

EMERGENCY PROCEDURES

In life threatening emergency dial



In all cases immediately advise the Principal or his delegate

Evacuation

Alarm: Short burst with increased pitch.

Remain CALM

Proceed to the evacuation assembly point in Area C, assemble in class lines and await further instructions..

Do not take ANYTHING with you.

Do not re-enter until advised to do so.

Lockdown

Alarm: Intermittent signal graduating in volume.

Stop work immediately.

Lock doors, close windows and blinds.

Sit children quietly on floor away from view of windows.

'All clear' -- continuous ring of school bell.

See casual folder and cards hanging in rooms near evacuation map for full details on emergency procedures.

Evacuation maps can be found in each room.

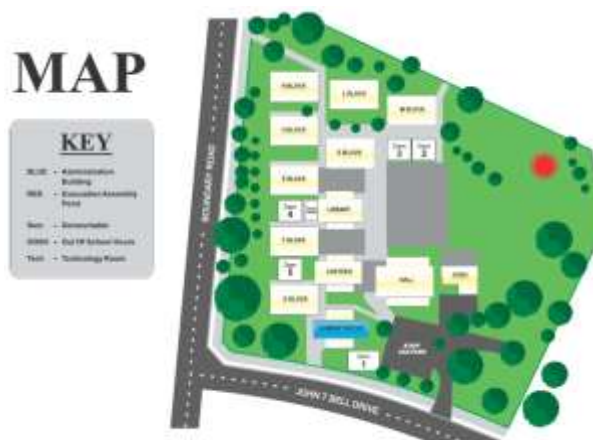
WORKPLACE HEALTH AND SAFETY IS EVERYONE'S RESPONSIBILITY



Safety Briefing and Induction

***For casual teachers, visitors,
volunteers and contractors.***

The New South Wales Department of Education and Communities is committed to the Workplace Health and Safety of employees, students, contractors, volunteers and visitors.



For your safety, make sure you know the location of your nearest exit and evacuation route.

Work, Health and Safety

For your safety and the safety of others, it is a condition of entry to this site that you take a few minutes to read this brochure.

Mandatory site requirements:

- All casual teachers, volunteers and contractors are required to report to the office on arrival and **SIGN IN** and **SIGN OUT** on departure.
- Observe all parking restrictions and safety signs.
- Respond to the directions of the Principal or his / her delegate.
- Immediately report **injuries, incidents or hazards** to the Principal.

Activities and items not permitted on this site:

- Violent, threatening or unacceptable behaviour.
- Smoking, alcohol or illegal drugs.
- Weapons, prohibited and offensive implements.

Dangerous goods and substances:

Visitors and contractors intending to bring **DANGEROUS GOODS** on site must first declare these at the office.

CASUAL TEACHERS:

- Must first **REPORT TO RECEPTION** to SIGN ON in the register, collect casual teacher folder, badge and room key.
- Must familiarise themselves with the contents of the **CASUAL TEACHER FOLDER** – information on emergency procedures; children with medical and other areas of need; school bell times; school routines; etc.
- Must mark the class roll (on Sentral) **immediately** on entering the classroom – essential in the event of an emergency procedure. (See Casual Teacher Folder). If you do not have a log on please mark the roll on a class list and send to the office by 9.30am.
- Must be punctual to playground duty.
- New teachers employed for the first time after 15 June 2013 must show a current Working With Children Check form before commencing work.

VOLUNTEERS:

- On their first visit, all volunteers must sign a **Working With Children Check form** provided at the office.

CONTRACTORS;

All contractors are required to have completed the

- ***Safety Procedures For Engaging Dept of Commerce Contractors.***

OR

- ***Safety Procedures For Engaging Independent Contractors.***

DEPT of COMMERCE contractors must:

- Report to the office
- Indicate the location and duration of the job.
- Sign the school's Site Visit Logbook.
- Advise of the status of the job before leaving the site.
- Immediately advise the Principal of any **injuries, incidents or hazards** detected.

NON-DEPARTMENT of COMMERCE contractors must **in addition**:

- Produce a copy of their safety management plan including the use of personal protective equipment and controls for site specific hazards.
- Complete a **Prohibited Employment Declaration.**
- Wear a visitors badge.