



Ormiston State School

An Education Queensland Independent Public School

Teamwork | Ownership | Participation | Sensitivity

VISITORS TO ORMISTON STATE SCHOOL

Site Induction

Please take the time to familiarize yourself with the following safety and site operational procedures.

- ❖ All visitors must read the Student Protection Fact sheet and accept those conditions.
- ❖ All visitors must have completed the Mandatory All-Staff Training program (Contractors, Volunteers and Visitors).
- ❖ Visitor lanyards must be worn at all times and be in view when onsite.
- ❖ Blue Card or other identification must be sighted.

Lockdown

- ❖ In the event of a lockdown you will hear music (Days Like This – Van Morrison) played through the outside public address system and an announcement will be made through the phone network.
- ❖ CLOSE AND LOCK DOOR. DO NOT leave the building. An administration staff member will personally tell you the procedure is over OR an announcement will be made over the school's telephone system.
- ❖ PLEASE NOTE: Even though the music may finish playing, everyone MUST remain in Lockdown Mode until the "All Clear" is announced.

Evacuation

- ❖ THE ALARM: Siren and evacuation message sounded through the speaker system; or Air Horn (3 short blasts followed by 1 long blast – repeated); or Phone Intercom.
- ❖ Please proceed to the evacuation point on the main school oval.
- ❖ Please follow staff instructions until the Evacuation has finished.

Toilets

- ❖ Visitors may use the Staff toilets ONLY. Staff toilets are located in the Administration Building, the Main Amenities Block adjacent to the OLA (opposite side), Support Centre (S Block), and the Disabled toilet in the Junior Amenities Block adjacent to the Tuckshop/Covered area.

Safety at Our School

- ❖ The safety of our students is paramount. Please avoid any activities in and around any student that may put them at harm e.g. labour involving high speed equipment, heavy duty machinery or other risk activities.
- ❖ If there is anything you notice whilst on your site visit that you feel needs attention, please bring this to the attention of an Office Staff member.

Thank you for taking the time to read the safety and site operational procedures of our school.