## Specific HSC exam considerations in managing bomb or significant threats

All schools must ensure their evacuation area is identified for HSC students well in advance of the exams. Consideration should be taken to have evacuation areas located in close vicinity to assist police with the search. An alternate offsite evacuation location should also have been identified, as per the school’s Emergency Management Plan, in case emergency services advise that this is the preferred course of action.

No equipment should be stored in examination rooms to allow for a timely search of the area by police if required. Examination rooms are to be locked and secured when not in use and where possible, not to be used by other student cohorts for the duration of the HSC exam period.

Where a threat is received before or during an exam, the school should ensure that the matter is taken seriously, call 000 (Triple Zero) and immediately evacuate the school. Upon arrival, police will search and clear the HSC exam area/s and discuss the matter with the principal (executive) and NESA presiding officer. If the area is deemed safe by police, the students can re-enter and complete the exam. Police will then search and clear the remainder of the school.

If the bomb threat occurs prior to the exam commencing, the exam can be delayed for up to an hour. If the bomb threat occurs during the exam and students are evacuated, the exam can be suspended for up to 40 minutes. These arrangements have been confirmed with NESA.

Where students do need to evacuate it is recommended that they are situated in the same part of the school rather than in several different areas to facilitate effective monitoring and support.