EMERGENCY PROCEDURES

In a life threatening emergency

000 EMERGENCY

EXITS

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

EVACUATION PROCEDURES

MAP

- Evacuation maps located in each building at each exit

FIRE/EVACUATION

- Whistle blowing for 20 seconds raises alarm
- Lock all doors and move to assembly point – Sports Oval

LOCKDOWN

- Air-Horn for 20 seconds raises alarm
- Move to closest secure classroom, lock classroom doors
- Intercom to Office (Handset #1) to alert Principal/Admin of your safety.

SAFETY BOOKLET

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

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.

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

Queensland Government
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.
- Respect for all students, staff and property

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

Please only go to the area you have signed in for and only speak with the specific student / staff member you are visiting unless engaged otherwise.

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.
- 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.