**EVACUATION PROCEDURE**

Depending on the situation you will be required to:
1. Commence evacuation when directed.
2. Switch off plant & equipment.
3. If directed, close doors or windows OR open doors and windows for a bomb threat.
4. Assist people with disability.
5. DO NOT RUN.
6. DO NOT USE LIFTS.
7. Go to the designated assembly areas (see map).
8. DO NOT re-enter building until instructed.

Should an evacuation need to take place, please follow carefully the instructions given by Security Officers, Work Health and Safety Services, Floor Wardens and staff members.

**LOCKDOWN PROCEDURE**

Under some circumstances you will be required to lockdown as follows:
1. Close and lock doors & windows (barricade the door with furniture if necessary).
2. Close blinds & turn off lights.
3. Gather together out of sight.
4. Switch off mobile phones.
5. KEEP QUIET & REMAIN CALM.
6. Await instructions of lockdown completion.

If you are outside it may be safer for you to go into a building or classroom. If this is not possible, stay out of sight.

**Security**

Building A foyer
Ph: 9217 4878 (contact security through customer service)
9217 3333 (24 hours)

**Designated smoking areas**

The law prohibits smoking in all indoor and enclosed areas, and also near doorways or windows. Smoking is prohibited in this college. Penalties may apply.

**General enquiries - customer service**

Phone: (02) 9217 4878

The latest information regarding health and safety on campus for students and visitors can be found on the TAFE website, visit: sydneytafe.edu.au/current-students/eora-college/health-and-safety

**INFORMATION FOR STUDENTS AND VISITORS**

**WORK HEALTH AND SAFETY IS EVERYONE’S RESPONSIBILITY**

Published February 2017
SAFETY RULES

Students

- Ensure your actions do not adversely affect others.
- Follow all class instructions.
- Equipment must be used in accordance with the instructions provided by your teacher and should not be used for any other purposes.
- Misuse of any safety equipment such as fire extinguishers and emergency showers is a serious breach of WHS policy.
- Pranks and fooling around that can endanger others will not be tolerated.
- NO SMOKING (including e-cigarettes) in buildings, under covered walkways or near doorways or windows. Smoking is only permitted in the designated areas as signposted.
- NO EATING or DRINKING in class.
- Wear appropriate clothing/footwear according to WHS policy standards & procedures.
- Keep corridors, entrances and exits clear at all times.
- No skateboarding, cycling, playing of ball games or riding scooters on the grounds.
- Report any suspicious activity, accidents/injuries, near misses or any other work health and safety issues to your class teacher or security personnel.
- Be sun sensible, that is, apply sunscreen, wear hats and sunglasses, and drink plenty of fluids.
- Inform your teacher if you are suffering from a contagious or infectious disease.
- Please keep TAFE properties and buildings clean - refrain from littering and vandalism/graffiti.
- Always carry your medications such as an Epipen.

Visitors

- Sign in, if advised to do so, at Security before entering the campus.
- Ensure your actions do not endanger the health and safety of any persons on site.
- Comply with any instructions from staff in relation to WHS, for example, evacuation directions.
- Remember to sign out when leaving the campus.
- Behave in a civil and courteous manner and be aware that you can be instructed to leave the premises if your behaviour is unacceptable.