

EMERGENCY PROCEDURES

In a life threatening emergency



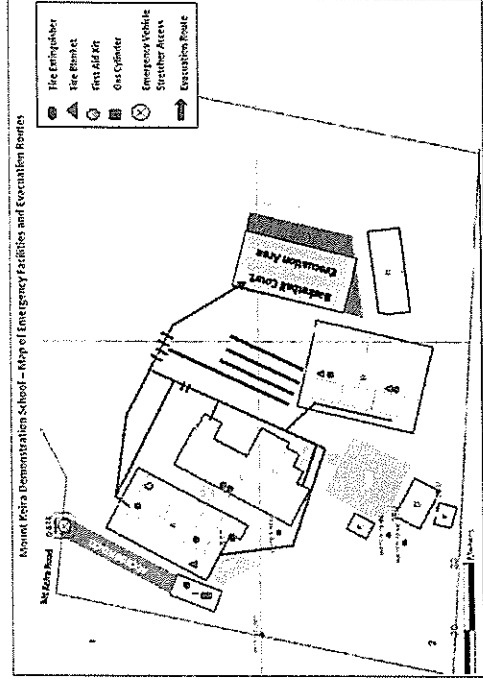
In ALL cases, advise the Principal,
School Administration Manager

EXITS

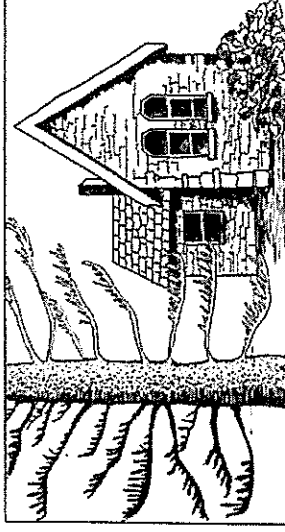
For your safety, make sure you know the location of your nearest exit and evacuation route.

EXIT

EVACUATION PROCEDURES MAP



Mount Keira Demonstration School



Learning and Caring

SAFETY BOOKLET

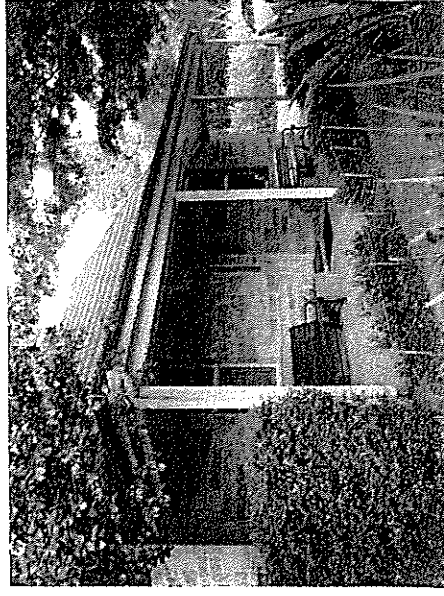
The NSW Department of Education is committed to the Work Health & Safety of employees, students, contractors, volunteers and visitors.

EVACUATION

- ❖ 11 sec beep
- ❖ Close all doors and move to assembly point.

LOCKDOWN

- ❖ Repeated 3 sec beep
- ❖ Move to closest secure point (occupied classroom, office, hall, library).
- ❖ Ring office (4229 1446) to alert staff of your whereabouts.



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.

REQUIREMENTS

- ❖ All visitors are required to report to the main office on arrival.
- ❖ Observe all parking and vehicular restrictions.
- ❖ Obey all safety signs and barricades.

VIOLENT, THREATENING OR OTHER UNACCEPTABLE BEHAVIOUR IS NOT TOLERATED ON NSW DEPARTMENT OF EDUCATION PREMISES.

❖ **SMOKING** is not permitted on DOE premises.

❖ **ALCOHOL AND ILLEGAL**

DRUGS are not permitted on DOE premises.

❖ **WEAPONS**, including knives

are not permitted on DOE premises.

❖ **Visitors, volunteers and**

Contractors intending to bring **DANGEROUS GOODS AND HAZARDOUS SUBSTANCES** on site must declare these at the main office prior to entering the site.

❖ **ALL HAZARDS AND INCIDENTS**

must be reported to the main office.

❖ **INJURIES** will be recorded in the Register of Injuries.

❖ **FIRST AID** treatment is available on site.

CONTRACTORS / VISITORS/VOLUNTEERS

Report to the Principal or Delegate to:

- ❖ Indicate the location and duration of job.
- ❖ Sign the School's Site Visit Log or Visitors Book and Induction Sheet.
- ❖ Advise the status of the job before leaving the site.
- ❖ Ensure no tools or hazardous materials are left behind in unsafe areas.

All Contractors, Visitors & Volunteers must:

- ❖ Produce a copy of their Safety Management Plan including use of personal protective equipment and controls for site specific hazards.
- ❖ Produce public liability insurance documentation before work is commenced.
- ❖ Complete a Prohibited Employment or Working With Children Declaration.
- ❖ Check asbestos register if drilling walls or digging