



The following document outlines the key safety procedures implemented at Pimpama Stage School. The detailed Emergency Response Plan can be accessed, by staff through the SharePoint site.

Students Late for class:

When a student arrives late for class (**after 8:30am**) they must go to the office to get a late slip. Students are not to enter the classroom late without a late slip.

Students leaving school before 2:35pm:

Parents collecting students early must go to the office to get an early leaving slip before collecting their child from the classroom. Students will not be called to the office.

Medication:

Only prescribed medication should be sent to school. All medication should be handed to the administration office with appropriate documentation with a pharmacy label attached. Any medication must not be left in pockets and/or bags.

Authorised persons will administer oral medication in accordance with instructions on the container/box, provided by the pharmacist and requested in writing by a parent or legal guardian.

Non prescribed oral medication cannot be administered by school staff.

For excursions, camps or other off campus activities the class teacher is responsible for ensuring that the child's medication and instructions for administering it are taken with them.

Students going to the toilet:

Students should walk to the toilets in pairs. The children need to be aware that this is so that if one has difficulty then the other can run to the nearest class and inform the teacher.

Sun Safety:

Students are required to wear a sunsafe hat for all outdoor activities. It is advisable that they also have sunscreen on. Teachers need to ensure that children who do not have a hat are under cover. Teachers are also required to wear a hat for all outdoor activities and are to be encouraged to use sunscreen when outdoors.

Visitors and Volunteers (including parent helpers):

All visitors must come to the office, sign the *Visitors and Volunteers register* and wear an *identification badge* or specific badge of identification for the duration of the visit.

Teachers are to ensure that all parent helpers and other volunteers sign the *Volunteer's sign on book* at the office each day.

Volunteers who are not parents of students in our school must produce their *Suitability Notice/card* or show proof that they have applied for a suitability notice or fill out an application prior to working with children.

Between the hours of 9:15am and 2:30pm parents and other adults who are not wearing an identification badge issued by this school should be redirected to the school office to sign the *Visitor and Volunteers register*.

Snake Sightings:

The students are taught that if they see a snake they are to;

1. Stop
2. Walk slowly backwards
3. Immediately inform a staff member.

The school will;

1. Identify (if possible) the type of snake
2. Place the pink snake warning sign in the vicinity of snake sighting
3. Enact other action as deemed appropriate, such as relocation.

Emergency Evacuation Procedures

Pimpama State School



Aim:

The aim of this plan is to minimise the risk and outline procedures for dealing with large scale emergency situations such as fire and bomb threats. The most important aspect of this plan is the safety and well-being of all persons on the Campus, school records, personal items and student materials are replaceable, lives are not.

Lessons of Instruction on Evacuation Procedures will be given to class groups at regular intervals so that children will be familiar with the procedures. All school staff need to be familiar with the Evacuation Procedures and they are to have a copy of them.

Evacuation Drills will be carried out on a regular basis, approximately once per term.

Plan of Action:

The person identifying the emergency will notify the Admin Assistant or Principal immediately so that the evacuation alarm can be sounded. The alarm will be an ascending siren (a whooping type sound) distinct from the normal school tone. The switch is located at the rear of the Administration Office and is clearly labelled.

In Class Time:

- The school buildings will be immediately evacuated by everyone, using the method shown on the plan, or the exit furthest from the emergency situation, the safety of this exit having been checked by the teacher. Children should exit in an orderly fashion.
- Specialist teachers should move students directly to the evacuation site and must not return to the normal classroom for any reason.
- The main evacuation point is the grassed area of the gully directly in front of Wattle. All classes are to line up behind their class flag.
- Children will be accounted for by marking the roll. Children are not permitted to leave the evacuation point until permission is given by the Principal. Children leaving the grounds under parent supervision are to be clearly marked on the roll as absent.
- Any missing children or other personnel are to be indicated to the Principal as soon as the rolls have been checked. Teachers are to bring their emergency rolls with them to the evacuation assembly point
- The Admin Assistant will notify Emergency Services on 000, check and remove children from sick bay, then move to the Evacuation Point with the Volunteers/Visitors register.
- The School's Officer will turn off the main power switch, located on the outside of the Administration Building, then move to the Evacuation Point with the school back-up tapes.
- The School's Officer will ensure that both sets of gates are open for Emergency Services.
- All Teacher Aides will check the middle and mower toilets for students and accompany them to the Evacuation Point.
- 6A Teacher will check the Top Under Cover toilets for students and take them to the evacuation area.
- For practice drills the Principal will give the all clear for staff and children to return to class
- For an extended drill, in inclement weather, the local School of Arts hall will be utilised.

During Break Times

- All students and adults on site are to move directly to the Evacuation Point, no-one is to return to classrooms for any reason. Emergency rolls will be used to check presence of students. Any missing children or other personnel are to be indicated to the Principal as soon as the rolls have been checked.
- All staff are to assist with the orderly movement of students to the Evacuation Point.
- All classes are to line up behind their class flag.
- The main evacuation point is in the front gully, if the emergency is in that direction then the back-up evacuation point is the staff main entrance to the school.
- The Admin Assistant will notify Emergency Services on 000, then move to the Evacuation Point with the emergency rolls and visitors register.
- The School's Officer will turn off the main power switch, located on the outside of the Administration Building, then move to the Evacuation Point with the school back-up tapes.
- Teacher Aides will check the middle and lower toilets for students and accompany them to the Evacuation Point. The staff member on duty in the Top Undercover area will check the Top Undercover toilets and direct students to the assembly point.

- The School's Officer will ensure that both sets of gates are open for Emergency Services
- 6A Teacher will check the Top Under Cover toilets for students and take them to the evacuation area.
- For practice drills the Principal will give the all clear for staff and children to return to class
- For an extended drill, in inclement weather, the local School of Arts hall will be utilised.

If the Principal is not on site at the time of an evacuation then the co-ordination roll will fall to the Deputy Principal.

IMMEDIATELY FOLLOWING AN EVACUATION IT IS IMPERATIVE THAT STUDENTS ARE DEBRIEFED IN RELATION TO THE PROCEDURE.

Lockdown Procedures

Pimpama SS



The aim of this plan is to minimize the risk and outline procedures to cope with a hostile intruder, siege/hostage situation, extreme inclement weather or assailants.

Lessons of Instruction on Lock Down Procedures will be given to class groups at regular intervals so that children will be familiar with the procedures. School staff are to be familiar with the Lock Down Procedures and they are to have a copy of them.

Lock Down Drills will be carried out on a regular basis, approximately once per term.

Plan of Action:

- A lockdown is initiated when there is a perceived danger on the school site, usually in the form of a person
- If the situation arises, the Office should be contacted immediately and a **Lock Down** called
- The Lock Down will be signalled by a longer single tone siren distinct from the normal school tone. The siren will sound continuously for two minutes and then cease. This **does not indicate that the Lock Down is over**; rather it ceases to reduce anxiety amongst students and staff, as well as to reduce the risk of provocation of the situation. The Lock Down will end when each class is notified via the intercom system and a general announcement is made over the PA system.

In Class Time:

Classrooms:

- teachers shut and lock windows and turn off lights
- teachers shut and lock doors
- children move to corner of room or under desks, staying out of sight as much as possible, and remaining low to the ground
- teachers complete quiet roll check
- When all persons are accounted for and secured, staff member contact office:
 - P-1 phone Main Office on **318**
 - Yr 2-3 phone Main Office on **301**
 - Yr 4 -6 phone Main Office on **302**
- If students from another class are in your classroom at the time of a Lock Down, they are to stay with you and you are to report their presence directly to Administration.
- Children at the toilet should return immediately to their classroom.

Specialists

- If in a classroom then stay there and follow procedure. If outside go to the nearest classroom with the students and stay there, do a head count and attempt to ascertain if there are any missing students.
- **A hard copy of the roll with students present will be handed to each specialist teacher before the lesson begins.**

Office Area:

- secure themselves in building, staying out of sight as much as possible
- contact police/emergency services immediately

Other Staff and Visitors on site:

- secure themselves in building, staying out of sight as much as possible
- if outside, then move to the nearest building and proceed as above.
- If staff/children are not in their respective classrooms/areas at the time of the alarm they are to proceed to the closest building. Teachers in this building are to notify the office that the student is in their care using the intercom system. Children who are in the sick bay will be brought up to the office area and stay with office staff.

In Recess Time:

- All students and staff are to proceed to **their own classroom** quickly and orderly;
- Duty staff please check toilets in your area prior to going to your room;
- All staff should assist to move children to their respective classrooms and then lock down. Non-teaching staff move to the nearest classroom;
- Upon arrival teachers should follow the procedures outlined for in-class time, securing the classroom and checking the roll;
- When all persons are accounted for and secured, staff member contact office:

- P-1 phone Main Office on **318**
- Yr 2-3 phone Main Office on **301**
- Yr 4-6 phone Main Office on **302**

In the event of a missing person, the principal will search and secure.

Office Area:

- secure themselves in building, staying out of sight as much as possible
- contact police / emergency services immediately

IMMEDIATELY FOLLOWING A LOCK DOWN IT IS IMPERATIVE THAT STUDENTS ARE DEBRIEFED IN RELATION TO THE PROCEDURE.