

## Emergency Procedures

In a life threatening emergency

**DIAL 000**

For Fire, Police and Ambulance

In ALL CASES, advise the Principal.

## Exits

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

## Evacuation Alarm



**Continuous Siren**

## Evacuation Procedures

When the evacuation alarm sounds:

Evacuate the building and proceed to the assembly area identified on the Evacuation Plan or as instructed by the Chief Warden.

Do not re-enter the school site until advised to do so.



**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 vehicular restrictions.
- Obey all safety signs and barricades.
- Violent, threatening or other unacceptable behaviour is not tolerated on NSW Department of Education and Communities premises.

All contractors to have completed the; **Safety procedures for engaging Department of Commerce contractors.**

**OR**

**Safety procedures for engaging independent contractors.**

Glenmore Road Public School  
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**Glenmore Road  
Public School**

**Safety Briefing  
For contractors, Visitors &  
Volunteers**



## Smoking, Alcohol & Illegal Drugs

Smoking is not permitted on site.  
Alcohol and illegal drugs are not permitted.

## Weapons

Weapons, including knives, are not permitted.

## Dangerous Goods & Hazardous Substances

Visitors and contractors intending to bring dangerous goods on site must declare these at the main office prior to entering the site.

## Injuries & Hazard Reporting

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 at the school office.

## Contractors & Visitors

- Contractors report to the Principal or delegate.
- Sign the school's site visit log and Indicate the location and duration of the job or visit.
- Advise the status of the job before leaving the site.
- Ensure no tools or hazardous materials are left behind in unsafe areas.
- Ensure all perimeter gates are closed.
- Wear an identification tag or VISITOR sticker.

## Glenmore Road Public School Emergency Management Plan

### EVACUATION PLAN

#### Continuous siren

#### Class Teacher's Responsibilities

- Collect emergency roll folder
- Collect student medications
- Maintain calm
- Carry gate keys
- Close doors on exit

#### Assistant Principals

- Ensure orderly fashion
- Check building empty
- Assemble students/coordinate roll marking
- Notify Principal of missing students

#### Principal

- Sound alarm
- Collect loudspeaker
- Contact Bondi Office & SED
- Coordinate and liaise with emergency services/media

#### ADMIN STAFF

##### SAM

- Contact emergency services
- Emergency folder (master roll)
- Collect absence report
- Medications

#### Admin staff

- Staff sign on
- Webattend daily attendance
- Medication & health care plans

#### General Assistant

- Open locked gates on perimeter

### LOCKDOWN PLAN

#### Short sharp blasts

- All staff should report any suspicious activities/ unidentified intruders to the Principal

#### In the event of a lockdown:

##### Class Teacher's Responsibilities

- Close and lock door
- Close blinds
- Continue with silent activities
- Dial 11 to report any missing students (including students at STL/ESL) or call 93604880
- Answer phones
- Do not answer the door
- All students should proceed to the nearest room
- Classes outside should report to the nearest room
- Classes in the hall should enter the nearest room

##### Principal

- Sound alarm
- Contact Bondi Office & SED
- Coordinate and liaise with emergency services/media

##### ADMIN STAFF

- Sound alarm
- Contact classes to check all students accounted for

