



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

**Emergency and Critical Incident Policy
May 2017**

Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

Policy Number	ES08
Related Policies	Risk Management Occupational Health and Safety Policy Medication, accident and First Aid Policy School Safety and Security Behaviour Management Policy Teacher Code of Conduct
Version	1
Created by	Policy Officer: Kate Quane
Reviewed by	Executive Officer: Darryl Buchanan
Applies to	Ethnic Schools South Australia
Key Words	Emergency; Critical Incident; evacuation; gas leak; chemical spill; bomb threat; intruder; threatening behaviour; medical emergency; fire; bushfire; invacuation; physical force; physical restraint.
Status	Approved
Approved By Executive	ESASA Executive Committee
Approval Date	29 th May 2017
Review Date	April 2018
Notes	The Ethnic Schools Association has booklets from the Australian Federal Police that provides further information of Defusing the threat of bombs.

Table 2: Revision Record

Date	Version	Revision Description
December 2016	1	New policy developed



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Contents

Emergency and Critical Incident Policy	1
Summary	1
Table 1: Document Details	1
Table 2: Revision Record.....	1
Emergency and Critical Incident Policy	3
Introduction.....	3
Definitions.....	3
Policy.....	3
Emergency and Critical Incident Procedures.....	4
Assembly Areas.....	4
Evacuation.....	5
Procedure:.....	5
Evacuation Kit.....	5
Gas Leak/Chemical Spill.....	6
Bomb Threat	6
Suspicious Mail.....	7
Fire.....	8
Bushfire.....	8
Flooding.....	9
Earthquake	10
Invacuation	11
Stranger, Intruder or Threatening Behaviour	12
Medical Emergency	12
Physical Force or Physical Restraint.....	12
Debriefing	14
Student Debriefing	14
Staff Debriefing.....	14
Responsibilities:.....	15
Other Relevant Documents	15



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Emergency and Critical Incident Policy

Introduction

Ethnic School Principals are responsible for school related emergencies and critical incidents. This policy has been developed to ensure effective management of emergencies and critical incidents through the appropriate use of resources. The prevention and management of emergencies and critical incidents can assist to minimise the trauma and distress to staff and students at Hungarian Community School, Adelaide Inc. and damage to school property in the event of an emergency or critical incident.

This policy applies to all staff, volunteers, students and members of the Hungarian Community School, Adelaide Inc.

Hungarian Community School, Adelaide Inc.'s Emergency and Critical Incident Policy is based on Bombs: Defusing the threat produced by The Australian Federal Police; South Australian State Emergency Service; South Australian Police Service (SAPOL); and the Department of Education and Child Development.

Definitions

Bomb: is a device of any size or shape which can look obvious or camouflaged, may vary in its sophistication, and may not necessarily explode i.e. toxins/noxious substances, sharps, animals/reptiles

Bomb Threat: are threats, written or verbal, delivered by electronic, oral or other medium, threatening to place or use an improvised explosive, chemical, biological or radiological device at a time, date, and place or against a specific person

Intruder: a person or persons entering school premises without permission and who does not have good cause to be on the premises

Policy

Emergencies are unplanned events. The following contact details can be used in the following emergencies

Agency	Type of Emergency	Contact Details
Emergency Services	Medical Accident Fire Intruder Bomb Threat	000
South Australian State Emergency Services	Natural Disasters Floods Storms	132 500
South Australia Police (SAPOL)	Non-urgent police assistance	13 14 44
Child Abuse Report Line	Child Abuse	13 14 78
DECD Bushfire and Emergency Hotline	Bushfire	1800 000 279
Local Hospital (Glenelg Community Hospital)	Minor injuries (no emergency dept.)	(08) 8294 5555



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Flinders Medical Centre

(08) 8204 5511

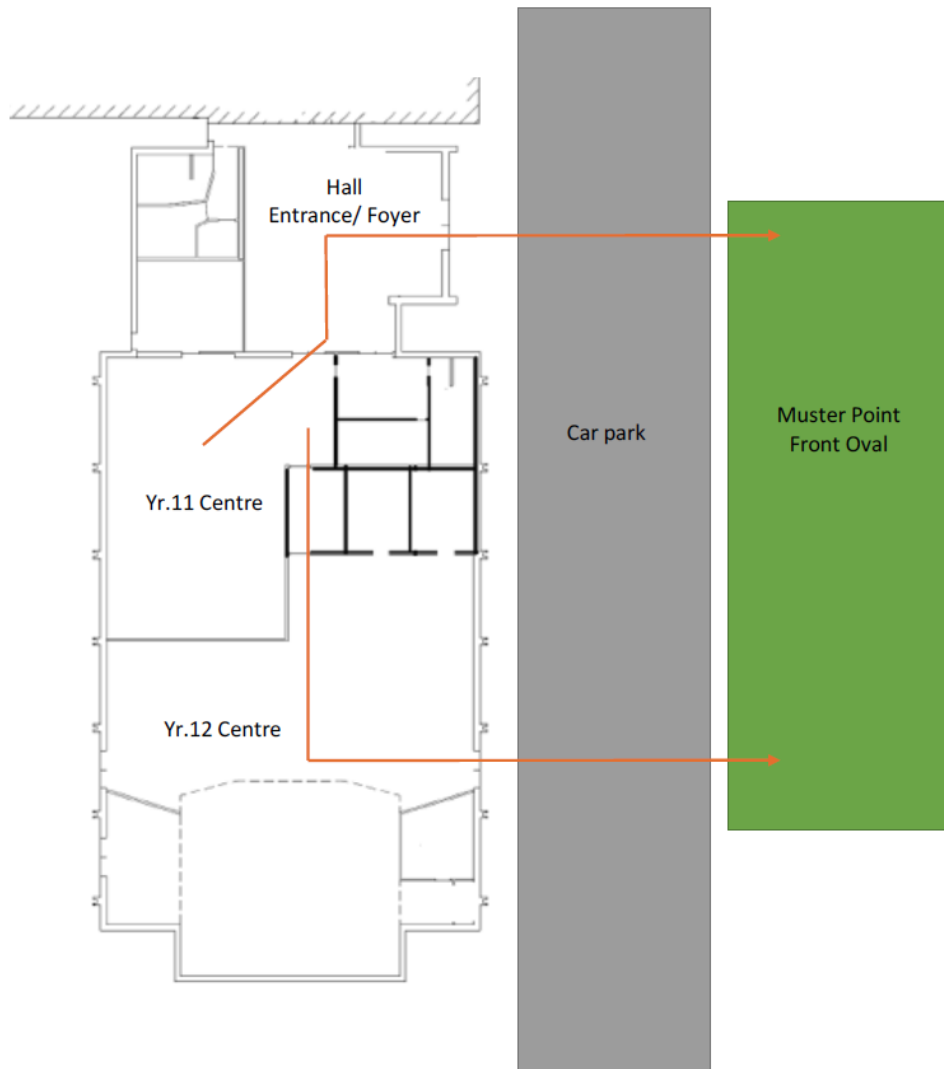
In the event of a critical incident or emergency the Hiring liaison (Brett Carruthers) can be contacted on 0434 602 051.

Emergency and Critical Incident Procedures

Assembly Areas

When an evacuation occurs all staff, students and visitors must make their way calmly and quickly to the assemble area. Hungarian Community School, Adelaide Inc. has identified the following areas for evacuations:

Front Oval



Note to Ethnic schools: Avoid car parks as assembly areas as these may be areas for potential car bombs. The evacuation area should be an open space away from buildings



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Once all members of the school have convened at the assembly area, the evacuation procedure will be implemented.

Evacuation

Possible Hazards: Fire, Gas leak, bomb, chemical spill, suspicious mail

Signalled by: Whistle blown

Procedure:

- Stay calm
- Close doors if safe to do so
- Move from building as quick as possible to the evacuation assembly area
- If it is safe to do so, ask staff and students to take a hat and bottle of water to the evacuation area.
- Wait for the Principal/Safety Officer to check that all staff, students and other registered people are accounted for
- Call Emergency Services (000)
- Ensure that no one returns to any building unless authorised to do so.

It is the responsibility of the Principal/Safety Officer to:

- Account for all evacuees – check to ensure everyone has evacuated
- Ensure all visitors to the school are evacuated
- Ensure people with disabilities are assisted in the event of an evacuation
- Select safe and climatically acceptable assembly areas as the evacuees may be waiting for considerable periods.
- If an evacuation occurs during a summer period and it is safe to do so, collect sun protective items.
- Ensure the evacuation kit is kept up-to-date with emergency contact details for staff and students.
- Collect the evacuation kit and take it to the assembly area.

Evacuation Kit

The evacuation kit is located in the electronics cupboard and will be used in the event of an evacuation. The Evacuation Kit will be collected by the Secretary. The kit should be taken immediately to the evacuation assembly area. The kit should contain the following:

- Emergency contact details for all staff and students
- Attendance records for all students, staff and visitors
- Hard copy of the Emergency and Critical Incidence Policy
- A large bottle of sunscreen
- Whistles
- A list of emergency telephones
- Flash light and extra batteries
- First Aid Kit
- Emergency Medical Information regarding staff and students
- Megaphone and extra batteries
- Pens, Pencils and Paper



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Gas Leak/Chemical Spill

Any gas, liquid or substance which, when it escapes or spills will cause eye, skin or respiratory irritations must be considered an emergency and appropriate action must be instigated.

Any person discovering or suspecting a gas leak/chemical spill will immediately:

- Promptly move yourself and others away from the area
- Notify the Principal
- Be prepared to undertake EVACUATION Procedures
- Call Emergency Services (000)

Bomb Threat

In the event of a bomb threat at the Hungarian Community School, Adelaide Inc., total evacuation will be immediate. If a suspected device is located all relevant information should be recorded i.e. physical characteristics and place in which the device is located. If possible, a sketch of the area where the device is found would assist police. Staff should not expose themselves to excessive risk by spending too much time near the suspect item but leave the area as quickly as possible and then make notes of what was observed once they are in a safe location. At no time, is anyone to touch or disturb the item.

Receiving a Bomb Threat by Phone

- Stay calm
- Don't hang up
- Keep the caller talking - do not interrupt
- Write down the information accurately
- Try to attract the attention of another person to listen in as it may help to recall or confirm key information later on. If possible get answers to the following:
 - Where is the bomb?
 - What time will it go off?
 - What does it look like?
 - What kind of bomb is it?
 - Why are you doing this?
- Try to assess the caller
 - Is the caller male or female?
 - Is the caller young or old?
 - What are the voice characteristics of the caller e.g. stutter, lisp, and accent, emotion, intoxicated, slurred, rambling, or rational?
 - What background noises can you hear e.g. laughing, aircraft, bells, laughing, another person speaking, or any sound that could indicate the caller's location?
 - The origin of the call i.e. STD, local, internal, phone box, mobile
 - What the call made using a recorded message?
 - What the voice distorted using a voice changer?
 - What was the duration of the call?
 - Did a telephone number appear?
 - Did you recognise the caller? If so, who do you think it was?
 - Was the caller familiar with your school?



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

It is the responsibility of the Principal/Safety Officer to:

- Devise and maintain a safe evacuation plan
- Assess the long term and short term threat
- Contact police and consider the decision to evacuate
- Make the decision to evacuate
- Make the decision to reoccupy (return to buildings)
- Schedule and conduct staff training and security drills

Suspicious Mail

It is important that all staff at Hungarian Community School, Adelaide Inc. handling mail remain vigilant. An item is considered suspicious if the package or item has excessive or strained wrapping, no return address, incorrect title or misspelt words, excessive postage and if the package is unexpected or unsolicited or if the person handling the item is suspicious of the item. If Hungarian Community School, Adelaide Inc. receives an item that is considered suspect for whatever reason the school will follow the Australian Federal Police guidelines:

- Confirm the item has come through the postal system. An item that has come through the postal system will not normally have the same degree of sophistication as a device that has been placed or delivered.
- Check with the addressee if they are expecting the item. If a return address is on the article, check with the originator
- Isolate the article. Place the suspect mail bomb or item in a safe isolation area such as an empty room, or leave the item where it is and advise the coordinator/supervisor.
- Evacuation should always be considered in the event of a potential bomb threat. The extent of the area evacuation is purely relative to the size of the item and the degree of the threat.
- Obtain as much information as possible (without handling the suspect item) such as dimensions, markings, previous suspect mail, type or construction of the package and its exact location.
- Under no circumstances should staff attempt to open the item.
- Do not immerse the suspect item in water
- Do not place suspect items in confined spaces such as filing cabinets or cupboards
- Suspect items should not be transported or carried through congested areas as this could expose people to unnecessary hazards
- Contact the police

In the event that a suspicious item has been opened, staff will:

- Not disturb the item any further
- Not pass the item around
- Not attempt to clean up any spillages or wipe from clothing
- Prevent others from entering the area where the package has been opened
- Follow evacuation procedures
- Contact the Police



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Fire

In the event of a fire at the Hungarian Community School, Adelaide Inc., emergency services will be notified immediately. Staff at the Hungarian Community School, Adelaide Inc. will follow the following procedures if a fire occurs the school will use the **RACE** procedure.

- R**escue any people in immediate danger only if it is safe to do so
- A**larm, raise the alarm, ring Emergency Services (000) and notify the Principal/Safety Officer
- C**ontain, if practicable close all doors and windows to contain the fire (only if safe to do so)
- E**xtinguish try to extinguish the fire using appropriate firefighting equipment only if you are trained to do so and it is safe

After following the RACE procedure, follow the instructions of the Principal/Safety Officer and the Evacuation procedures.

In the case of a small fire *and if trained*, use an appropriate extinguisher to fight the fire. Use the **PASS** procedure to extinguish a small fire that is not spreading quickly

- P**ull the Pin, break seal and test extinguisher
- A**im the extinguisher at the base of the fire; ensure you have a means of escape
- S**queeze the nozzle to operate extinguisher and discharge the contents
- S**weep the nozzle from side to side to completely extinguish the fire.

Observe the fire to ensure that the fire does not re-ignite and if possible have another adult with you.

Bushfire

During the fire danger season and at other times as required, the DECD Bushfire and Emergency Hotline provide information regarding planned school closures as a result of bushfire activity. In the event of a bushfire, Hungarian Community School, Adelaide Inc.'s Principal or Safety Officer will call the Hotline on 1800 000 279. Hungarian Community School, Adelaide Inc. will provide parents with an electronic copy of "Bushfires and Your Child's School or Preschool" published by the Department of Education and Child Development.

Excursions

If a bushfire is burning on the day of an intended excursion and is likely to threaten the destination or restrict the return to school the excursion will be cancelled.



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Assessing Bushfire Risk

To help assess the level of bushfire risk and to determine the necessary action to take, Hungarian Community School, Adelaide Inc. will check the bushfire danger rating for the school area by entering the school address at:

http://www.cfs.sa.gov.au/site/fire_bans_and_ratings/find_your_bushfire_risk_status.jsp

Once the bushfire danger rating has been identified and if a bushfire is imminent, Hungarian Community School, Adelaide Inc. will enact the Bushfire Action Plan. The school Principal or Safety Officer will:

- Listen to ABC local radio for updates
- Check the Country Fire Service (CFS) website for updates
http://www.cfs.sa.gov.au/site/warnings_and_incidents.jsp
- Check the Alert SA for updates <https://www.alert.sa.gov.au/map>

Bush Fire Action Plan

If the Fire danger rating is catastrophic the Hungarian Community School, Adelaide Inc. will be closed. If the fire danger is catastrophic when classes are occurring, staff and students will be sent home, if it is safe to do so. In the event that it is not safe for staff and students to return home, the Principal will contact emergency services and the CFS and inform them of the situation. The Principal will follow and enact the advice of emergency services and CFS.

Flooding

It is important that all Ethnic Schools know the risk of flooding in their area. In the unlikely event of a flood, Hungarian Community School, Adelaide Inc. will follow the following procedures:

- Stay calm
- Follow the evacuation procedures
- Advise all staff, students, parents and careers of the approaching flood
- Move important documents, personal effects, vital medical supplies to a higher level
- Secure hazardous and dangerous items such as gas bottles, chemicals and if possible move to a higher level
- Switch of electricity at the main power supply
- Turn of gas and water at the meter
- Raise other items to a higher level

If flooding occurs at the Hungarian Community School, Adelaide Inc., staff will ensure that children do not play in any flood waters. The Principal will decide whether it is appropriate to evacuate or to send students home.

Hungarian Community School, Adelaide Inc. has identified the following hazards and ways of minimising the risk in the event of a flood.

Minimising Risk during a Flood		
Hazardous Material	Description of location	How to protect it from a flood (i.e. move, cover, tie down)



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

<identify possible hazardous material such as gas bottles, chemicals including cleaning products, oil based products and other contaminants>	<provide a description of where the hazardous material is currently located>	<identify ways of protecting the item from a flood>

Hungarian Community School, Adelaide Inc. has assets that it will protect in the event of a flood and has identified the following valuable assets and ways of protecting these assets. If there is sufficient time and pre-warning of a flood and it is safe to do so, Hungarian Community School, Adelaide Inc. will endeavour to complete the following:

Protective Action Plan in the event of a flood			
Valuable Item	Protective Action	New Location (If applicable)	Completed (tick once completed the protective action)
Computers	Move to a safe location Raise above ground level		
Printers	Move to a safe location Raise above ground level		
Photocopiers	Move to a safe location Raise above ground level		
School Records	Make a copy / backup and store in a safe location		

Earthquake

In the event of an earthquake, the following procedures will be implemented:



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Indoors

If an earthquake occurs whilst inside a classroom, teachers will supervise students and advise students to:

- Stay indoors and seek shelter under tables, desks or strongly constructed door frames,
- Stay away from windows and other fixtures that may become unstable
- Provide assistance to people with disabilities or special needs.
- If it is safe to do so, turn off gas, electricity and water

Outdoors

If an earthquake occurs whilst outside, the teacher will supervise students and advise students on the following procedures:

- Move quickly away from buildings or power poles
- Provide assistance to people with disabilities or special needs.
- If it is safe to do so, evacuate to the assembly area alternatively move inside to the nearest classroom.

After the Earthquake

- Check that evacuation routes are safe before evacuating
- Call emergency services
- Check for any injured person. Do not move any seriously injured people unless they are in immediate danger. Wait for emergency services
- Follow Hungarian Community School, Adelaide Inc.'s evacuation procedures
- Survey any damage such as gas leaks, structural damage or any other hazard. Report any damage to Emergency Services

Invacuation

A lock down or invacuation will occur if there is a situation where it is unsafe for staff and students to be outside the buildings. This could occur in situations where there are weapons, violence, siege, accidental injury, stranger or intruder, persons under the influence of drugs, alcohol or in an unstable mental state.

Signalled By: Verbal advice or repeated short blasts of siren or whistle

Procedure:

- Stay calm.
- Remain inside the building.
- Do not go near windows. Stay low and keep out of sight.
- If possible shut blinds or curtains
- Turn lights off.
- Turn mobile phones to silent
- Where possible lock doors
- Continue to model calmness
- Hide behind large objects such as desks or bookcases
- If a large storage room is available, hide in the room informing students that they are hiding in the room for their personal safety



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

- Give only accurate and truthful information to others, do not surmise or gossip
- Follow instructions of the Principal or Safety Officer
- Stay in room until evacuation siren or notified by the Principal or Safety Officer

It is the responsibilities of the teachers to:

- Supervise students
- Follow instructions of the Principal and/or emergency services
- Take the roll
- Document any observations

Stranger, Intruder or Threatening Behaviour

In the event that an intruder is on the premises of the Hungarian Community School, Adelaide Inc. or a visitor becomes unwelcomed, the Principal will place the school in lockdown and follow the evacuation procedures outlined in this policy.

- Stay calm
- Move slowly and quietly
- Do not approach the intruder alone. Seek help from another staff member.
- Do not engage in conversation or debate with the individual as this could inflame the situation.
- Send for help, if possible get the Principal
- All witnesses to write down their observations as soon as possible
- Be prepared to secure your area and to take other appropriate actions as directed by the Principal or Safety Officer

The Hungarian Community School, Adelaide Inc.'s School Safety and Security outlines details regarding visitors to the school and procedures when

Medical Emergency

A medical emergency occurs when there is a life threatening condition, e.g. a person has collapsed, is unconscious, in respiratory or cardiac distress or is in severe pain. If a medical emergency occurs, call 000 immediately and ensure that the Principal is aware of the situation. Medical Emergencies are dealt comprehensively in the Hungarian Community School, Adelaide Inc.'s Medication, Accident and First-Aid Policy.

Physical Force or Physical Restraint

Hungarian Community School, Adelaide Inc. has a Behaviour Management Policy and this policy needs to be read in conjunction with this policy. Using non-physical intervention strategies are always preferred to physical intervention. It is not appropriate to make physical contact with a student. Under no circumstances should staff engage in any form of conduct which might cause physical or emotional harm to students.

Physical Intervention can involve:

- Blocking a child's path
- Coming between students
- Removing potentially dangerous objects
- Leading a child by the hand or arm



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

- Shepherding a child away by placing a hand in the centre of the upper back

Staff may make legitimate use of physical restraint, if all non-physical interventions have been exhausted and a student is:

- Attacking another student or staff member
- Posing an immediate danger to themselves or others.

Staff are to use physical interventions only as a last resort. Maintaining good order is never a reasonable justification for using force or restraint.

Physical restraint is not to be used as a response to:

- Property destruction
- Refusal to comply
- Verbal threats
- Leaving a classroom or the school

Physical restraint does **NOT** involve:

- Force applied to the head or neck
- Restrictions to breathing
- Punching
- Kicking
- Holding by the hair or ear
- Confining a student to a lock room, confined space

Appropriate physical force may be permitted to ensure that the duty of care to protect students and staff from foreseeable risks of injury is met. Common law defences such as self-defence, and defence of others remain legitimate reasons for the use of physical contact. Everyone has the right to defend themselves against an attack provided they do not use a disproportionate degree of force to do so.

Safe practice guidelines when using physical restraint

The use of restraint with a student in situations where the safety of others is threatened is to prevent injury. The restraint must be reasonable in the particular circumstances, and must be in proportion to the circumstances of the incident. *It must always be the minimum force needed to achieve the desired result*, and take into account the age, stature, disability, understanding and gender of the student. For example, if restraining a near-adolescent or adolescent female, care should be taken to avoid contact with breasts.

It may be a valid decision for a staff member not to use physical force in a situation involving several students, or a physically larger student, where the staff member believes that doing so would increase the likelihood of injury to him/herself. In such cases, the staff member should remove other students who may be at risk and seek help from another staff member, or in extreme cases the police.

Do

- Continue talking with the student throughout the incident.
- Make clear that physical restraint will stop when it ceases to be necessary to protect the student or others.
- Grip clothing rather than the body, whenever possible.



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

- Document incidents promptly and keep these records with the principal. The record should include:
 - The name of student/s involved
 - Location of the incident
 - Name of any witnesses (staff and students)
 - Description of the incident, including observed behaviour, what was said, the non-physical intervention steps taken by the staff member, steps taken to resolve the incident, the type and degree of force applied,
 - Students response and outcome
 - Details of any personal injury or damage to property
- Inform parents of all students involved of the incident
- Provide an opportunity for parents to discuss the incident
- Debrief students, staff and parents of the incident
- Inform students, staff and parents of counselling support

Debriefing

After an emergency or critical incident it is important that all staff, students and visitors are debriefed. A separate debriefing will occur for staff and students. Prior to the debriefing, the School Principal will liaise with persons involved in the emergency or incident. If the person was a member of the school community, the Principal will seek permission to share details (names, details of the incident, treatment and progress report either from the family and/or police) with the whole school community. The Principal will only share information with the community that she has been given permission to share.

Student Debriefing

To prevent speculation or rumour spreading, a debriefing will occur to:

- Provide accurate information regarding the emergency or incident
- Ensure confidentiality of any persons involved in the emergency or incident
- Share only information that has been publicly released or have been given prior permission to share.
- Outline the actions taken
- Provide details to students where they can seek further assistance or if they have any questions about the incident.
- Avoid having a public question time as this may cause further speculation or may infringe on the privacy of the person/s involved.

Staff Debriefing

To ensure all staff are equipped with dealing with students and the wider community, Hungarian Community School, Adelaide Inc. will hold a debriefing session as soon as possible after the emergency or incident. A staff debriefing will ensure accurate information is provided about the emergency or critical incident and to prevent speculation.

- Take attendance, any staff who are absent for the debriefing will be debriefed as soon as possible
- Provide accurate information regarding the emergency or incident.
- Ensure confidentiality of any persons involved in the emergency or incident.



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

- Share only information that has been publicly released or have been given prior permission to share.
- Describe how students will be debriefed and outline who is responsible for debriefing students.
- Identify any students who may have been involved in the incident either directly or indirectly and strategies to be implemented to assist students with dealing with the aftermath of the incident.
- Outline actions and communication plans for parents and the wider community to inform them about the incident and actions taken during and after the incident.
- Describe ways that the school will monitor the wellbeing of staff, and students of Hungarian Community School, Adelaide Inc.
- Outline any changes to school policies

Responsibilities:

It is the responsibility of the Principal to:

- Review all Emergency and Critical Incidents Policy and Procedures annually or after an emergency or critical incident.
- Ensure all classrooms and educational spaces in the school have an Evacuation map and procedures prominently placed.
- The evacuation kit is maintained, restocked and up-to-date.
- Conduct staff and student debriefings
- Liaise with police and persons who are involved in the emergency or critical incident and determine the level of confidentiality that is required when conducting debriefings
- Provide support and details of services to staff and students affected by the emergency or critical incident
- Communicate the Emergency and Critical Incidence Policy to all staff, parents and caregivers.

Other Relevant Documents

South Australian Metropolitan Fire Service (2012); Fire Extinguishers

http://www.mfs.sa.gov.au/site/community_safety/fire_extinguishers.jsp

South Australian Police Keeping SA Safe (2013) Preventing Crime: Business Security

https://www.police.sa.gov.au/_data/assets/pdf_file/0015/2652/business_security_booklet.pdf

South Australian Government.

NSW Government Premier and Cabinet (2001) Suspicious Mail and Packages.

<http://arp.nsw.gov.au/c2001-54-suspicious-mail-and-packages>

Government of South Australia: Department of Education and Child Development (November 2016);

Bushfires and Your Child's School or Preschool – A Guide for

Families <https://www.decd.sa.gov.au/sites/g/files/net691/f/bushfire-and-your-childs-school-or-preschool-brochure.pdf>

Government of South Australia: Department of Education and Children Services (2005); Protective Practices for Staff in their interactions with Students: Guidelines for schools, preschools, and out of



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

hours school care.

http://www.ardtornps.sa.edu.au/pages/download_docs/Protective_Practices_edite.pdf