

Coomera Springs State School
EMERGENCY PROCEDURES
EMERGENCY TELEPHONE NUMBERS

EMERGENCY	000
Ambulance (non urgent transport)	13 12 33
Electricity (Loss of supply)	13 62 62
Electricity Emergency	13 19 62
Executive Director Schools (GC)	5562 4803
Federal Member (Forde)	3807 6340
Fire Brigade Beenleigh	3287 8510
Fire Brigade Helensvale	5529 4217
Gold Coast District Office	5562 4888
GCDO OH+S Senior Consultant	5562 4838
Local Member (GCCC Div 2)	5582 8227
Medical Centre	
Q-Build	1300 363 897
Q Transport (Buses)	5583 5868
RACQ (Road Condition Report)	1300 130 595
State Emergency Service	13 25 00
State Emergency Service Beenleigh	3287 8506
State Government Security	13 17 88
State Government Security	3224 6666
State Member (Albert)	3807 0809
Poisons Information	3253 8233
Police Coomera	5573 6111

IN THE EVENT OF FIRE

The fire alarm needs to be sounded. This is located in the office on the wall near the main window. The toggle switch needs to be flicked on. The siren should sound for approximately one minute.

Clear the area of all students and other associated people in accordance with the evacuation procedures (see separate page).

Contain fire **IF SAFE TO DO SO** by employing suitable extinguishers.

If fire cannot be contained, leave immediately and assist with the evacuation.

FIRE

IN THE EVENT OF LOCKDOWN

The lockdown siren needs to be sounded. This is the same alarm as the fire alarm but is toggled in the order of ten seconds on, ten seconds off for approximately one minute.

If in class staff will close and lock all doors and windows and keep children and adults in rooms lying on floor, out of sight until further notice. Stay aware of the door and admit any student or staff member.

If outside classrooms staff are to immediately direct all students and staff into the nearest buildings and follow the procedures as if in class.

More detailed information can be found in the attached Lockdown Procedures document.

LOCKDOWN

IN THE EVENT OF EVACUATION

When an emergency situation arises, the Principal, Deputy Principal or the person acting in either capacity, will cause the evacuation siren and alarm to be sounded and inform the necessary authorities.

When the siren sounds, staff will supervise the movement of all persons in their buildings to the designated assembly point (bitumen basketball courts). The shortest, safest route is to be used.

The Deputy Principal shall ensure that there is nobody in any of the toilet blocks. The Registrar will ensure that the Preparatory buildings have been evacuated and the Administration Officer will check the administration block to make sure it is empty.

Staff will immediately ascertain that all persons are accounted for (students, parent helpers & visitors). If this is not the case, they will immediately inform the Deputy Principal or Registrar who will be at the main gate. Teachers must inform the Principal that everyone in their class is accounted for as soon as possible. They will then inform emergency personnel on their arrival.

Evacuations remain in force until the all clear has been sounded.

EVACUATION

IN THE EVENT OF A BOMB THREAT

By Telephone:

- Engage the caller in conversation.
- Ascertain, if possible, the location of the bomb.
- Take note of background noise, accent or any information that might identify the caller.
- Notify the Principal, Deputy Principal or the person acting in either of those positions, who will commence the evacuation procedure if deemed necessary.
- **Leave the telephone line open. DO NOT HANG UP**, even if the caller has hung up. As long as the line is left open, the call can be traced.
- Ring Telstra on 3837 2709 on another line and inform them of the situation.
- Ring the Police.
- **DO NOT ATTEMPT TO LOCATE THE BOMB!**

By Mail:

- Report immediately to Principal or Deputy Principal or persons acting in either of those positions.

BOMB THEAT

IN THE EVENT OF ACCIDENT / ILLNESS

Make the victim / patient comfortable and commence first aid if able and safe to do so. If the victim is mobile, escort them to the sick room and request administrative staff to help if necessary.

In case of a serious accident, do not move the patient excepting for stemming blood flow, keeping warm, removing from danger and making comfortable. Seek assistance from the Principal and / or staff members with first aid qualifications.

Principal will arrange for immediate parent contact or medical assistance if warranted. The staff member who reports the accident must complete an accident report form.

If concerns relating to infections or diseases, refer to departmental exclusion table in the sick room.

ACCIDENT / ILLNESS

ADMINISTERING MEDICATION

No medication is to be dispensed to any child unless the request is made by the parents in writing along the departmental guidelines as set down on the school's proforma. The proforma is located in the office. The proforma must be approved by the Principal.

All such requests will be kept on file in the administration strong room. These files will be divided into two categories: regular and non-regular. Non-regular is any medication not given on a daily basis for less than two weeks.

Medication will then be administered by an Administration staff member designated by the Principal and all such medication given will be recorded in the register provided for that purpose.

Medication can only be given in the dosage specified on the label of the medication. The medication label must be in name of the person receiving the medication.

MEDICATION

GENERAL GUIDELINES

Each building has a first aid container and a staff member who will ensure it is replenished when necessary. Staff will not send children to the administration for any treatment that can be carried out in their own building.

All staff are required to familiarize themselves with the emergency procedures and indicate that they have done so each year. All staff are encouraged to do a First Aid certificate every year at the schools expense.

In the event of an emergency, the teacher in charge of any class is responsible for ensuring that the class under his or her control moves quickly and in an orderly manner to the appropriate assembly area.

All students must be made aware of evacuation procedures.

GUIDELINES