

EMERGENCY PROCEDURES

In a life threatening emergency



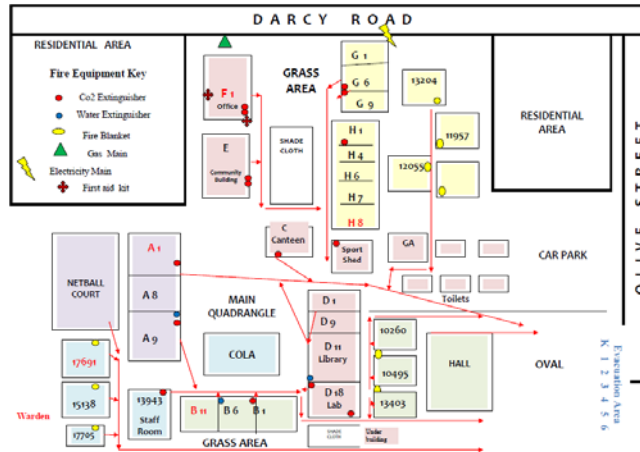
In ALL cases, advise the Principal, Assistant Principals or School Administration Manager

EXITS

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



EVACUATION PROCEDURES



MAP

EVACUATION

- ❖ Bell will ring continuously
- ❖ Announcement will be made over the phone
- ❖ Lock all doors and move to assembly point.

LOCKDOWN

- ❖ Repeated intermittent bell x 20.
- ❖ Move to closest secure point (occupied classroom, office, hall, library).
- ❖ Ring office (96313067) to alert staff of your whereabouts.



SAFETY BOOKLET

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

Darcy Road Public School
98 A Darcy Road
Wentworthville NSW 2145
Ph: 9631 3067 Principal:
Trudy Hopkins

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 parking and vehicular restrictions.
- ❖ Obey all safety signs and barricades.

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

- ❖ **SMOKING** is not permitted on DET premises.
- ❖ **ALCOHOL AND ILLEGAL DRUGS** are not permitted on DET premises.
- ❖ **WEAPONS**, including knives are not permitted on DET 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 the 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 where applicable:

- ❖ 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.