

Emergency Procedures – All

In a life threatening emergency

DIAL 000

For Fire, Police and Ambulance

In **ALL CASES**, advise the Principal.

Exits – All

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

Evacuation Alarm – All



Continuous ringing of the bell.

Evacuation Procedures – All

When the evacuation alarm sounds:

- Evacuate, proceed and assemble on the OVAL.
- Do not exit area until advised to do so.

Mandatory site requirements – All

- 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.

Smoking, Alcohol and Illegal Drugs – All

- Smoking is not permitted on DEC premises.
- Alcohol and illegal drugs are not permitted.

Working With Children Check - All

- All volunteers are required to have a current working with children check.
- Follow Principal/ ABPS staff direction.

Toilets – All

- Student toilets are available near *hall*.
- Adult toilets are available *near staffroom*.

Music Operator/ Disco Equipment – Staff

- The instructions on the safe use of equipment provided by the operator must be followed at all times.
- Disco equipment tested to be in good working order.
- Disco equipment set-up 1 hour prior to event.
- No students are allowed on the stage at any time.
- To minimise manual handling of equipment a trolley will be used to carry equipment.
- Disco equipment carried separately up hall steps to location.
- Table available to set disco equipment up on. Spare table available.
- Disco equipment stored under the tables to avoid Trip/Fall hazard.
- Electrical cords securely covered/ taped to floor.
- Chair available for disco equipment operator.

Electrical - Staff

- All electrical cords tested & tagged prior to event and covered/ taped over as required.
- Power board in use with overload switch; no double adapters permitted.

Injuries/Hazard Reporting - All

- All hazards and incidents must be reported to the Principal or a staff member.
- **First Aid treatment** is provided by staff. A first aid kit is located near the left side of the stage as you look at it and indicated by a white cross on green.



WELCOME TO

**Avoca Beach
Public School**

**Safety Briefing
School Disco
Thursday
19 March 2015**

The New South Wales Department of Education and Communities is committed to the health and safety of employees, students, contractors and all other visitors.

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.

Avoca Beach Public School: Safety Briefing School Disco 19 March 2015

Footwear - All

- All visitors to the site, including students attending the disco, are asked to wear covered footwear for the duration of the set up and clean up and for the full duration of the Disco. Thongs or flip flops are not suitable for this event.

Vehicle management - All

- Visitor, participants, volunteers parking available in streets surrounding and south of Avoca Beach Public School.
- Staff members volunteering on the night are permitted to park in designated parking spots in the staff car park during the disco.
- Hall set up will take place from 3:00pm on Thursday 19 March 2015.

Injuries/Hazard Reporting - All

- All hazards and incidents must be reported to the Principal or a staff member.
- **First Aid treatment** is provided by staff. A first aid kit is located near the left side of the stage as you look at it and indicated by a white cross on green.

Rubbish Control – All

- Red bins will be provided throughout the hall and outside the hall for rubbish disposal and will be regularly emptied as required.
- Year 6 student volunteers and supervising teachers will be utilised to assist with the clean-up at the conclusion of the disco.

Hall Set Up on Day of Disco – All

- All staff volunteers for set up are only permitted to use the two step ladder to hang decorations in the hall.
- Hanging items must hang above head height.
- The hall will be out of bounds for students during set up.

Agenda for the Disco

Two weeks prior to disco:

- Assemblies include safety requirements, out of bounds areas and behaviour expectations for disco.
- Decoration plan to be provided by farewell committee.

Week prior to disco:

- Safety briefing information communicated to the students prior to the disco.
- Safety briefing communicated to staff volunteering during set up and on the night.
- Parking restrictions for disco advertised on website and on school sign.

On the day of the disco: (Thursday 19 March 2015)

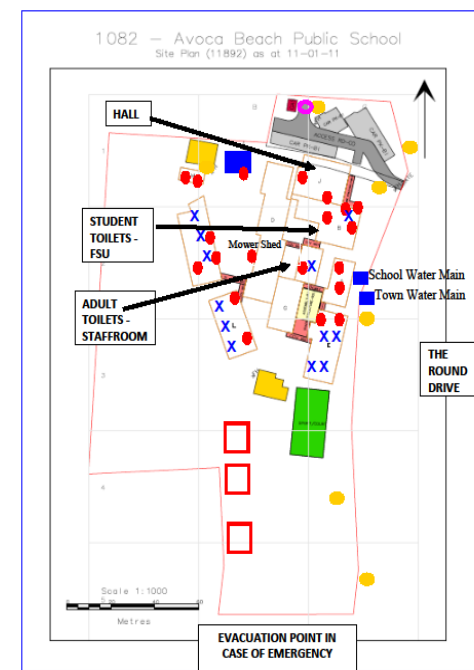
- Each volunteer on the day receives a copy of this safety briefing and an induction to the school.
- Safety briefing displayed at points around hall.
- School to provide approved 2 step ladder and a demonstration of safe use of 2 step ladder.
- Bins put out with liners.
- Hall decorated.
- Hall will be clean, swept and packed up after the farewell.

On the night of disco: (Thursday 19 March 2015)

- Student attendance strictly restricted to session
K-2 4:30 – 5:15pm
Years 3-4 5:30 – 6:15pm
Years 5-6 6:30- 7:15pm
- Student/ teacher ratio maintained throughout the evening.
- Staff to wear appropriate clothing to enable students to quickly identify them in case of an emergency, incident-injury, illness. Eg high vis jacket
- Supervision of students to maintain correct behaviours.
- Staff members to monitor parent drop-off/ pick-up. Students not to leave hall until parents/adult sighted by staff member. Students to walk with parent/ older sibling on egress/ exit of school site via designated walkways.
- Walkways illuminated and clear of refuse/ leaf matter.
- Teachers on duty from 4:20pm.
- External perimeter of hall and toilet access to be supervised throughout duration of event.
- Disco details including commencement and closure times provided to students and parents via note home and school sign.
- Floor checked regularly for spills and slip/trip hazards.
- Students reminded throughout the night that they are not allowed on the steps or on the stage.
- Students, visitors informed of location of toilets and bidders to use for duration of activity.
- Teachers maintain awareness of any student being impacted by flashing lights and time-out area for overexcited students.

AVOCA BEACH PUBLIC SCHOOL MAP

● Fire Extinguishers X Blankets ○ Hose Reel ● Fire Hydrant



In case of emergency follow the instructions of staff.



Evacuation: continuous ringing of the bell for 1 minute
When the evacuation alarm sounds:

- Evacuate the building and proceed to the assembly area identified – see map.
- Do not re-enter until advised to do so.

Lockdown: 10 short rings of the bell, repeated at 30 second intervals
When the lockdown alarm sounds:

- Remain in room and close door.
- If not in a room go to the hall and lockdown.