office)



ACTIONS – steps to be taken

During teaching time:

1. Move inside closest building;
2. Bring any nearby children/adults into room;
3. Check with adjoining class to ensure message has been received;
4. Close and lock all windows and doors;
5. Sit children on floor against walls or under desks (below window level);
6. Turn off lights;
7. Turn off any equipment emitting loud noise;
8. Check that all students are present. Mark class roll;
9. Contact Head of School via mobile phone if a student is missing
10. Keep children calm and quiet and maintain silence.
11. If you see or hear anything suspicious, contact Head of School if possible via mobile phone;
12. Maintain a calm atmosphere;
13. Any students in “sick bay” must follow the instructions of administration personnel; and
14. Do not answer the door.

Outside of teaching time:

P - 3

1. All staff and students proceed to lower floor L Block classroom (s);
2. Staff on playground duty are to direct students to lower floor L Block classroom (s); and
3. Follow actions listed above.

4 – 6

1. All staff and students proceed to lower floor M Block classroom (s);
2. Staff on playground duty are to direct students to lower floor M Block classroom (s); and
3. Follow actions listed above.

7 – 12

Any faculty staff members not on playground duty are to direct students in the following areas to proceed as follows:

Sports Hall/Oval:

1. **HPE/Sports staff** are to direct any staff and students in vicinity oval/Sports Hall to the Sports Hall; and
2. Follow actions listed above.

G Block/Tuckshop area:

1. **E Learning staff** are to direct any staff and students in vicinity G Block/Tuckshop area to G Block; and
2. Follow actions listed above.

Area between E Block and D Block:

1. **INTAD staff** are to direct any staff and students these blocks to upstairs F Block; and
2. Follow actions listed above.

Pool area:

1. **Pool staff** are to direct any staff and students in Pool area to Pool change rooms; and
2. Follow actions listed above.

Area between F Block and R Block:

1. **Year 7 staff** are to direct any staff and students in vicinity of these blocks to upstairs F Block; and
2. Follow actions listed above.

Area between C Block and D Block:

1. **Humanities staff** are to direct any staff and students in vicinity of these blocks to upstairs C Block; and
2. Follow actions listed above.

Area between H Block and C Block:

1. **Maths/Science staff** are to direct any staff and students in areas around H Block (including amphitheatre) to upstairs H Block; and
2. Follow actions listed above.

Area between C Block and A Block:

1. **Administration staff** are to direct any staff and students in vicinity these areas to Administration Building ; and
2. Follow actions listed above.

DO NOT:

- Take or allow students to go to toilet, port racks, canteen or to another room;
- Contact the office with questions. You will be informed of the situation as soon as possible, then you will be able to inform the students;
- Go outside or expose yourself to danger;
- Open the door to anyone;
- Contact anyone outside the College on your mobile phone and do not allow students to make any calls; and
- Make any contact with the media – All media contact must be through the College Principal.

ALL CLEAR SIGNAL –

- Remain in the designated area until the all clear is signalled through the College loud speaker system; and
- Staff to debrief students.

Contact details

Following a critical incident the following personnel may be contacted:

- Queensland Teachers Union representative: Fiona McNamara 0409 166 046
- DET Employee Advisor: Peta Duncan – 33507860 or 0439211338

Make sure you fill in a Critical Incident Form

EQI Critical Incident Form

When to use this form

To record and report critical incidents involving an EQI student in the EQI homestay program, which occur outside school hours. Please refer to the [Critical Incident Procedure](#) published on EQI's website for further information. For incidents that happen at school or on a school activity - follow the school's Emergency Response Plan and relevant DET procedures.

What should be reported?

A "critical incident" as defined in the [Critical Incident Procedure](#) (includes any serious injury or illness and any serious threat to a student's health, safety or wellbeing).

What do you do with this form?

International student coordinator: submit the completed, signed form to your school Principal.

Principal: please sign and email to EQInternational@det.qld.gov.au with "critical incident" in the subject line of your email. Please copy in your EQI processing centre and regional office.

A copy of this form must be kept on the student's file in OneSchool.

Details of incident

Date and time of incident	
Name/s and ID number/s of EQI student/s	
Name/s and contact details of other persons involved	
Where did the incident occur	
What happened? <i>(please specify details about the incident, how you became aware of the incident and what you saw, heard, were told and by who)</i>	

Nature of the incident

Injury

Illness

Student is missing

Drug or alcohol abuse

Other (please list):

Further details (e.g. list nature of injury/illness, source of injury/illness, if medical treatment was sought, first aid given etc.)

Communication

Emergency services involved	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details below)
Parents/emergency contact advised	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details below)
Homestay provider advised	<input type="checkbox"/> No <input type="checkbox"/> Yes (Has CEP been advised?)
Regional office informed	<input type="checkbox"/> No <input type="checkbox"/> Yes (list below who was advised and when)

Signatures

International student coordinator (or other person submitting the report)

Name:

School:

Telephone:

Date: Time: Signature:

College Principal:

Name:

Comments:

Date: Telephone: Signature:

School post-incident investigation must be submitted to EQI and must:
Identify factors which contributed to the incident.
What control measures were in place? Where did they fail?
Describe the follow up actions implemented to prevent/minimise the risk of a similar incident occurring.

Describe recommendations for improvements in the process of managing and/or reporting the incident (if applicable)