

Emergency and School Security **Quick Reference Guide**

Building Structure Collapse

Preparedness prior to the event

- Ensure you have completed and reviewed your Emergency Response Plan (ERP)

Immediate action

- Activate your Emergency Response Plan (ERP)
- Contact appropriate emergency services by telephoning triple zero (**000**)
- Evacuate the building according to circumstances
- Secure the area, ensuring there is no immediate threat to any persons
- Determine if there are any casualties and nature of their injuries, without placing any personnel at risk
- Attend to any injured person(s)
- Administer first aid (Qualified first aider) where appropriate (avoid contact with blood and other body fluids by using protective gloves)
- Contact the Regional Director
- Contact Workplace Health & Safety Queensland

Standard precautions include:

- Use of personal protective equipment (PPE)
- Good hygiene practices, including hand washing
- Appropriate handling and disposal of sharps and other infectious waste and
- Appropriate cleaning and disinfection of contaminated items.

Call together the site's Emergency Response Team to implement emergency procedures:

- Assemble and record all site personnel.
- Determine missing persons and report to emergency service personnel
- Contact injured person(s) family/parents

Follow up actions

- Notify relevant stakeholders

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- Report the incident to Regional Director
- Notify BAS Phone # 1800 613 328 (Available 24/7)
- Re-enter the building(s) only after the Infrastructure Manager or BAS have given the “all-clear”
- Monitor the safety of the repaired building(s)
- Refer media to the Regional Director
- For support on any of the above, please contact your Infrastructure Advisor
- Notify Education Queensland International if any international student is involved

Recovery

Seek support from School Guidance Officers and Employee Advisors as appropriate:

- <http://education.qld.gov.au/health/contacts/contacts-ea.html>
- Review of processes, debriefing, and memorials (if necessary)
- Complete the relevant report available from <https://myhr-whs.deta.qld.gov.au/>

NB: School closures are posted on DoE website <http://closures.det.qld.gov.au/> Facebook and Twitter.

Additional Information

For further information contact the Emergency and School Security on (07) 303 46011

DoE Website <https://qed.qld.gov.au/>

Twitter www.twitter.com/QLDEducation

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