



Guliyali Preschool Procedure Emergency and Evacuation

Reviewed: 27/03/2019



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
Regulation 168 (2)(e) Regulation 97	The following department document can be accessed from the preschool section of the department's website ; Emergency Management Procedures	Page 42	Woy Woy Public School Emergency Evacuation Policy

Emergency and evacuation situations in a preschool can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre are paramount and as such, Guliyali Preschool is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

➤ **AT GULIYALI PRESCHOOL WE:**

Conduct ongoing risk assessments and reviews of all potential emergency and evacuation situations, including medical emergency.

Risks assessments include but are not limited to a range of emergency situations, including fire or explosion, dangerous chemical release, medical emergency, natural disaster, bomb threats, violence or robbery.

Develop specific procedures around each potential emergency situation and ensure all staff are fully aware of these procedures through the provision of professional development.

Ensure regular drills/rehearsal and evaluation of emergency and evacuation procedures – at least once each term for each group of children.

➤ **EMERGENCY MANAGEMENT IMPLEMENTATION:**

Woy Woy Public School has an Emergency Management Plan to follow in case of fire, flood, bomb threat or any other emergency situation that requires evacuation of buildings on the site. This plan includes procedures for the Guliyali Preschool.

All preschool staff, including relief staff, have been made aware of the emergency evacuation procedures. Copies of the procedures, detailing the steps to take in the event of an emergency, are prominently displayed in the window at the main entry to the preschool and at each main preschool exit. Each external exit also prominently displays a map indicating the route to the emergency meeting point and an emergency evacuation floor plan.

In the event of an emergency, the following procedure is to be followed:

1. Evacuation signal (1 x 10 second blast repeated) is sounded.
2. Stay calm and comfort any children experiencing distress.
3. Listen to and follow all instructions issued by Authorised Supervisor.
4. All students to line up immediately in two lines at the main (white) exit door. Personal belongings are not to be collected.
5. SLSO to collect Emergency Evacuation Bag from the exit shelf and to close all external doors at the front of the preschool (main and lunch room sliding door).
6. SLSO to lead children out of preschool building to exit gate.
7. Teacher to check students' bathroom and close external entry door to the toilet.
8. Teacher to check hollow, kitchen, storerooms (including staff toilet), office and close all doors in doing so. Teacher to check for heat (in the case of fire) by placing their hand on the back of the door before opening it.
9. Teacher to notify Authorised Supervisor if experiencing difficulty with the evacuation (e.g. assistance needed with sleeping children or injured or trapped person.)
10. Teacher is the final person to leave the Preschool.
11. Teacher to exit preschool at side entry door and check adjoining EI classroom.
12. Teacher to proceed to preschool entry gate (via external pathway) to collect preschool students at the front preschool entry gate.
13. The teacher is to lead the children to the designated evacuation/ assembly point on the school oval via the designated route (across the oval) and the SLSO will follow at the rear of the group to ensure all children remain in the line.
NB. A map of the preschool's evacuation route is displayed on all external doors.
14. Once at the assembly point, the teacher is to call the roll. If any students are unaccounted for, the teacher is to immediately notify Authorised Supervisor. At this point in time the teacher can focus on reassuring all students.
15. SLSO and teacher assist with any injuries until Emergency Services arrive.
16. All persons are to remain at the Assembly Point until the emergency is declared over by the Authorised Supervisor or Emergency Personnel.
17. Students return to the Preschool only when advised it is safe to do so.

Regulation 97 (3) states that all staff and children in the preschool need to practice emergency evacuation procedures once a term. Details of each practice, including an evaluation of the procedures followed, are recorded in the Department's In Case of Emergency (ICE) system and kept for two years afterwards. The principal of Woy Woy Public School is responsible for recording details of each practice in the Department's *In Case of Emergency* (ICE) system.

Educators and staff have ready access to an operating telephone. Emergency telephone numbers are displayed near the preschool landline telephone.

Educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and staff are adequately trained in their use. Emergency equipment is tested as recommended by recognised authorities.

Up to date portable emergency contact lists are used in the event of an emergency and are kept in an accessible location. Evacuation procedures include the carrying of this list by the class teacher during the evacuation of the preschool.

➤ **SCHEDULED AND SPONTANEOUS DRILLS/REHEARSALS OF RESPONSES TO EMERGENCY SITUATIONS:**

At Guliyali Preschool, we aim to add to each child's sense of security, predictability and safety by conducting regular emergency rehearsals. Educators and staff members remain alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills.

Educators provide children with learning opportunities about emergency evacuation procedures.

Evaluation/feedback forms are completed after each scheduled and spontaneous rehearsal to assist in refining the risk management procedures around the safe evacuation of staff and children.

➤ **DOCUMENTATION AND RECORD KEEPING:**

-All scheduled, spontaneous and actual evacuations conducted at Guliyali Preschool are documented and reviewed.

-All staff are provided with feedback forms after each evacuation.

-All emergency contact lists are updated as required.

-A copy of the Woy Woy Public School Emergency Management Plan, detailing the emergency authorities consulted in its development, is attached to this procedure.

➤ **EMERGENCY CONTACT NUMBERS DISPLAYED NEXT TO THE PRESCHOOL LANDLINE PHONE:**

WOY WOY PUBLIC SCHOOL - 7445	
PH : 4341 3555	FAX: 4344 3927
Email: woywoy-p.school@det.nsw.edu.au	
140	Amanda Parr (F) 1CP
124	Andrew Brady 3/4B
112	Anne Wilson Canteen
135	AP Office Deck
110	Bianca Sozomenou 1S
126	Brigitte Cooper (Th/F) 3LC
133	CA Room CAR
105	Cath Walker (M/T/W/Th) Library
125	Chenara Bradbury KB
105	Chloe Nebauer (Th/F, 2 nd W) AEI
136	Computer Room Computers
105	Corrie Barrett – RFF/Library 0420270424
102	Dan Betts AP Wellbeing
114	David Owens 3-6O
119	Deidre Hauraki 5/6H
140	Donna Corda (M/T/W/Th) 1CP
106	Emma Mallarky (Th/F) 2MK
117	Greg Curran 5/6C
118	Heidi Young (W) Preschool
107	Jess Barnett (W) 2Y
137	Jill Hunt (W/Th) LAST
134	Julie Everitt K-6E
126	Kate Lord 3LC/IL
131	Kath Taylor 4T
115	Kathy Fletcher Office
104	Leah Varley/Liane Porter Counsellor
108	Leanne Williame EI
123	Linda Goldsmith Office
111	Lisa Mills 3M
118	Louise Rayner 5/6R
121	Maree Caruana K/6PC / EI
113	Matt Wolski KW
100	Melinda Berg Office
125	Melissa Rologas (F) K/1M
137	Michelle Greenwood (M/T/W) LAST
121	Michelle Pathirana K-6PC
122	Michelle Williams K/1M
107	Michelle Young 2Y
109	Nadene Henderson Preschool
137	Nerida Ceaser (M/T/W/Th) LAST
101	Ona Buckley Principal
116	Paul Betts 5/6B
132	Pete Graham 4-6G
118	Renee Rodgers (M/T) 5/6R
142	Sandra Tuthill Office
103	Staffroom Staffroom
137	Sue McLean (M/T/W/Th) LAST/EALD
106	Tess Kleppen (M/T/W) 2MK
138	Tiffany Elliott 2E
120	Wayne Price K-6W
Philippa: 0477 317 862	SACC

Main Phone Numbers:

- 109 – Preschool
- 101- Nominated Supervisor
- 102 – Preschool Assistant Principal
- 100 – Front office

WOY WOY PUBLIC SCHOOL PARK AND BLACKWALL ROADS, WOY WOY NSW 2256	
Emergency	000
Poisons Information Centre	13 11 26
Gosford District Hospital	(02) 4320 2111
Woy Woy Police Station 49 Blackwall Road WOY WOY NSW 2256	(02) 4379 7399

A serious incident notification must be made to the early childhood education directorate within 24 hours when there has been an emergency at the preschool that posed a risk to the health, safety or wellbeing of the children. **Contact Early Learning (ph: 9266 8198 or 9266 8110)** as soon as possible to be provided with the correct notification forms.

EMERGENCY MANAGEMENT PLAN
For
Woy Woy Public School

Effective: 16.03.2018
Date of last review: March 2018
Review date: March 2019

The **purpose** of the emergency management plan is to ensure the health, safety and welfare of all staff, students and others at the workplace in the event of an emergency. In terms of the **scope** of the plan, the plan should address emergencies that can take place during activities away from the workplace (e.g. excursions or sporting events). Note that each excursion and sporting event requires a separate risk management process.

Document location

There are 3 copies of this Emergency Management Plan.

Other copies are held by: the Principal, Chair WS Committee and School Administrative Manager.

➤ **1.1 OVERVIEW OF EMERGENCY MANAGEMENT PLAN:**

Description of the workplace (e.g. location, if a split or single site, no of students and staff)

The workplace is a school setting comprising 465 students (Years Pre-school – Year 6) and 48 staff. The buildings are constructed of brick in eleven blocks of which none have 2 storeys. The layout of the school is found in the school map.

The primary evacuation point for any evacuation required as part of an emergency response is the school oval. The site area is 3 hectares and allows emergency vehicle access via the Park road entrance.

Relationship with other plans (e.g. core rules, Chemical Safety in Schools, Local Government emergency plans)

Roles and responsibilities

Emergency control organisation (responsible for evacuation and emergency response)

Chief Warden

Name	Position	Contact phone numbers
Ona Buckley	Principal	02 4341 3555
Deputy Chief Wardens		
Name	Position	Contact phone numbers
Michelle Williams	AP Chair WHS C'tee	02 4341 3555
Dan Betts	AP off class	02 4341 3555
Floor Wardens		
Name	Position	Contact phone numbers
Nerida Ceaser or Tess Kleppen	Block B	02 4341 3555
Lisa Mills or Michelle Williams	Block C	02 4341 3555
Jessica Lavers and Lea Wiliame	Preschool and E.I.	02 4341 3555
Wayne Price and Lea Wiliame	Support Classes	02 4341 3555
Tiffany Elliott	MDR	02 4341 3555
Office	Melinda Berg	02 4341 3555
First Aid Officer		
Name	Position	Contact phone numbers
Melinda Berg	SAO	02 4341 3555
Communications Officer		
Name	Position	Contact phone numbers
Ona Buckley	Principal	02 4341 3555

Process for notifying, alerting and reporting emergencies

Notifying emergencies e.g. process for notifying Chief Warden

The school has a telephone system which is connected to all offices. The telephone numbers are listed in the school phone number register.

Alerting the workplace to emergencies e.g. preparing for evacuation, lockdown, bomb threat

10 second blast on school bell for evacuation.

Continuous blast for lockdown.

3 short blasts repeated.

Reporting emergencies

- Contact emergency services on 000
- Contact Safety and Security for any school [related criminal activity on 1300 363 778](#)
- Report the emergency to the relevant senior officer within the Department e.g. Director Public Schools NSW, College/Campus Manager State Office Director or Office of Communities Director

- Follow the Department's Incident Reporting Policy and Procedures for other necessary internal reporting (e.g. to Work Health and Safety Directorate for a WorkCover serious incident). To report an incident or injury please contact the Hotline on 1800 811 523.

Identified evacuation assembly areas and evacuation routes

Assembly area one

The school oval is the primary assembly area for evacuations.

Assembly area two

The school quadrangle is the secondary assembly point.

(Refer to site plan, Part 2)

Assembly Area three

The waterfront.

Location of offsite assembly area, e.g. emergency coordination centre and recovery premises (for major emergencies where it is necessary to evacuate school and normal assembly areas are not appropriate)

Lions Park

(Refer to site plan, Part 2)

Strategy for communicating the plan (e.g. training, newsletters, posters)

The Emergency Management Plan is communicated to staff through the Professional Learning program and to students through School Assemblies and in class groups. The evacuation maps are located at each doorway throughout the school.

Essential services on premises (e.g. location of hydrants, water main, etc)

Hydrant locations are shown on the school map.

Include a description of **isolation points** for utility supplied below. Also identify those isolation points on the attached site plan.

Location of water main Also show on attached site plan	Water main is located in front garden on Blackwall Rd, near Preschool.
Location of gas main Also show on attached site plan	Nil.
Location of electricity main Also show on attached site plan	Located in front office near male toilet.
Solar power main (where applicable)	Nil.

Types of installed communication systems

Phones in each classroom.
School bell (alarm).

➤ **1.2 PREPARING FOR EMERGENCY**

Risk management strategies for prevention or control of emergencies

Hazard	Risk associated with hazard	Key risk elimination or control measures	How often	Key staff responsible for implementation
Fire	2	Fire Extinguisher inspection	Semester	Contractor
Fire	2	Cleaning of combustible rubbish	Weekly	GA, Cleaner
Bomb	1	Student /staff reporting of threats to school	As needed	P
Cash	2	Cash handling	Yearly	SAM
Minor injuries	4	First Aid kits	Each Term	SAM
Trips	3	Inspection and repair	Each term	OHS C'tee
Slips/Falls	3	Inspect and clean	Weekly	Cleaners
Intruders	3	Student reporting of threats to school	As needed	P, AP, CRTs
Stray dogs	3	Inform Council ordinance officer	As needed	GA
Violence	3	Pass system for visitors. Teacher and student awareness. Practice lockdown	Daily Semester Annual	AP
Pedestrian and/or vehicle accidents	2	Traffic controls Liaison with local council Issue rules to parents regarding safe drop off of students	Annual	Principal, AP
Chemical accident	2	Ensure chemical safety guidelines are followed Remove hazardous chemicals	Annual Once	Principal + GA
Electrical Hazards	2	Testing & tagging. Reporting faults.	Semester	Contractor All staff

		Encourage general safety precautions.		
Gas Leak	2	Maintain facilities.	Annual	Principal, AP, GA

Training against emergency management plan

Type of training	How often
Principal Safety Training	On appointment
Principal Committee training	On appointment
Committee training	On appointment to committee
Emergency Management training	Semester

Training schedule attached – Part 2

Frequency of emergency response drills

Type of emergency response drill	How often (see Part 2 – Schedule of completed emergency response drills)
Evacuation Drill	Once per semester
Lockdown	Twice per year
Evacuation in Pre-school	Twice per Term
Emergency Training	Semester

Training schedule attached – Part 2

Testing of equipment

Type of equipment	Frequency of testing
Fire Extinguisher inspection	Semester
Electrical equipment Testing & tagging. Reporting faults. Encourage general safety precautions.	Semester

First aid requirements

Requirement	Action completed
First aid kit and duty bags	Checked each Term and complete
First aid training	2 SASS trained
Emergency Care training	All staff trained
CPR Training	All staff trained

Communications during an emergency

Stages (e.g. initial alert, evacuation, return to workplace)	List form of communication (e.g. PA system, agreed alarm signal)	Responsibility for commencing and managing communications
Communication to emergency services (as required by Emergency Flipchart)	Phone by Principal or delegate	Communication to emergency services (as required by Emergency Flipchart)
Communication to DET Safety & Security	Phone by Principal or delegate	Communication to DET Safety & Security
Communication to DET DO	Phone by Principal or delegate	Communication to DET DO
initial alert	phone the principal	first witness
evacuation	agreed school bell signal	principal
return to workplace	agreed signal	principal

➤ **1.3 RESPONSE:**

The process for making decisions

The decision to respond to an emergency situation is made by the Principal or Relieving Principal (in the absence of the Principal).

The decision is then communicated to the school in the manner outlined for specific emergencies.

Any staff member can notify emergency, normally to the Principal (or AP) or to the main School Office. The Chief Warden will determine the school response. Some emergencies will require a response from individual members of staff (e.g. personal threat). In these situations the emergency must be reported as soon as possible after its occurrence.

Emergency is witnessed.

Contact the principal.

Principal sounds alarm.

Immediate response actions (actions will often take place at the same time)

- Safety of all persons on site
- Reporting to appropriate services
- Security of equipment and buildings
- Records

Debrief and counselling as needed

A general evacuation will be communicated by the continuous ringing of the school bell. Lockdowns are communicated by three consecutive bells (rung four times). Lockouts are used as there is a security fence.

Classes are collected by teachers and taken to appropriate assembly area.

Leaders are to check buildings, storerooms and toilets in each block.

Designated staff to check hall, toilets, CAR, canteen and grounds.

Vehicle control during emergency (e.g. keeping lane clear for emergency services, directing traffic to keep lane clear for emergency services)

Who: The GA/ Principal, SAO is designated to maintain a clear lane for emergency vehicles and to restrict access for any other person (Including parents) during an emergency.

How: The GA, if present, wearing a reflective vest, will maintain a presence at the front gate (or emergency access point).

In the absence of the GA, the Principal will designate the role to another staff member.

When: Upon the declaration of an emergency the Principal will immediately implement vehicle control measures.

Evacuation procedures (summary) – Full procedures included in Part 2



STAGES



Decision to evacuate
Emergency situation reported/perceived
Declaration of an emergency by Principal or AP
Decision made to evacuate by Principal or AP



Warning staff and students
Emergency signal – evacuation sounded (continuous bell)



Withdrawal (evacuation)
Staff respond to signal
Report for designated duty and/or
Escort class to primary evacuation area



Shelter and assembly area
Primary evacuation area at the school oval
Rolls marked by staff
Staff roll marked as designated (by Principal)
Visitors by SAM
Block wardens check buildings and report to evacuation area
Shelter is not available.



Return to the workplace
End of emergency declared

	Staff and students return to class/ duty	
<input checked="" type="checkbox"/>	Location of designated emergency exits Shown in Evacuation Plan	
<input checked="" type="checkbox"/>	Location of fire hoses Shown in School Map	
<input checked="" type="checkbox"/>	Location of fire extinguishers Shown in School Map	
<input checked="" type="checkbox"/>	Location of fire blankets Shown in School Map	
<input checked="" type="checkbox"/>	Location of first aid kits Shown in School Map	
<p>Note: Plans showing the identified evacuation assembly areas and evacuation routes must be posted in the workplace. Evacuation maps should clearly mark all exit routes and assembly areas relevant to each building and the location of all firefighting equipment. Maps are to be displayed prominently throughout the workplace.</p>		
<p>Response procedures for specific emergencies</p>		
<p>Response procedures are provided in Part 2 for the following emergencies:</p>		
<p>➤ 1.4 RECOVERY:</p>		
<p>Strategy and description (documents included in Part 2)</p>		
<p>Contact DET regional response team. Return to normal operation as soon as possible. Trauma counselling to be arranged if required.</p>		

Trauma counselling and description	Who
School, college or campus counsellors should be used in the first instance when providing support to students	School counsellor
EAP providers are contracted to provide counselling for staff immediately following an emergency or other incident	EAPS

Return workplace to normal	Action
Classes to resume as soon as emergency is declared over	Return to class/duty
Counselling	Organised through DET/ EAPS for those affected

Media

All enquiries from the media should be referred immediately to the Department's Media Unit on 9561 8501. The Media Unit will assist in managing enquiries from the media for the necessary period.

Principal to appoint a media liaison person (the Principal) to be responsible to:

- Contact DET Media Liaison Unit and report emergency and media involvement.
- Thank the media for their interest, obtain a return phone number and inform them that they will be contacted as soon as possible.

➤ **PART 2: EVACUATION PROCEDURES AND OTHER ATTACHMENTS:**

Checklist for documents to be included in Part 2

Documents attached: (Workplaces are to attach documents that relate to their Emergency Management Plan)

<input checked="" type="checkbox"/>	Evacuation procedures (see below)
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<input checked="" type="checkbox"/>	First aid plan (cannot save PDF in word)
<input checked="" type="checkbox"/>	Site plan (Note: each workplace will need to provide its own site plan: please contact Asset management if you require a copy.
<input type="checkbox"/>	Floor plans
<input type="checkbox"/>	Communication strategy (where there is additional information to section 1.2 above)
<input checked="" type="checkbox"/>	Specialist information – e.g. location of hydrants
<input checked="" type="checkbox"/>	After hours contacts
<input type="checkbox"/>	Other relevant information

WOY WOY PUBLIC SCHOOL

Updated: 15/03/2018

EVACUATION PROCEDURES 2018

N.B. A copy of this document **must** be visible in every room.

Keep **calm** - Panic Spreads! **Walk** fast - don't run!

DO NOT ALLOW STUDENTS TO TAKE BAGS OR BELONGINGS WITH THEM

A. ROLLS

1. Mark rolls on Sentral **before** 9am.
2. Class lists are located next to classroom doors/full class lists in Library, computer room and office.
3. In the case of an emergency evacuation, the School Administrative Manager will take a supply of class lists and markers to the teachers in the Evacuation Area.

B. EMERGENCY EVACUATION ALARM

1. The alarm signal is **one (1) continuous 10 second blast repeated**

N.B. If there is an electrical failure, the megaphone/siren will sound

2. The **bell** is to be sounded by **the principal/delegate when notified of the emergency**
3. The **bell** will be operated by the **principal/delegate** who will sound it from the front office

C. THE EVACUATION AREA

The Evacuation Area is **the oval**.

D. EVACUATION PROCEDURES - CLASSROOM

1. **The teacher in the room where the emergency occurs** immediately lines his/her class up with the teacher next door who must evacuate both classes without delay.
2. **The teacher** then notifies the **principal/delegate** and **front office staff**. After signalling and notifying, the teacher proceeds immediately to the Evacuation Area and resumes responsibility for his/her own class.
3. Each class teacher must:
 - Take the roll and remove students and parent helpers from the building, through the most immediate or safest exit, in a quick and orderly manner.
 - Assemble the class in the Evacuation Area i.e. on the oval.
 - Mark the roll and reports to the relevant Assistant Principal.

E. EVACUATION PROCEDURES - PLAYGROUND

1. The teacher who **first becomes aware** of the emergency notifies the **Principal/delegate**.
2. The **bell** is sounded: **1 (one) continuous 10 second blast repeated** by the **principal/delegate** from the front office
3. All staff and students proceed immediately to the **evacuation area** i.e. on the oval.
4. Class teachers assemble their class in two lines.
5. The School Administration Officer/Manager takes pencils to the teachers.
6. Class teachers mark their roll and report to the relevant Assistant Principal.

F. SPECIAL RESPONSIBILITIES

1. School Administration Manager

- Phones Fire Brigade (for gas leak or fire) or Police (for bomb or other threat).
- Collects necessities (mobile phone).
- Removes canteen workers to Evacuation Area.
- Awaits fire brigade/police at front gate.
- Moves to Evacuation Area and reports to Principal.

2. School Administration Officer

- Help full-time School Assistant/First Aid Officer.

3. School Administration Officer/First Aid Officer

- Takes evacuation checklists/boards, sign-on books for parent helpers, scripture teachers, PAL's, & visitor's, pencils, First Aid Kits, blanket and any students in Sick Bay to Evacuation Area.
- Hands over students, pencils to class teachers in the Evacuation Area.
- Sets up First Aid Station.
- Marks visitors' book/roll.
- Reports to Principal and advises of any missing parents.

4. Integration Aides

- Help Class teachers evacuate students.
- Report to Principal.
- Return to class group and help keep students calm.

5. Teacher Librarian/Computer Room

- Remove students in your care to the Evacuation Area.
- Assure students reach their own class teacher and report their presence.

6. Counsellor and Support Staff

- Remove students in your care to the Evacuation Area.
- Assure students reach their own class teacher and report their presence.
- Meet with the Principal and provide any assistance required.

E.g. keep members of the public out of the playground (or within the evacuation area)

7. Parent-helpers/Visitors

- Accompany classroom teacher and report to SAM or SAO.

8. Assistant Principals

- Settle your own class in the Evacuation Area.
- Mark the Evacuation Roll for the classes you supervise.
- Report to the Principal and **advise the Principal of any missing students or staff.**
- Supervise and calm for the classes you supervise, lending support where necessary.
- If all is calm, go to the front gates of the school to direct parents and members of the public to the evacuation area.

9. Principal

- Advise Senior School Administrative Manager of which service(s) to contact (Police, Fire Brigade, and Ambulance) and District Office.
- Decide on a procedure.
- Report to Evacuation Area.
- Assign additional tasks if necessary.
- Mark school evacuation roll.
- Direct Teacher Librarian, G.A. to find any missing students or staff.
- Direct A.P's to control the public.
- Direct RFF teachers and Support Staff to assist any unsettled classes, or assist the
- First Aid Officer.