

ACCIDENTS & EVACUATION

The College will reimburse any reasonable expenses such as calls from your phone or a student's phone in emergencies.

ACCIDENTS

1. Help anyone who is injured
2. Call emergency services if necessary
3. Isolate yourself and students from hazards. Your caretaker might have a spare room somewhere else. Otherwise, send the class home and let them know that the office will contact them to arrange a make up class.
4. Contact the office & your caretaker to let us know what has happened.
5. Write down what happened as soon as possible after the event, and forward it to anyone in the College office or to your caretaker.

LOCKDOWN

Wentworthville Public School has lockdown procedures which operate during the day. Instructions are located in the Business Centre.

EVACUATION

Evacuation instructions are located in your roll folder, or, on the classroom wall if you work at the Wentworthville business centre, or the civic arcade

1. **If there is any danger, evacuate**
2. Take the roll with you. You will need it to check that all your students are present when you are assembled in the designated area.
3. Phone 000, or emergency services if necessary
4. Phone Kim Gallagher on 0417 258 596 when everyone is safe

Call 000 for police, ambulance & fire brigade

Other numbers

Police: 131444

School security: 1300 880 021

If you have no phone, and the venue has an alarm, activate the alarm if you or students are in danger.