

EMERGENCY PROCEDURES

In a life-threatening emergency



In ALL cases, advise the Principal, Assistant Principals or School Administration Manager.

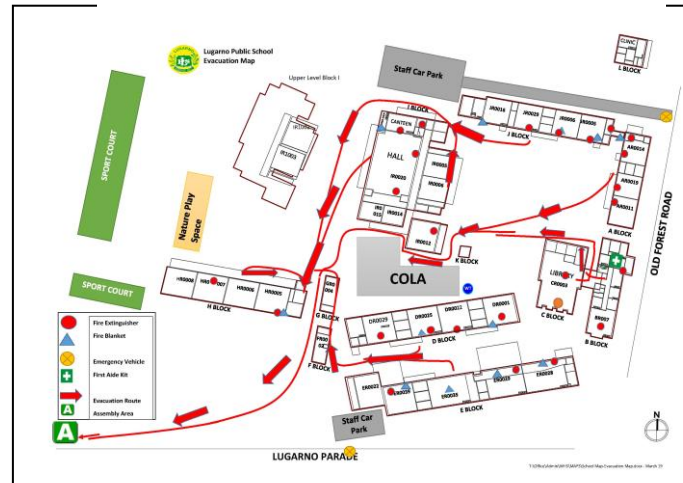
Defibrillator is in the sick bay.

EXITS

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



EMERGENCY EVACUATION MAP



EVACUATION

- A **continuous evacuation horn** will sound.
- This will be followed by a PA announcement to evacuate.
- Evacuate the room, close the door and move to the assembly area onsite (grass area in front of the basketball court by the Lugarno Parade fenceline).

LOCKDOWN

- A **continuous beeping horn** will sound.
- Move to closest secure point (occupied classroom, office, hall, library).
- Ring office (9153 9843) to alert staff of your whereabouts.
- Lock Door, close windows/blinds. Await further instructions.



NSW DEPARTMENT OF EDUCATION

WELCOME TO

Lugarno Public School

Phone: 02 9153 9843

Safety Induction

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

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 visitors are required to report to the main office on arrival.
- ❖ Observe all speed, parking and vehicle restrictions.
- ❖ Obey all safety signs and barricades.
- ❖ Violent, threatening or other unacceptable behaviour is not tolerated on NSW Department of Education premises.

High Movement Times

8.30 am – 8.50 am
10.50 am – 11.15 am
1.00 pm – 1.50 pm
2.40 pm – 3.00 pm

- ❖ **SMOKING/VAPES** is not permitted on DET premises,
- ❖ **ALCOHOL AND ILLEGAL DRUGS** are not permitted on DET premises.
- ❖ **WEAPONS**, including knives are not permitted on DEC premises.
- ❖ Visitors, Volunteers and Contractors intending to bring **DANGEROUS GOODS AND HAZARDOUS SUBSTANCES** on site must declare these at the main officer prior to entering the site.
- ❖ All Contractors/Visitors/Volunteers are to use adult **BATHROOMS** located in the main administration block.
- ❖ No animals are to be brought on DET premises unless an approved **GUIDE OR SERVICE DOG**
- ❖ 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.

All visitors, volunteers, external providers and contractors must adhere to the following:

VISITORS AND VOLUNTEERS

- ❖ Report to the school office & sign in using the QR code or sign in IPAD.
- ❖ If volunteering, ensure that you have completed a Working with Children Check declaration.
- ❖ Advise the school that you are leaving and sign out.

EXTERNAL PROVIDERS

- ❖ Report to the school office & sign in using the QR code or sign in IPAD
- ❖ Show Government issued photo identification
- ❖ Provide insurances and have Working with children check and child protection training completed
- ❖ Advise the school that you are leaving and sign out

CONTRACTORS

- ❖ Report to the school office & sign in using the QR code or sign in IPAD.
- ❖ Show Government issued photo identification
- ❖ Indicate the location and duration of the job.
- ❖ Advise the status of the job before leaving the site and sign out.
- ❖ Ensure no tools or hazardous materials are left behind in unsafe areas.
- ❖ Independent Contractors to complete Form 034 and return supporting documentation.
- ❖ Check asbestos register before commencing work.