

Quick reference for Student Advisers in Critical Incidents 1

STUDENT ASSAULTED DOMESTIC VIOLENCE STUDENT HOLD UP OR ROBBERY SEXUAL ASSAULT RACIAL MOTIVATED ABUSE	STUDENT DEATH	STUDENT IN LEGAL DIFFICULTY
<p style="text-align: center;">↓</p> <p>If incident occurred on campus alert security on campus. If not on campus ask student if they would like to go to the doctors or hospital</p> <p style="text-align: center;">↓</p> <p>Establish if the student needs medical or immediate counselling assistance</p> <p style="text-align: center;">↓</p> <p>Alert Director of International office</p> <p style="text-align: center;">↓</p> <p>If student is up to it suggest they put a hold on all credit cards stolen</p> <p style="text-align: center;">↓</p> <p>Where possible, discuss incident with student and seek student agreement to take them to the police to report it. Let student know they can request a support person at the police interview and an SCU student adviser is able to be the support person but can not give legal advice. If the victim was assaulted by an SCU student, Director to discuss misconduct policy depending on severity.</p> <p style="text-align: center;">↓</p> <p>Recommend student talk with a SCU Counsellor or Women's Health Centre</p> <p style="text-align: center;">↓</p> <p>If student agrees help student to discuss with home country contact regarding the incident</p>	<p style="text-align: center;">↓</p> <p>If incident occurred on campus alert security on campus.</p> <p style="text-align: center;">↓</p> <p>If due to accident ensure police, fire brigade, ambulance have been called to deal with immediate situation.</p> <p style="text-align: center;">↓</p> <p>Alert Director of International office</p> <p style="text-align: center;">↓</p> <p>Inform the embassy of the Death</p> <p style="text-align: center;">↓</p> <p>Contact next of kin. Discuss the families wishes for dealing with the body.</p> <p>If from a non English speaking background a translator may be needed. List of language speakers in CI file.</p> <p style="text-align: center;">↓</p> <p>If applicable help student to discuss with home country contact regarding the incident</p> <p style="text-align: center;">↓</p> <p>If applicable make funeral or cremation arrangements</p> <p style="text-align: center;">↓</p> <p>Arrange counselling for peers and staff effected</p> <p style="text-align: center;">↓</p> <p>Contact SS, DEST, Finance etc notify of death to stop document</p>	<p style="text-align: center;">↓</p> <p>Ensure your own safety</p> <p style="text-align: center;">↓</p> <p>Establish if the student or any victims needs medical assistance</p> <p style="text-align: center;">↓</p> <p>If a significant issue alert Director of International office</p> <p style="text-align: center;">↓</p> <p>If a significant incident occurred on campus alert security on campus. If not on campus contact police and wait for them to arrive.</p> <p>Ensure your own safety</p> <p style="text-align: center;">↓</p> <p>If possible discuss incident with student suggest they seek legal advice. Give them free legal advise numbers where translated services available</p> <p style="text-align: center;">↓</p> <p>Make contact with police to inform them that the student is an International Student on a student visa at SCU, try to ascertain the situation.</p> <p style="text-align: center;">↓</p> <p>If the student is going to be questioned by police suggest they get legal advice or not make comment until they do. Let student know they can request a support person at the police interview and an SCU student adviser is able to be the support person but can not give legal advice.</p> <p style="text-align: center;">↓</p> <p>If the student is detained ask if they need anyone to be contacted.</p> <p style="text-align: center;">↓</p> <p>If applicable recommend the student talk with a SCU Counsellor or Chaplaincy</p>
<p>KEY CONTACTS See International Student Guide Monty Singh 0417025426</p>	<p>KEY CONTACTS See International Student Guide Monty Singh 0417025426 EMBASSY: http://www.info.dfat.gov.au</p>	<p>KEY CONTACTS See International Student Guide Monty Singh 0417025426</p>

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Quick reference for Student Advisers in Critical Incidents 2

NATURAL DISASTER In Australia	NATURAL DISASTER Outside Australia	MISSING STUDENT
<p style="text-align: center;">↓</p> <p>Ascertain the extent of the disaster</p> <p style="text-align: center;">↓</p> <p>Establish if any students are involved. Check travel notification and peers.</p> <p style="text-align: center;">↓</p> <p>Email all students to let them know the situation Ask students in the email to inform you if they know of anyone travelling in the area and request students to contact their families to let them know they are not affected.</p> <p style="text-align: center;">↓</p> <p>Alert Director of International office of any students involved</p> <p style="text-align: center;">↓</p> <p>If student is in the area of disaster, make contact, are they ok? Is their family/friends ok?</p> <p style="text-align: center;">↓</p> <p>If you can not make contact call the police to report a missing person.</p> <p style="text-align: center;">↓</p> <p>Establish if the student needs medical assistance or any immediate support</p> <p style="text-align: center;">↓</p> <p>Once student has received immediate support ask the student if any family, institution or friends can/ should be notified. Do you have their permission?</p>	<p style="text-align: center;">↓</p> <p>Ascertain the extent of the disaster</p> <p style="text-align: center;">↓</p> <p>Establish if any students are involved. Check travel notification and peers.</p> <p style="text-align: center;">↓</p> <p>Email all students to let them know the situation Ask students in the email to inform you if they know of anyone travelling in the area.</p> <p style="text-align: center;">↓</p> <p>Alert Director of International office of any students involved or affected</p> <p style="text-align: center;">↓</p> <p>If a students family member or loved one dies as a result of the disaster the student may need assistance with travel arrangements.</p> <p style="text-align: center;">↓</p> <p>Notify the on campus Counsellor to be prepared for students support and Chaplain regarding appropriate support</p>	<p style="text-align: center;">↓</p> <p>Alert Director of International office</p> <p style="text-align: center;">↓</p> <p>Use all forms of communication to try to make contact with the students. Go to students' residential address. Contact peer network and staff to ascertain when the student was last seen and last contact was made.</p> <p style="text-align: center;">↓</p> <p>Alert Director, International Office</p> <p style="text-align: center;">↓</p> <p>Contact next of kin have they seen or heard from students</p> <p style="text-align: center;">↓</p> <p>Contact hospitals to see if the student has been admitted Contact police to report a missing person</p> <p style="text-align: center;">↓</p> <p>Director International Office contact Embassy</p> <p style="text-align: center;">↓</p> <p>Contact family that student is officially missing</p>
<p>KEY CONTACTS See International Student Guide Monty Singh 0417025426 Bureau of Meteorology: http://www.bom.gov.au/ SES 132500 (NSW)</p>	<p>KEY CONTACTS See International Student Guide Monty Singh 0417025426 EMBASSY: http://www.info.dfat.gov.au TRAVEL AGENT: 02 66269344</p>	<p>KEY CONTACTS See International Student Guide Monty Singh 0417025426</p>