

Emergency and School Security

Checklist

Prevention and Preparation

Regions and schools should undertake the following activities annually

Emergency Response Plan	Date completed
Review Emergency Response Plan	
Update Emergency Response Plan	

Identify any new risks or hazards - engage assistance from Emergency Services				
Hazard	Risk associated with hazard	Key risk elimination or control measures	How often	Key staff responsible for implementation

Training against Emergency Response Plan	
Type of training/Objective	How often

Frequency of emergency response drills	
Type of response drill	How often
Evacuation	
Lockdown	

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Testing of equipment	
<i>Type of equipment</i>	<i>Frequency of testing</i>
Fire-fighting equipment (e.g. extinguishers/blankets)	
Emergency light	

Evacuation assembly areas	
Assembly Area	
Off-site assembly area/s	

Arrangements for special needs persons	
<i>Strategy</i>	<i>Person responsible for action</i>

First aid requirements	
<i>Requirement</i>	<i>Action completed</i>
Appointed First Aid Officer	
Portable First Aid Kit available	

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Communications during an emergency	
<i>Requirement</i>	<i>List form of communication</i>
Primary means of communication in the event of an emergency (e.g. alarm system, public announcement system)	Electronic bell, megaphone and hand-held siren
Secondary or alternative means of communication	Mobile phones to contact teachers