

EMERGENCY PROCEDURE

Behaviour Incident



The priority during an emergency behavioural incident is **student/s and staff safety**. Staff should not delay seeking assistance while attempting to determine whether the situation sits with a: SLT, Dean, Student Welfare Officer, Wellness Staff or Learning Support Coordinator (LSC).

TEACHER ACTION

The teacher should:

1. Ensure the immediate safety of students and themselves where possible.
2. Phone the school's **Student Welfare Officer ex 741 or 021 576231** or text (depending on situation) or email STAFFDEANS@otc which goes to all Deans and SLT.

2a The staff member (Mark Lunjevich or a Dean) who receives a call, email, text will send a quick reply (to all) explaining they are responding.

3. Teacher could send a reliable student/s to the DEANS ROOM, informing staff of an emergency incident.

Clearly states via phone, text, email:

- Teacher name
- Location eg room, old gym, etc
- Student(s) involved
- Brief description of the situation
- The assistance required

Teachers should not leave the situation unattended in order to locate a SLT Student Welfare Officer, Dean or LSC.

The person receiving the emergency call/message will then coordinate the appropriate response, including contacting the relevant Dean, LSC, SLT member, First Aid staff or other personnel as required.

REMINDER: Please be cognizant of the rules and guidelines of Physical Restraint should they need to be applied.