



BUSHFIRE STATUS

Fire district: **Central**

This site **IS** listed on the grassfire at-risk register

This site **IS NOT** a designated neighbourhood safer place

FOUNDATION PRINCIPAL: Damian McKew

EMERGENCY MANAGEMENT PLAN

IONA COLLEGE GEELONG

242 Horseshoe Bend Road,
Charlemont, VIC 3217

DEVELOPED BY HENDRY GROUP
VERSION: **1.6** ISSUE DATE: **JANUARY 2023**
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1. Document Control

1.1 Document Controller

This Emergency Management Plan (EMP) is a controlled document. The Document Controller holds the Master Copy.

NAME	TITLE / ORGANISATION	EMAIL & PHONE
Tom Harriott	Business Manager	E: Tom.harriott@iona.vic.edu.au Ph: 0408 950 743

1.2 Document Amendments

If you become aware of any changes or corrections that are required please photocopy this page and the relevant page(s) requiring changes, note the corrections and email them to the Document Controller.

PROPOSED AMENDMENTS			
NAME:	Name	CONTACT DETAILS	
POSITION:	Position	Tel	Tel
ORGANISATION:	Organisation	Email	Email
PLEASE NOTE PROPOSED CHANGES TO THE FOLLOWING SECTIONS / PAGES:			
Document Reference:		Revision:	
Section Number:	Section	Page Number:	Page
Section Number:	Section	Page Number:	Page
Section Number:	Section	Page Number:	Page
Section Number:	Section	Page Number:	Page
OTHER COMMENTS:			
Click or tap here to enter text.			

When new revisions are issued, changes are summarised on a revision control sheet and highlighted by a vertical bar in the left-hand margin of affected pages.

This plan is to be reviewed annually to reflect any changes that may have taken place, such as changes to site facilities and personnel normally on site. Whenever this EMP is updated, a copy must be distributed to all parties listed in Section 1.5: Document Distribution Table.



1.3 Document Amendment History

Details of amendments to this Emergency Management Plan (EMP) must be recorded in the table below.

DOCUMENT AMENDMENT TABLE				
DATE	SECTION	NATURE OF AMENDMENTS	UPDATED BY (NAME)	APPROVED BY / DATE
10 Jan 2020	All	Final EMP Issued	Ellen Edwards	Tom Harriott
14 Jan 2020	1.5, 3.1, 5.1, 5.6, 5.7, 11.1, 11.2	Names added and content amended on request by CEM and Tom Harriott	Ellen Edwards	Tom Harriott
24 Nov 2021	5.3, 5.4, 14.4	Update to response maps, update due to relocated EAA and Evacuation Diagrams for new buildings	Andrew Larsen	Tom Harriott
16 Jan 2022	1.5, 5.1, 15.	Included the addition on Clairvaux Catholic School details	Joshua Frigo	Approved By/Date.
13 Feb 2023	4.2, 5.3, 5.4, 14.4	Updated all diagrams and visual aides. Changed Warden structure tree	Petar Jovicic (Hendry)	Approved By/Date.
9 March 2023	14.7	Added Emergency Kit Checklist	Petar Jovicic (Hendry)	Approved By/Date.
Date	Section	Details.	Updated By.	Approved By/Date.
Date	Section	Details.	Updated By.	Approved By/Date.
Date	Section	Details.	Updated By.	Approved By/Date.

1.4 Period of Validity and Review Requirements

This Emergency Management Plan (EMP) document is valid for 5 years from the date of issue, provided:

- / There have been no revisions to AS.3745:2010 Planning for emergencies in facilities
- / This document is reviewed annually.
- / Installed Evacuation Diagrams are reviewed annually.
- / The procedures in this document are tested by the conduct of emergency response exercises held in accordance with AS.3745:2010.
- / Feedback from an emergency response exercise or actual event for the building is acted upon to improve procedures.
- / The essential safety measures installed in the building are maintained to perform to the standard to which they were installed.
- / Paths of travel to exits are inspected by a competent person annually and found to be free of obstruction.
- / No alterations are made to the Building's installed emergency and life safety equipment.
- / No building renovations, extensions or refurbishments are undertaken.



1.5 Document Distribution Table

A copy of this plan has been distributed to the following:

NAME		TITLE / ORGANISATION	EMAIL/CONTACT
Emergency Management Officer (EMO)	MACS		Harry Allard hallard@macs.vic.edu.au
Tom Harriott	Business Manager – Iona College Geelong		Tom.harriott@iona.vic.edu.au
Damian McKew	Foundation Principal		Damian.Mckew@iona.edu.au
Craig Harry	Grounds Facilities Manager		Craig.Harry@iona.vic.edu.au
Wayne Walsh	OHS Committee		Wayne.walsh@iona.vic.edu.au
Name	McHarry's Busline		03 5223 2111
Fire Brigade - Grovedale CFA			03 5221 2755
St Catherine of Siena Catholic Primary School			5264 5934 enquiries@stcatherine.catholic.edu.au
Name	Title		Email
Name	Title		Email
Name	Title		Email

Please note; the Document Controller (see section 1.1) should manage and maintain the word document. A PDF copy should be created and distributed to the list above.



2. Introduction

2.1 Purpose

The purpose of this document is to provide a detailed plan of how Iona College Geelong will prepare and respond to emergency situations.

This plan is designed to meet the requirements set out in AS3745 – 2010: Planning for emergencies in facilities.

This plan sets out an emergency management structure and actions for dealing with emergency incidents during normal business hours up until the arrival of Emergency Services. Out of hours, any occupants should notify those nearby, contact the emergency services and **Evacuate**, **Shelter-In-Place** or **Lockdown** as required.

2.2 Scope

This plan is designed to meet the requirements set out in:

1. Australian Standard AS3745:2010 (Planning for emergencies in facilities)
2. Australian Standard AS1851-Section 14 (Routine Service of Fire Protection Systems and Equipment – Emergency Planning in Facilities)

2.3 Definition of an Emergency

An emergency is broadly defined as an event that arises internally or externally from a facility which may adversely affect the safety of people, the facility's buildings and / or the environment and which requires an immediate response.

2.4 Priorities

This plan demonstrates the commitment of the school to the community, students and stakeholders such as employees and contractors to respond to emergencies promptly and efficiently. The response to an emergency on site is based on the following objectives:

- / Preserve life and the safety of people
- / Minimise the impact on the environment
- / Minimise damage to property
- / Minimise the impact on the neighbouring community
- / Learn to prevent reoccurrence



2.5 Comprehensive Approach

This plan is written in-line with the four phases of emergency management as defined by Emergency Management Australia, namely the ‘Comprehensive Approach’ to Emergency Management.



1. **Prevention** - conducting assessments to identify potential hazards and develop procedures and policies designed to mitigate or prevent damage.
2. **Preparedness** - developing plans, policies and procedures then communicating these plans by conducting training, testing the plan and communicating the EMP with the required stakeholders.
3. **Response** - implementing the emergency procedures to respond to an emergency.
4. **Recovery** - working with affected members of the business' community and others to recover and return to normal activities as soon as possible. This includes the development of short, medium and long-term recovery activities.

Other factors are considered in the development of this plan, such as demographic factors, geographic factors and specific risks identified including persons with special needs.

Emergency Planning Committee (EPC)

The EPC is responsible for the development, implementation and maintenance of this EMP, emergency procedures and related training and exercises. The EPC will also establish an Emergency Control Organisation (ECO) with the authority to implement these emergency procedures. See Section 3 Emergency Planning Committee (EPC) for more detail regarding the EPC.

Emergency Control Organisation (ECO)

The ECO will implement the emergency procedures whenever there is a required response to threats to safeguard building occupants, the building, themselves or the environment. This includes the lockdown, shelter-in-place or evacuation of the building's occupants and specific duties dependent on the threat. See Section Emergency Control Organisation (ECO) for more detail regarding the ECO.

Emergency Services

The Emergency Services (police, fire brigade, ambulance, State Emergency Service) should be contacted immediately by the ECO when an emergency occurs. One of the Emergency Services may assume legal responsibility for control and coordination of response activity on arrival and will retain control until their services are no longer required.



3. Emergency Planning Committee (EPC)

Australian Standard AS3745 – 2010 gives the Emergency Planning Committee responsibility for establishing and maintaining the Emergency Management Plan.

3.1 Building Emergency Planning Committee (EPC)

The EPC is responsible for the development, implementation and maintenance of the EMP, emergency procedures and related training and exercises. The EPC at Iona College will meet in a formal capacity in the first Leadership Team Meeting of each new Term. The Committee will also meet immediately after a specific incident or calendared emergency exercise. These meetings will review emergency procedures and ensure adequate numbers of trained personnel are available throughout the facility as members of the Emergency Control Organisation, with the authority to override normal management during an emergency.

3.2 Membership

The EPC shall consist of two members at a minimum who shall be representative of the school's stakeholders of which one member shall be management.

Iona College Geelong EPC consists of the following representatives with additional members to be added as the school progresses.

EPC MEMBERS		
NAME	TITLE	EMAIL
Tom Harriott	Business Manager	Tom.harriott@iona.vic.edu.au
Damian McKew	Principal	Damian.mckew@iona.vic.edu.au
Wayne Walsh	OHS Committee	Wayne.walsh@iona.vic.edu.au
Craig Harry	Grounds Facilities Manager	Craig.Harry@iona.vic.edu.au
Ange Walker	Risk and Compliance Officer	Andrea.walker@iona.vic.edu.au

External contractors, consultants or others engaged by the school to provide specialist advice should not be members of the EPC but may attend EPC meetings.

EXTERNAL CONTRACTORS ENGAGED FOR SPECIALIST ADVISE		
NAME	TITLE / ORGANISATION	EMAIL
Hendry Group	Emergency Planning / Hendry Group	ep@hendry.com.au
Name	Title/Organisation	Email
Name	Title/Organisation	Email



3.3 Responsibilities & Meetings

The EPC shall meet:

During an update to the plan to:

- / Conduct a risk analysis to identify events that could reasonably produce emergency situations.
- / Prepare the EMP including Personal Emergency Evacuation Plans (PEEP's) and response diagrams.
- / Nominate the validity period for the EMP and the evacuation diagrams. NOTE: The validity period should not exceed 5 years but may be less than 5 yearly, depending on the requirements of a maintenance cycle, a major change to the facility or an accreditation regime.
- / Establish an ECO with the authority to implement the emergency procedure documentation within this plan.
- / Arrange for other appropriate resources, such as financial, equipment or personnel, for the implementation of this EMP.

Annually or following any deficiencies highlighted with the plan or procedures to:

- / Arrange for all members of the ECO to meet at intervals not greater than six-monthly for training purposes (specific to their individual role).
- / Ensure that the register of ECO members is current and readily available.
- / Arrange for fire-extinguisher training bi-annually where the use of fire-extinguishers is documented within the emergency procedures.
- / Arrange for the training of all non-ECO occupants annually.
- / Review and update Personal Emergency Evacuation Plans (PEEP's)
- / Arrange for regular emergency control exercises to be conducted (every part of the facility must undergo an exercise annually, the first exercise after establishing response procedures should be an evacuation). The EPC shall also amend the emergency procedures if changes are required following the exercise report.
- / Review Emergency Procedures & Evacuation Diagrams.
- / Undertake emergency prevention including the implementation of emergency safety policies, maintenance of all equipment and measures required in an emergency, correct storage practices and good housekeeping measures.
- / Distribute this EMP and its elements to appropriate persons.
- / Ensure a permanent record of events for each emergency is compiled and retained.
NOTE: This may include minutes of meetings, communication, financial position, reports and specialist advice.



4. Emergency Control Organisation (ECO)

4.1 Authority

The Emergency Control Organisation (ECO) is a group of personnel who have been delegated the authority as Wardens, to make decisions regarding the management and response to an emergency.

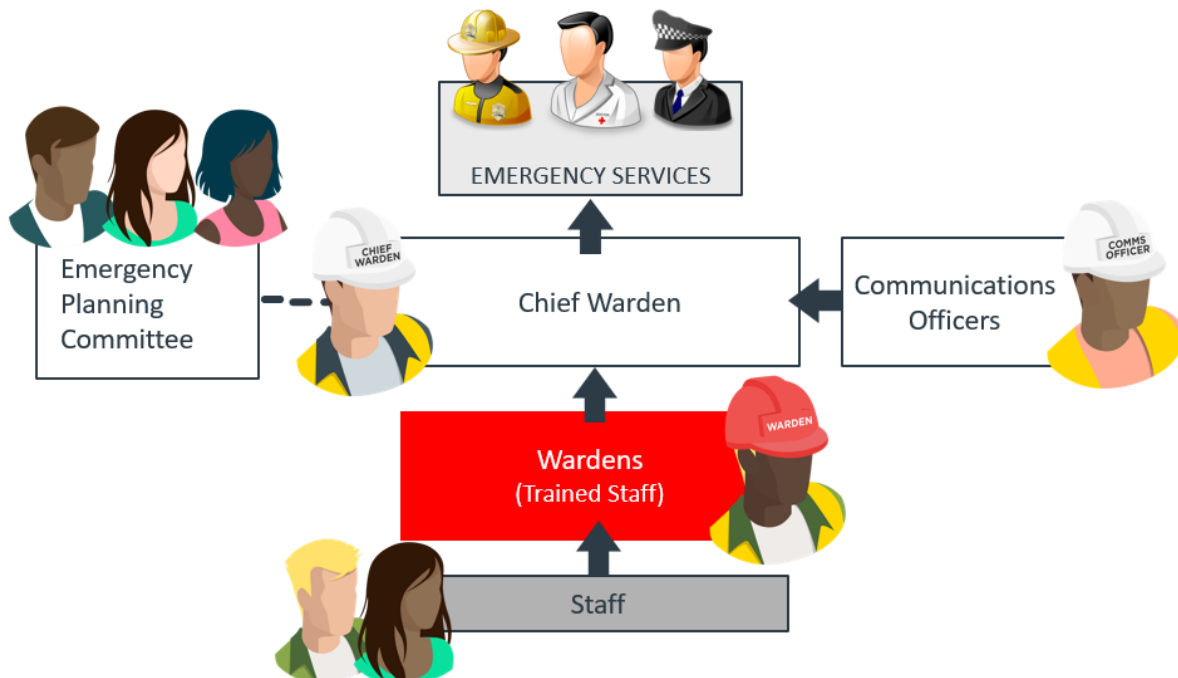
An ECO is a group of individuals who have been trained to deal with emergency situations at a workplace from the time an emergency is declared until the arrival of the emergency services (police, fire brigade, ambulance). The ECO has been implemented on your site according to AS 3745 for the safety of the site's occupants in an emergency situation. An ECO must always place safety of life above protection of property and assets.

The ECO assumes management of the site (**normal management ceases**) and makes decisions to protect life and property. You need to comply with all directions given by ECO members.

4.2 Structure

The ECO will implement the Emergency Procedures whenever there is a required response to threats to safeguard building occupants, the building themselves or the environment. This includes the lockdown or evacuation of the site occupants and specific duties dependent on the threat.

Iona College Geelong utilises the following Emergency Control Organisation (ECO) structure to respond to emergencies on or affecting their grounds. This structure considers the size and layout of the school as well as the number of students enrolled.



The ECO is led by the **Chief Warden** who will implement the relevant emergency procedure and decide whether to evacuate, lockdown or stand down. The Chief Warden will usually be a member of the college leadership or administration teams however a dedicated number of staff are offered annual training and are expected to assist in fulfilling the ECO positions above when not in the act of teaching.



4.3 Membership

Dedicated staff are offered annual training and are expected (where fit to do so) assist in fulfilling the ECO positions above when not in the act of teaching, see delegation of roles below:



Chief Warden

Leadership, Admin & Support Staff have been trained as Chief Wardens.
/ During an emergency the first available Chief Warden will take control over the response to an emergency until the arrival and handover to the emergency services (normal management ceases).



Communications Officer

Leadership, Admin & Support Staff have been trained as Comms Officers
/ During an emergency the Chief Warden will delegate suitable staff to fulfill the roles of Communication Officer at both the Emergency Control Point and the Assembly Area



Wardens

Leadership, Admin and Support Staff are trained as Wardens.
/ Upon notification of an emergency staff in the act of teaching (any staff member with students directly under their care) will remain with and take responsibility for the welfare of those students throughout the emergency situation.
/ **All other trained staff (those not teaching) will report to the Chief Warden at the Emergency Control Point for deployment.**

Staff in the act of Teaching

/ Staff are to take control of the class group or any visitors under their control at the time of the emergency.
/ All staff must comply with all directions given by Wardens.



First Aider

/ Qualified First Aid Personnel may be called upon by the Chief Warden to attend to casualties.

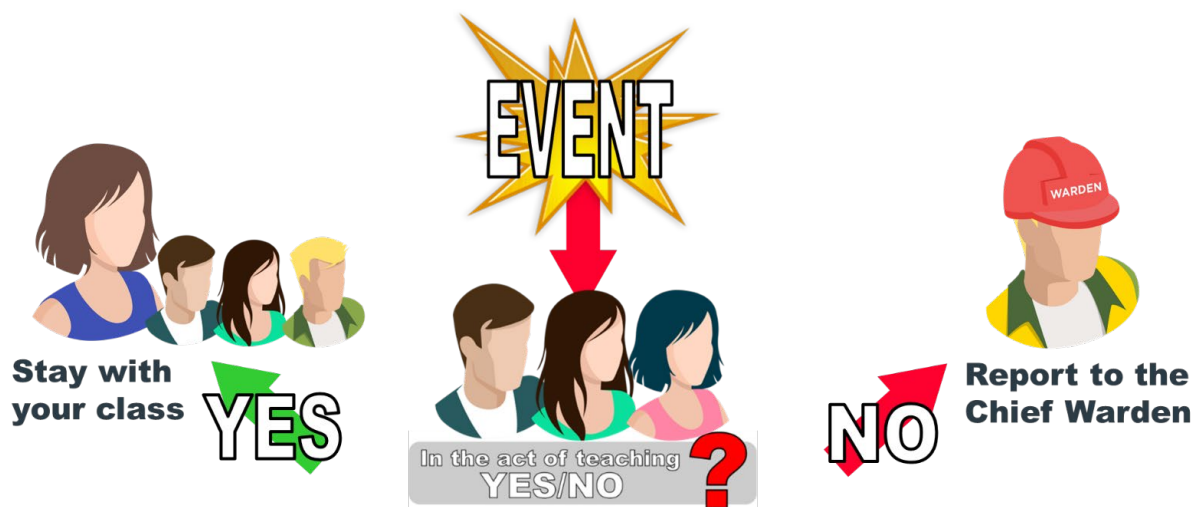


4.4 ECO Activation

Upon discovering an emergency staff should remove themselves and others in the immediate vicinity, before shutting the door and raising the alarm in the nearby area. Once safely evacuated from the affected area or building they should then raise the alarm by notifying **Error! Reference source not found.** Staff should then restrict access to the affected area until a Warden comes to assist them.

Upon notification of an emergency staff in the act of teaching (any staff member with students directly under their care) will remain with, and take responsibility for, the welfare of those students throughout the emergency.

All Warden trained staff will report to the Chief Warden at the Emergency Control Point in the **Error! Reference source not found.** for deployment. NOTE: if the **Error! Reference source not found.** is not a suitable location to manage the emergency on the day the Chief Warden will notify Wardens of an alternate location via announcements.



4.5 Indemnity

All ECO members whilst engaged in emergency planning, management and response activities as part of their employment duties on behalf of their employer, are indemnified against civil liability through the Public Liability and Professional Indemnity policies held by their employer.



4.6 Responsibilities

4.6.1 Chief Warden

The Chief Warden's duties include:

- / Being ready to take control over the response to an emergency situation until the arrival and handover to the emergency services (normal management ceases).
- / Ascertaining the nature of a reported incident and whether to declare an emergency.
- / Being prepared to take on the role and responsibilities of Chief Warden & lead the ECO.
- / Executing the emergency plans and evacuation procedure.
- / Monitoring the response and record progress on the 'Emergency (Evacuation/Lockdown) Checklist'.
- / Ensuring the appropriate emergency services are notified, met on arrival and briefed.
- / Taking responsibility for the welfare of the site occupants throughout an emergency.
- / Wearing the correct Chief Warden identification and return items ready for re-use.
- / Ensuring all members of the ECO are clearly identifiable.
- / Delegating tasks, giving clear instructions to Wardens and the Communications Officer.
- / Maintaining competency by participating in Warden Training and exercises.
- / Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- / Acting under the direction of the Emergency Services.
- / Being able to operate the methods of communication used at the school.
- / Referring all media comment to an authorised nominated person.
- / Giving the ECO the all clear when the building is safe for re-occupation.
- / Conducting post-incident debriefs using the Debrief Checklist and notifying the EPC of issues identified.

4.6.2 Communications Officer

The Communications Officer's duties include:

- / Being prepared to take on the role and responsibilities of Communications Officer within the ECO.
- / Being proficient in the operation of methods of communication used at the school.
- / Managing all communications on behalf of the Chief Warden including the notification of emergency services.
- / Being ready to take control of a designated Evacuation Assembly Area.
- / Maintaining records on behalf of the Chief Warden.
- / Knowing the evacuation procedure and the emergency plans.
- / Wearing correct Communications Officer identification and return items ready for re-use.
- / Maintaining competency by participating in Warden Training and exercises.
- / Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- / Acting under the direction of the Chief Warden.
- / Referring all media comment to an authorised nominated person.
- / Participating in post-incident debriefs.



4.6.3 Wardens

During an emergency, all staff who have received warden training and who are not in the act of teaching must present themselves to the Chief Warden at the Emergency Control Point and make themselves available to act as a warden. When acting as a Warden, their duties include:

- / Being prepared to take on the role and responsibilities of a Warden within the ECO.
- / Knowing the evacuation procedure and the emergency plans.
- / Wearing the correct Warden identification and return items ready for re-use.
- / Maintaining competency by participating in Warden Training and exercises.
- / Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- / Acting under the direction of the Chief Warden and emergency services.
- / Being ready to take control of a designated area (e.g. conducting searches or making secure).
- / Providing assistance and safeguard anyone in danger.
- / Being able to operate the methods of communication used at the school.
- / Referring all media comment to an authorised nominated person.
- / Participating in post-incident debriefs.

4.6.4 First Aiders

The First Aiders' duties include:

- / Being prepared to take on the role and responsibilities of a First Aider within the ECO.
- / Knowing the evacuation procedure and the emergency plans.
- / Wearing correct identification and return items ready for re-use.
- / Maintaining competency by participating in First Aider Training.
- / Being familiar with the site layout, including exits, paths of travel, the location of the Evacuation Assembly Areas and any site hazards.
- / Acting under the direction of the Chief Warden and emergency services.
- / Being ready to offer First Aid assistance when required.
- / Being able to operate the methods of communication used at the school.
- / Referring all media comment to an authorised nominated person.
- / Participating in post-incident debriefs.

4.6.5 Staff Members

Staff duties include:

- / Knowing the evacuation procedure and participate in exercises.
- / Being familiar with the site layout, including exits, the location of the Evacuation Assembly Area and any hazardous areas.
- / Understanding the methods of communication used at the school.
- / Assisting anyone in immediate danger if safe to do so.
- / Raising the alarm upon discovering any emergency.
- / Taking responsibility for the welfare of students in their care.
- / Being aware of any special requirements of students.
- / Following any directions of and provide any relevant information to the ECO.
- / Accounting for students in their care.
- / Referring all media comment to an authorised nominated person.



5. Facility Information

5.1 School Profile

PROFILE	
School Name	Iona College Geelong
Address	242 Horseshoe Bend Road, Charlemont, VIC 3217
Hours of Operation	8 am to 4 pm, Monday to Friday
Principal	Damian McKew
Telephone	03 5229 0004
Fax	Fax
Website	https://iona.vic.edu.au/
After Hours Emergency Contact	Name: Tom Harriott Telephone: 0408 950 743
Number of Students	Iona : 823
Number of Staff	Iona : 133
Students / Staff with Disabilities*	1 student / 0 staff

***Note:** Any Student / Staff member with a disability will have a Personal Emergency Evacuation Plan in place that specifically addresses the needs of each individual and how this will be catered for in the event of an emergency.



5.2 Emergency Procedures

The Emergency Procedures define overall control and coordination arrangements for response to threats identified during emergency identification and analysis, as well as roles and responsibilities for all trained persons expected to be involved in helping to safeguard facility occupants.

These emergency procedures are flexible to allow the ECO to adapt to the changing circumstances of an emergency situation and are designed to complement the installed emergency features, equipment and fire safety provisions. Further instruction on the use of specific equipment may be found in the instructions published for, or located on, the installed emergency equipment (e.g. firefighting equipment and communication systems).

This EMP for Iona College Geelong is not designed to be used during the emergency itself. Additional documents are available as guidance for all members of the ECO during the emergency, including:

- / Emergency Response Procedures (within this document) for:
 - / Chief Warden (see section 6)
To be used in conjunction with:
 - / Site Response Maps / Area Breakdowns
 - / Warden Duty Cards (see section 8.1)
 - / Communications Officer (see section 7)
 - / Wardens (Staff not in the act of teaching) will be deployed as required by the Chief Warden utilising Warden Duty Cards (see section 8.1).
 - / Staff in the act of teaching (see section 9)
This section is intended for reference only as:
 - / Emergency Procedure Summary Charts (see Section 14.5) are located in classrooms and work areas throughout the school.
 - / A Staff Member Emergency Procedure Induction is also available for the EPC
- / Evacuation Diagrams (see Section 14.4)

Personal Emergency Evacuation Plans (PEEPs) and the emergency procedures are located at the emergency control point. Evacuation Diagrams and Emergency Procedure Summary charts are located in areas around the facility.

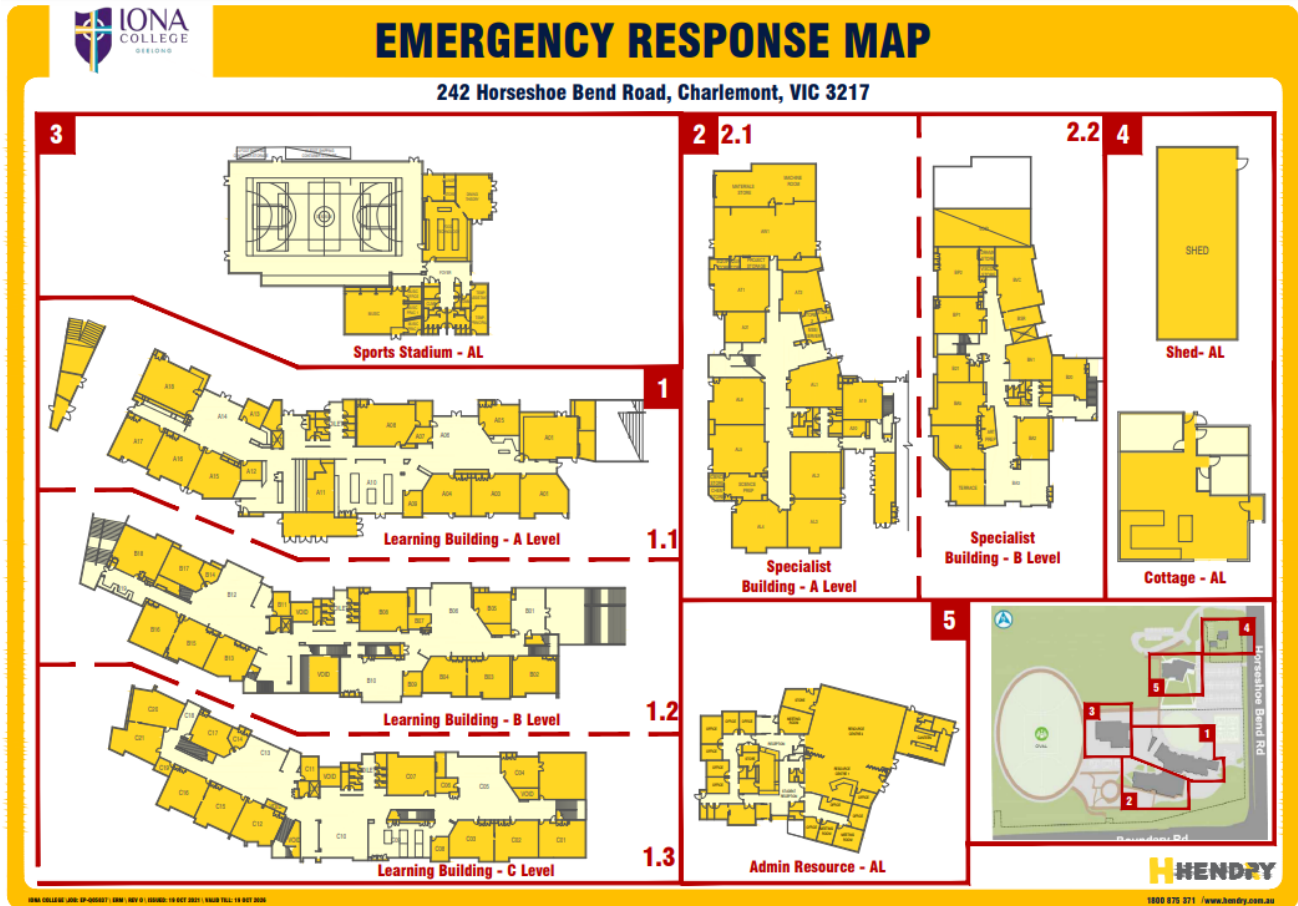
Warden identification is also available at the Emergency Control Point, **Error! Reference source not found..**



5.3 Response Zones

Due to the size of the school at the time of writing, each level is considered one zone. This is to assist the Chief Warden with the Management of the College. As a Warden you may be required to assist in clearing or restricting access to one of the areas, copies of area breakdown and duty cards for Wardens are kept in the Chief Wardens folder and will be issued to you where required if acting as a Warden during an emergency situation.

Please note:
 Emergencies at the Iona College Geelong will be managed using the following 3 stages:
Stage 1: Occupants of buildings in immediate Danger
Stage 2: Occupants of nearby buildings
Stage 3: If required complete Site Evacuation

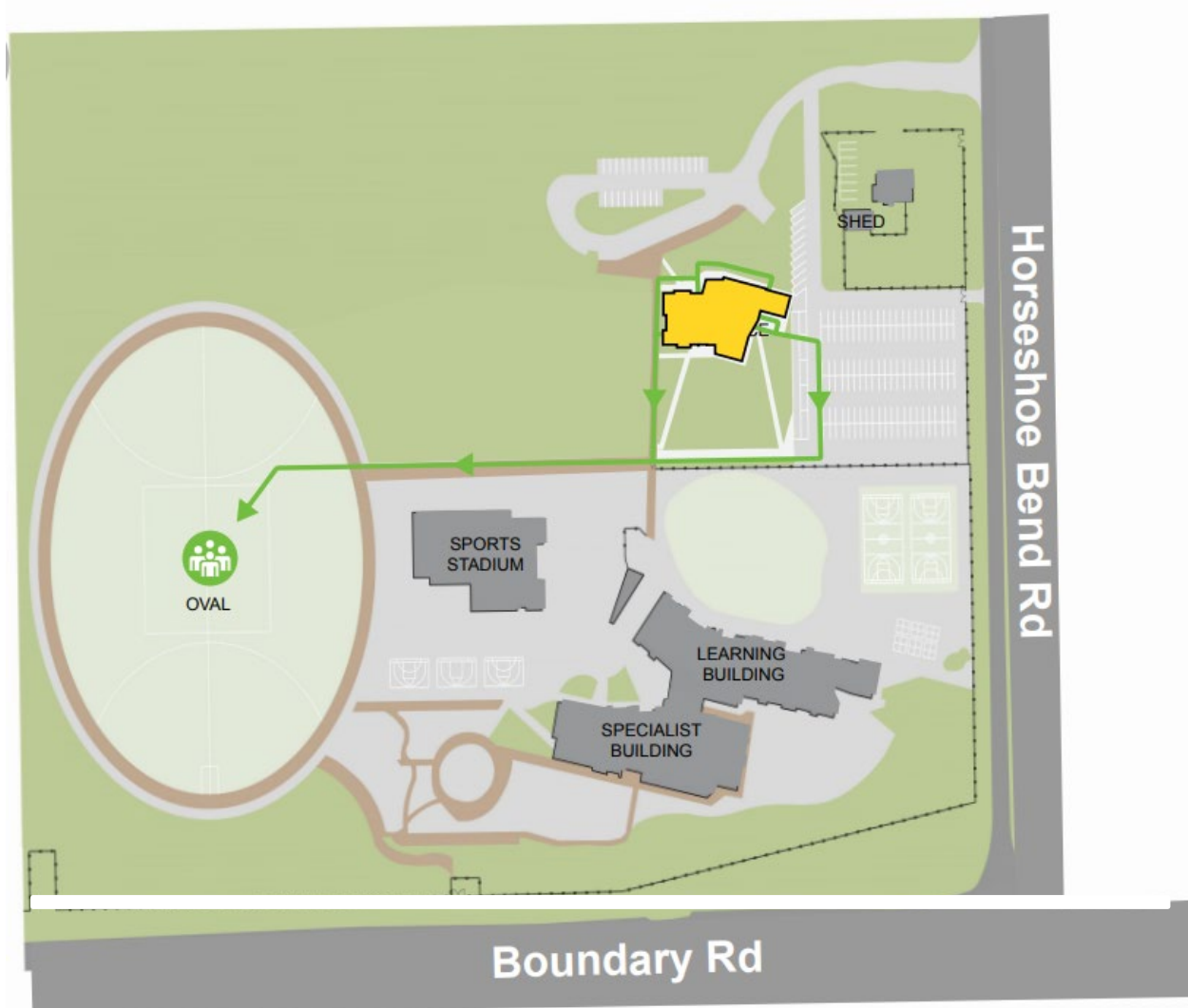




5.4 Evacuation Assembly Areas (EAA)

The purpose of an Evacuation Assembly Area (EAA) is to provide a safe area for people who have been evacuated from the facility to congregate until it is safe to return to the building.

The Evacuation Assembly Area is the school oval. This location is displayed below.



Depending on weather conditions, location, nature and severity of the emergency, the Chief Warden has the authority to decide upon an alternative and more appropriate Evacuation Assembly Area, should the primary area be unsuitable. Wardens have the authority to move evacuees away from the Evacuation Assembly Area to a safer location if they believe there is a threat to people's wellbeing, such as being downwind of an incident.

5.5 Offsite Locations

Offsite locations have been identified as:

- Ashbury Land Sales Office – 460 Boundary Road.
- St Catherine of Siena Catholic Primary School – Armstrong Creek (Where required, McHarry's Buses (ph. 5223 2111) will be notified to transport Staff and Students to this location)



5.6 Installed Essential Safety Measures

It is the building itself that is vulnerable to fires and other hazardous incidents. All buildings at Iona College Geelong have safety systems built into them. Most buildings have automatic safety systems installed and if an emergency does occur, these automatically spring into action.

- / Egress Systems allow people to safely and efficiently escape the building.
- / Emergency lighting and exit signs provide sufficient light to evacuate during a power failure.
- / Warning systems to alert occupants of an impending or actual emergency.
- / Firefighting equipment, such as extinguishers and hose reels.
- / Fire resisting structures.
- / Mechanical systems to divert smoke.

The active fire and other safety systems installed in Iona College Geelong are listed below. The building code to which the building was designed requires these systems to operate collectively and in conjunction with this plan to maintain a safe environment. Failure of any component can dramatically impair the performance of other components and introduce unsafe conditions. All Essential Safety Measures are tested as per Occupancy Permit and Australian Standards and an annual certificate is issued.

5.6.1 Detection Systems

Smoke Detector	Smoke detectors operate automatically when combustion products enter a detector's sensing chamber (ionization type detector) or light beam (photoelectric type detector). When activated, the detector will activate the emergency warning system and the detector's red LED light will permanently illuminate.
-----------------------	--

5.6.2 Warning/ Communication Systems

Public-Address System (PA)	The Public-Address System can be used to issue instructions to building occupants and ECO members.
Evacuation Tone	The Evacuation tone is a rise and fall tone that communicates a directive to immediately evacuate the building. It can be activated by a signal from the FIP or manually.
Portable Radios	Two-Way radios are available for Communications Officers and the Chief Warden at the Emergency Control Point – Error! Reference source not found.
Loudhailers	Loud hailers are available for emergency purposes and are located at the Emergency Control Point – Error! Reference source not found.

5.6.3 Suppression Systems

Fire detection and alarm systems	A Building Occupant Warning System (BOWS) with evacuation tones only is installed and located at Error! Reference source not found.
Fire Indicator Panel	The Fire Indicator Panel is located in the foyer opposite room Error! Reference source not found.
Hydrants	Fire hydrants have been installed to allow emergency service personnel to provide water to their equipment to fight a fire. These are not designed for occupant use.
Automatic Fire Sprinkler Systems	A Fire Sprinkler system is installed throughout the school building(s).
Water storage tanks for fire protection systems	Located near the 'cottage' with a capacity of 300 thousand Litres



5.6.4 First Attack Fire Fighting and Other Safety Equipment

Fire Extinguishers	Fire extinguishers are installed to allow occupants to suppress fires in their initial stages.
Fire Hose Reels	Fire hose reels are installed to allow occupants to suppress fires in their initial stages.
Fire Blankets	Fire blankets are installed for use on fires involving flammable liquids in containers e.g. cooking oil fires and/ or a person whose clothes are involved in fire.

5.6.5 Means of Egress

The following equipment is installed to help safe egress from the building. The integrity of these systems may be maintained with passive fire protection products such as collars, mastics, mortars and pillows.

Exit Doors	Exit doors allow occupants egress from the building.
Fire Doors	Fire doors maintain the fire resistance rating of a wall designated as a fire rated wall.
Smoke Doors	Smoke doors prevent the spread of smoke in a path of travel to an exit.
Emergency Lighting	Emergency lights provide light for occupants to safely navigate their path to an exit for a limited period, in the event the power to the building fails.
Exit Lights	Exit lights indicate a designated fire exit from an area or direction to a designated fire exit.

5.7 Utilities and Building Services

When an emergency arises there are times when it is best to be able to shut down some services from the mains. The following utilities are on site and can be accessed using the methods described.

TYPE	CONTROL / ACCESS POINT	NOTES / SHUTOFF INSTRUCTIONS
Water	Mains Water located on Boundary Road side of site	150m west of Boundary Road and Horseshoe Bend Road intersection Managed by Barwon Water
Electricity	Electricity Mains are located at the Boundary Road side of site	150m west of Boundary Road and Horseshoe Bend Road intersection
Roof Access	Nil roof access permitted	Notes / Shutoff instructions



6. Chief Warden Response Procedures



Note: This section should be printed and a copy kept at the Emergency Control Point for use by the Chief Warden along with the Site Response Map and Warden Duty Cards.





6.1 Upon Notification of an Emergency/Alert

- / Collect necessary keys and proceed to the Building Occupant Warning System / PA Panel in **Error! Reference source not found.** (Emergency Control Point).
- / Activate the Emergency Control Organisation by directing the Communications Officer to make the 'Alert Announcement' over the Emergency Warning System/ P.A. system
- / Consider emergency specific implications (refer to emergency specific procedure)
- / Implement the appropriate emergency procedure

EMERGENCY CALL OR REPORT RECEIVED

Confirm with caller:

- / Name? _____
- / Exact Location? _____
- / Type & Size of Emergency? _____
- / Has Immediate Danger Area has been Evacuated?
YES / NO

/ Is anyone requiring Medical attention?

YES (see below) / **NO**

Details _____

- / Direct them to call an Ambulance '000' if required
- / Direct Comms Officer to Notify a First Aider

Instruct them to evacuate and restrict access until Wardens arrive or Shelter/Lockdown as appropriate

EVACUATION



Internal Threats Fire, Gas or Hazardous Material leak/spill, Bomb Threat etc..

SHELTER-IN-PLACE



External Threats Gas or Hazardous Material leak/spill, Storm/ Weather, Animal Threat etc..

LOCKDOWN



Personal Threat Aggressive or Armed Intruder, Civil Disorder etc..

Alert Announcement

"Attention Attention all Students and Teachers, this is an emergency announcement. Please assemble in each classroom and await further instructions. Staff not in the act of teaching report to (Insert Emergency Control Point location)."

Repeat

Evacuation Announcement

"Attention Attention this is an emergency announcement. Could all Teachers and Students please calmly move to the Evacuation Assembly Area Please avoid (insert building/danger location). Follow the directions of Wardens. Staff not in the act of teaching report to (Insert Emergency Control Point location)."

Repeat & Sound EVACUATION TONE

Shelter-In-Place Announcement

'Attention this is an emergency announcement. Please Shelter-in-Place until further notice. If outside, move to the nearest building.'

Repeat

Give staff as much additional information as required to assist staff in coordinating their response & continue to provide regular updates

State lockdown code

If safe to do so, request staff not in the act of teaching to report to (Insert Emergency Control Point location)

Implement Appropriate Emergency Procedure



6.2 Evacuation Procedure

The below evacuation procedure applies to evacuation on or off site. These situations are variations of a standard evacuation, requiring the selection of different evacuation assembly areas (either on or off site as appropriate).



OBJECTIVES

- / Confirm the area under threat
- / Consider emergency specific implications (**refer to emergency specific procedure**)
- / **Remove** occupants from and **Restrict Access to** the danger area.
 Note: This could include a partial, full or offsite evacuation if necessary
- / Confirm the site has been cleared and students are accounted for

- / Consider the safety of Evacuation Assembly Areas & egress routes. Use alternatives if required.
Depending on weather conditions, location, nature and severity of the emergency, the Chief Warden has the authority to decide upon an alternative and more appropriate Evacuation Assembly Area, should the primary area be unsuitable.

- / Activate the ECO by directing the Communications Officer to make the 'Evacuate Announcement' over the Emergency Warning System / P.A. system and activating the Evacuate tone.

- / Direct the Comms Officer to contact the appropriate Emergency Services.

- / Issue White Helmet, Radio and Clipboard and deploy Comms Officer to the Evacuation Assembly Area.

- / Issue Red Helmets 'Warden Duty' cards and relevant PEEP's and deploy Wardens using the following 3 stages:
 - / Stage 1: Evacuate Occupants of buildings in immediate danger
 - / Stage 2: Evacuate Occupants of nearby buildings
 - / Stage 3: If required complete Site Evacuation

- / Use the 'Emergency Checklist' to log Warden and Assembly Area reports.

- / Restrict building access and vehicular movement to the Danger Area by placing Wardens at entrances.

- / Instruct a Warden to meet the Emergency Services and guide them to the Emergency Control Point.

- / Consider notifying neighboring facilities about the emergency.

- / Brief the Emergency Services, handover the situation and assist as required.

- / Notify **Error! Reference source not found..**

- / Regularly contact the Evacuation Assembly Areas to give and receive information updates.

- / When the Emergency Services declare the building safe, give the "All Clear" and control building re-entry.

- / Hold a debriefing session for all Wardens.



6.3 Shelter-In-Place Procedure

The below Shelter-In-Place procedure is to be used when an external threat requires staff and students to remain inside buildings for non-threatening behaviour scenarios (for example external Gas or Hazardous Material leak/spill, Storms / Hazardous Weather, Animal Threat etc.) For aggressive or threatening behaviour emergencies see **LOCKDOWN** procedure.



OBJECTIVES

- / Consider emergency specific implications (**refer to emergency specific procedure**)
- / Communicate the need to Shelter-In-Place and provide emergency specific instruction where appropriate
- / Confirm that the staff and students have successfully sheltered-in-place and provide ongoing support and information to sheltered occupants throughout the duration of the emergency

- / Determine nature of event and specific considerations
- / Notify staff and Wardens via the PA system of a Shelter-In-Place (see **EMERGENCY ANNOUNCEMENTS**).
- / Direct the Communications Officer to contact the appropriate Emergency Services.
- / If safe to do so, issue 'Warden Duty' cards and relevant PEEPs and deploy Wardens.
- / If unsafe to move outside, consider instructing Wardens to use the internal phone system to account for staff and students.
- / Use the 'Emergency Checklist' to log Warden reports.
- / Place Wardens at building entrances to provide support and advise to those arriving or attempting to leave the school.
- / If safe to do so, instruct a Warden to meet the Emergency Services and guide them to the Emergency Control Point.
- / If possible, divert parents and returning groups from the school and advise if Shelter-In-Place is going to extend beyond the normal hours of operation.
- / Consider notifying neighboring facilities about the emergency.
- / Meet and brief the Emergency Services, handover the situation and assist as required.
- / Notify **Error! Reference source not found..**
- / Make regular contact with Teachers to give and receive updates. If safe to do so / dependent upon the emergency situation, teachers may continue with normal lesson plan
- / When the Emergency Services declare the school safe, give the All Clear.
- / Hold a debriefing session for all Wardens.



6.4 Lockdown Procedure

The below lockdown procedure is to be used when an external threat requires the site to be secured and staff and students to remain hidden/out of site. For other external emergencies see **SHELTER-IN-PLACE** procedure.



OBJECTIVES

- / Consider emergency specific implications (**refer to emergency specific procedure**)
- / Discreetly communicate the need to lockdown and request assistance from available staff (if safe to do so)
- / Confirm that the site has successfully locked down and students accounted for

- / Determine nature of event and specific considerations
- / Notify staff and Wardens via the PA system or verbally of a lockdown (see **EMERGENCY ANNOUNCEMENTS**).
- / Direct the Communications Officer to contact the appropriate Emergency Services.
- / If safe to do so, issue 'Warden Duty' cards and relevant PEEPs and deploy Wardens. **DO NOT issue Red Hats.**
- / If unsafe to move outside, consider instructing Wardens to use the internal phone system to account for staff and students.
- / Use the 'Emergency Checklist' to log Warden reports.
- / Once the Lockdown is in place, stop the usual school bell from sounding.
- / Place Wardens discreetly at locked building entrances. Only allow students and staff to re-enter.
- / If safe to do so, instruct a Warden to meet the Emergency Services and guide them to the Emergency Control Point.
- / If possible, divert parents and returning groups from the school and advise if Lockdown is going to extend beyond the normal hours of operation.
- / Consider notifying neighboring facilities about the emergency.
- / Meet and brief the Emergency Services, handover the situation and assist as required.
- / Notify **Error! Reference source not found.**
- / If possible, make regular contact with Teachers to give and receive updates.
- / When the Emergency Services declare the school safe, give the All Clear.
- / Hold a debriefing session for all Wardens.



6.5 Emergency Specific Considerations

Fire

Procedure

- / Determine the location and extent of the fire/smoke by sending a Warden to investigate and report back **Error! Reference source not found.**
- / If fire is confirmed, direct the Communications Officer to call the **Fire Brigade '000'** and commence Evacuation (see **EVACUATION PROCEDURE**).

Considerations

- / clear areas under threat (including areas adjacent/above/below where appropriate)
- / Have areas not in immediate danger on standby for evacuation
- / Close doors to prevent the spread of fire/smoke
- / Ensure the Evacuation Assembly Area is upwind from the fire/smoke

Bomb Threat

Procedure

- / Contact the Police.
- / Ensure the recipient completes a “Bomb Threat Checklist”.
- / Assess the information on the “Bomb Threat Checklist” to determine if the threat is specific or non-specific and actions required. (see below)
- / Discreetly activate the Emergency Control Organisation and decide whether to conduct a search and if partial or full evacuation is required (see **BOMB THREAT EVACUATION**, below).
- / Direct Wardens to look for items not normally found in the area, items for which an owner cannot be found and anything that is considered suspicious for any reason and report back search results.
- / If no suspicious item is identified, determine actions to take on subsequent threats.
- / If a suspicious item is located, commence evacuation (see **BOMB THREAT EVACUATION** below).
- / Cordon-off the area. Do not touch, tilt, tamper or use mobile phones, two-way radios or flash photography within a 25 metre radius.
- / Contact the police to confirm that a suspicious item has been found.

Bomb Threat Evacuation

- / Consider selecting an Evacuation Assembly Area not publicly known (at least 100 metres from the item, if a vehicle, evacuate at least 500 metres).
- / Determine the safest route to the nominated Evacuation Assembly Area by nominating paths of travel to avoid the vicinity of any suspicious item or area specified in the threat.
- / Communicate to Wardens any areas of the site to be avoided.
- / If safe to do so, instruct Wardens to search evacuation routes for suspect items and if there is time, leave doors and windows open.
- / Record all relevant information (physical characteristics, shape, dimensions, construction and the exact position of the item).
- / Meet the Police upon arrival and give details of the situation.
- / Notify **Error! Reference source not found.**
- / When the Emergency Services declare the building safe, give the “All Clear”, control building re-entry and hold a debriefing session for all Wardens.



Suspicious Mail / Package

Procedure

- / Alert others and keep people away from the item but remain nearby.
- / Ask the person who handled the item to place it inside an airtight plastic bag and then into another airtight bag.
- / If opened, do not disturb any further nor clean up any spilled substance. Cover the item if possible, without disturbing it.
- / Ask the handler to remain calm and not to touch their face, anyone or anything else.
- / Stop people from entering the immediate area.
- / If able to, without leaving the immediate area, have the handler wash their hands.
- / If possible, shut off ventilation system and fans and close doors and windows.
- / If at any time there is a strong noxious smell, move to an adjoining room and close doors and windows.
- / Advise the police of the exact location in the building, a description of the item, actions taken since discovery and number of persons affected in the area.
- / Await further directions from the police.

Considerations

- / Limit exposure/shield people from the item. Do not handle the item.
- / Evacuate the area (see **BOMB THREAT EVACUATION**).
- / Isolate anyone affected in case they need to be decontaminated

Procedure

- / Activate the Emergency Control Organisation and call First Aider(s) to attend to the casualty(s).
- / Direct Wardens to take control of the situation (consider implementing a **Shelter-In-Place**).
- / If requested by the First Aider, direct the Communications Officer to call an Ambulance.
- / Direct a Warden to meet the Ambulance on arrival and guide the Officers to the casualty.
- / For serious incidents and/or if person is hospitalised, notify the Principal to arrange for next of kin to be notified.

Procedure

- / Direct Wardens to take control of the situation by:
 - / Ensuring Wardens are sent to assist/restrict access to area(s) affected.
 - / Remind Wardens not to attempt to clean up or confine the spill unless they have been appropriately trained.
- / Direct Wardens to investigate the source of the gas leak and shut off supply if safe to do so.
- / Assess the type and quantity of hazardous materials involved and obtain the 'Material Safety Data Sheet' to determine the appropriate response.
- / If required, direct the Communications Officer to call the **Fire Brigade '000'**.
- / Direct everyone to remove any sources of ignition, extinguish cigarettes and open flames and not to use two-way radios or mobile phones.
- / Direct Wardens to isolate anyone contaminated until the arrival of the Emergency Services.
- / If the spill or leak is external, commence Shelter-In-Place, close all doors and windows and turn off ventilation systems (see **SHELTER-IN-PLACE PROCEDURE**).
- / If the spill or leak is internal, commence evacuation to a safe area upwind of the leak (see **EVACUATION PROCEDURE**).

Considerations

- / Prevent exposure to the spill/leak
- / If possible, determine what has been spilled/is leaking
- / Isolate those contaminated and seek medical assistance
- / Ensure the Evacuation Assembly Area is upwind and uphill from the spill/leak

**Medical
Emergency**

Hazardous Material/Gas Leak



Animal Hazard

Procedure

- / Direct Wardens to keep persons away from any immediate hazard posed by the animal
- / Try to identify the owner of the animal to ensure they are aware of the problem.
- / Controlling the animal will be the responsibility of the owner/handler. In the absence of the owner/handler, inform the Local Council Ranger or snake catcher as appropriate.
- / In the incidence of large livestock, a vicious or dangerous animal causing immediate threat or the incident is deemed severe, contact Emergency Services '000' and:
 - / If the threat external, commence Shelter-In-Place. Close all doors and windows (see **SHELTER-IN-PLACE PROCEDURE**).
 - / If the threat is internal, commence evacuation to a safe area away from the threatening animal (see **EVACUATION PROCEDURE**).
- / If the animal is injured and able to be contained/transported take to local vet.

Procedure

- / Direct staff and students not to confront intruders and keep away.
- / If the threat is external, commence lockdown (see **LOCKDOWN PROCEDURE**).
- / If any damage has been caused, isolate the crime scene and ensure no one disturbs the area until police have cleared the crime scene.

After the intruder has fled

- / Arrange care for anyone injured or emotionally affected by the incident.
- / If any damage has been caused, isolate the crime scene and ensure no one disturbs the area until police have cleared the crime scene.
- / Have witnesses complete Intruder Checklists - gather details and observations of the offenders.
- / Prevent discussion between witnesses.
- / Direct a Warden to meet the Police on arrival.

During Flooding

- / Direct Wardens to take control of the situation, assess the area for hazards and keep people out of the flooded area.
- / If required, direct the Communications Officer to call the Fire Brigade or SES.
- / Determine the nature of the flood (water main/roof damage/sewerage/ etc) and shut off the source and/or contact the relevant maintenance provider (see **EMERGENCY CONTACTS**).
- / If the flood is external, commence Shelter-In-Place (see **SHELTER-IN-PLACE PROCEDURE**).
- / If the flood is internal, commence Evacuation (see **EVACUATION PROCEDURE**).

During Adverse Weather

- / Commence Shelter-In-Place (see **SHELTER-IN-PLACE PROCEDURE**).
- / Instruct all staff and students to move away from windows, mirrors, bookcases and items that may fall. Seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
- / Once the threat has passed, direct Wardens to assess the buildings for casualties, building damage and hazards and report back.
- / If any building damage or hazards are identified, commence evacuation (see **EVACUATION PROCEDURE**).

Procedure

- / Deploy a Warden to assess the affected area for casualties, anyone trapped, building damage and hazards and report back.
- / Ensure First Aiders attend any casualties.
- / If a building is damaged or hazards are identified that threaten occupants inside buildings, commence evacuation (see **EVACUATION PROCEDURE**).
- / If anyone is trapped or suspected of being trapped, call the Fire Brigade '000' (for Rescue)

Threatening Behavior / Civil Disorder

Adverse Weather / Flooding

Fallen Tree / Structural Failure



6.6 Emergency Checklist

Name:		Date: / /		Time: hrs	
Emergency Services Notification: Telephone 000					
Service		Time called		Service	
<input type="checkbox"/> Fire		: hrs		<input type="checkbox"/> Ambulance	
<input type="checkbox"/> Police		: hrs		<input type="checkbox"/> SES	
WARDEN AREA REPORT					
Warden Area	Evacuation Complete	People requiring rescue	People Missing/ Refusing to leave	Comments	
1					
<i>NAME</i>					
2					
<i>NAME</i>					
3					
<i>NAME</i>					
4					
<i>NAME</i>					
ASSEMBLY AREA REPORT					
People missing / requiring rescue			Comments		



6.7 People with Disability / Injury

A disabled person is someone who cannot evacuate the building unaided. Their disability may either be temporary or permanent or may be caused by the emergency incident, such as an injury.

Staff are not trained rescue professionals. Therefore, should not carry injured or disabled people down stairs, unless it is a last resort. This can hinder the smooth movement of other people from the building or even cause injury to the person being rescued.

Procedure

- / Log details of any person that is unable to be evacuated.
- / Inform the Emergency Services of the location of anyone that requires rescue.

NOTE: It is advised to maintain an up to date register of people with a disability. Suitable emergency or evacuation strategies should be discussed with those occupants who have a disability and a Personal Emergency Evacuation Plan (PEEP) developed for each person that requires additional assistance.

The completed PEEP's should be kept in the Chief Warden's response folder for distribution / deployment of assistance during an emergency response

6.8 Post Incident Procedure

- / Ensure the building is safe for re-occupation (upon advice from the Incident Commander, if emergency services are involved).
- / If there is any building damage restrict access to this area.
- / Ensure the Emergency Warning System is placed back into automatic mode.
- / Notify **Error! Reference source not found.** of the incident to ensure critical incident management processes begin.
- / Conduct a post-incident debriefing with all ECO members involved, identifying any areas for improvement and actions to improve the response. If relevant, communicate findings with all staff.
- / If any ECO equipment was damaged arrange for replacement.
- / If any fire extinguishers were discharged arrange for replacement.



6.9 Debrief Checklist

INCIDENT DESCRIPTION:		
Click or tap here to enter text.		
Site:	Iona College Geelong, 242 Horseshoe Bend Road, Charlemont, VIC 3217	
Chief Warden:	Click or tap here to enter text.	Date: Date
		Time: Time
WHO WAS PRESENT AT DEBRIEF:		
Area Warden:	Wardens:	
Click or tap here to enter text.	Click or tap here to enter text.	
SUMMARY OF THE EMERGENCY:		
Click or tap here to enter text.		
WHAT WAS DONE WELL?		
Click or tap here to enter text.		
WHAT COULD HAVE BEEN DONE BETTER?		
Click or tap here to enter text.		
WHAT ACTIONS WILL BE IMPLEMENTED?	BY WHOM?	
Click or tap here to enter text.	Click or tap here to enter text.	
DEBRIEF COMPLETED BY:		
Name:	ECO Position:	
Time:	Date:	
Job Title:	Signature:	



7. Communications Officer Response Procedures



Note: This section should be printed and a copy kept at the Emergency Control Point for use by the Chief Warden along with the Site Response Map and Warden Duty Cards.





Iona College Geelong response procedures include two Communication Officer roles:

Communications Officer - Emergency Control Point (ECP):

- / Manage all communications on behalf of the Chief Warden.
- / Use the 'Emergency (Evacuation) Checklist' to log search results.

Communications Officer - Evacuation Assembly Area (EAA):

- / Move to the nominated Evacuation Assembly Area.
- / Use 'Emergency (Evacuation) Checklist' to log head count and report status to the Chief Warden.
- / Manage all communications at the Evacuation Assembly Area.

7.1 Emergency Notification

Upon receiving an emergency notification at the school office

EMERGENCY CALL OR REPORT RECEIVED

Confirm with caller:

- / Name? _____
- / Exact Location? _____
- / Type & Size of Emergency? _____
- / Has Immediate Danger Area has been Evacuated?
YES / NO

Instruct them to evacuate and restrict access until Wardens arrive or Shelter/Lockdown as appropriate

- / Is anyone requiring Medical attention?

YES (see below) / **NO**

Details _____

- / Direct them to call an Ambulance '000' if required
- / Direct Comms Officer to Notify a First Aider

EVACUATION



Internal Threats Fire, Gas or Hazardous Material leak/spill, Bomb Threat etc..

SHELTER-IN-PLACE



External Threats Gas or Hazardous Material leak/spill, Storm/ Weather, Animal Threat etc..

LOCKDOWN



Personal Threat Aggressive or Armed Intruder, Civil Disorder etc..

Alert Announcement

"Attention Attention all Students and Teachers, this is an emergency announcement. Please assemble in each classroom and await further instructions. Staff not in the act of teaching report to (Insert Emergency Control Point location)."

Repeat

Evacuation Announcement

"Attention Attention this is an emergency announcement. Could all Teachers and Students please calmly move to the Evacuation Assembly Area Please avoid (insert building/danger location). Follow the directions of Wardens. Staff not in the act of teaching report to (Insert Emergency Control Point location)."

Repeat & Sound EVACUATION TONE

Shelter-In-Place Announcement

'Attention this is an emergency announcement. Please Shelter-in-Place until further notice. If outside, move to the nearest building.'

Repeat

Give staff as much additional information as required to assist staff in coordinating their response & continue to provide regular updates

State Lockdown code



7.2 Emergency Announcements

ALERT

“Attention Attention all Students and Teachers, this is an emergency announcement. Please assemble in each classroom and await further instructions. Staff not in the act of teaching report to **(Insert Emergency Control Point location)**.”

Repeat

EVACUATION

“Attention Attention this is an emergency announcement. Could all Teachers and Students please calmly move to the Evacuation Assembly Area Please avoid **(insert building/danger location)**. Follow the directions of Wardens. Staff not in the act of teaching report to **(Insert Emergency Control Point location)**.”

Repeat & Sound EVACUATION TONE

SHELTER IN PLACE

“Attention this is an emergency announcement. Please Shelter-in-Place until further notice. If outside, move to the nearest building.”

Repeat

Give staff as much additional information as required to assist staff in coordinating their response & continue to provide regular updates

LOCKDOWN (DISCRETE)

“Attention Attention. Sister Columba please go to **(Incident location)**.”

Repeat

(Incident is where the threat is located)

ALL CLEAR

“Attention Attention all Students and Teachers, the Emergency Situation is all clear. Please resume normal activities.”

Repeat



7.3 Emergency Checklist

Name:		Date: / /		Time: hrs	
Emergency Services Notification: Telephone 000					
Service		Time called		Service	
<input type="checkbox"/> Fire		: hrs		<input type="checkbox"/> Ambulance	
<input type="checkbox"/> Police		: hrs		<input type="checkbox"/> SES	
WARDEN AREA REPORT					
Warden Area	Evacuation Complete	People requiring rescue	People Missing/ Refusing to leave	Comments	
1					
<i>NAME</i>					
2					
<i>NAME</i>					
3					
<i>NAME</i>					
4					
<i>NAME</i>					
ASSEMBLY AREA REPORT					
People missing / requiring rescue			Comments		



8. Warden Response Procedures



Note: This section should be intended for reference only, Warden Duty Cards are kept at the Emergency Control Point to be issued by the Chief Warden to Wardens during an emergency response.





8.1 Warden Duty Cards

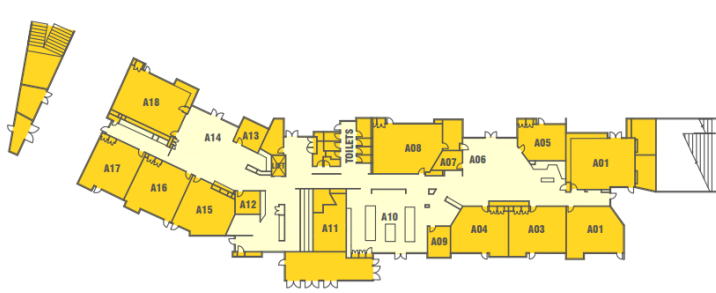
Warden Duty Cards incorporating evacuation, Shelter-In-Place and Lockdown instruction are kept at the emergency control point to be deployed to Wardens by the Chief Warden. The Chief Warden may issue Warden duty cards to deploy wardens to take control of an area of College or deploy Wardens to:

- / Restrict access to an area of College
- / Meet and greet emergency services upon arrival
- / Support a staff member or student who has a Personal Emergency Evacuation Plan (PEEP)
- / Support evacuated staff and student at the Assembly Area
- / Provide other assistance as required to the emergency response

An example is shown below with an electronic copy of Warden Duty Cards or all evacuation diagrams available from the EPC.

AREA 1.1WARDEN DUTY CARD

***SEARCH THE AREA HIGHLIGHTED IN YELLOW**



Learning Building - A Level

EVACUATION


- / Don Warden Identification
- / Direct all occupants to evacuate the closest safe exit.
- / Assist in moving people with a disability to safety.
- / Search all areas highlighted in **Yellow** on the floor plan above, including toilets, offices, classrooms, etc., to ensure that everyone is evacuated.
- / Once checked, close the door behind you.
- / Once the evacuation and search is complete, report to the Chief Warden in person and give details of areas clear, anyone missing or requiring assistance.
- / Follow any further directions from the Chief Warden (this may include assisting Staff and Students at the Assembly Area or restricting access to the School and or danger area).

SHELTER-IN-PLACE

- / Don Warden Identification
- / Direct all occupants to remain in the building or move to an area nominated by the Chief Warden away from items that may fall.
- / Assist in moving people with a disability to safety.
- / Search all areas highlighted in **Yellow** on the floor plan above, to ensure they are safe and secure.

LOCKDOWN

- / Direct all occupants to '**Lockdown Lockdown**'
- / Once the Lockdown is complete, notify the Chief Warden and give details of areas secure, anyone missing, or requiring assistance.
- / Follow any further directions from the Chief Warden.



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8.2 Emergency Considerations

Fire	<p>Procedure</p> <ul style="list-style-type: none">/ Assist anyone in immediate danger if safe to do so./ Close doors to prevent fire/smoke spread./ Request anyone in the immediate area to evacuate or to assist as necessary/ If the fire cannot be controlled, close the door to prevent fire/smoke spread and complete the evacuation <p>Considerations</p> <ul style="list-style-type: none">/ While checking areas ensure you always have a safe passage of retreat/ Only use portable firefighting equipment if trained and safe to do so, life safety should always put before property protection
Bomb Threat	<p>Bomb Threat Evacuation</p> <ul style="list-style-type: none">/ Advise teachers to evacuate students to the nominated Evacuation Assembly Area, taking only nearby personal belongings./ Search evacuation routes and the Evacuation Assembly Areas for suspect items and leave doors and windows open./ Report to the Chief Warden. Give details of areas clear, people missing or requiring evacuation assistance and any suspicious items.
Suspicious Mail / Package	<p>Procedure</p> <ul style="list-style-type: none">/ Carefully place item on nearest level surface./ Cordon-off the area. Do not touch, tilt, tamper or use mobile phones, radios or flash photography within a 25m radius/ Advise the Chief Warden of the exact location in the building, a description of the item, actions taken since discovery and number of persons affected in the area./ Commence evacuation of the area (see BOMB THREAT EVACUATION).
Medical Emergency	<p>Procedure</p> <ul style="list-style-type: none">/ Support the First Aider(s) by keeping others away from the casualty(s) to allow sufficient space for the first aid response./ If requested meet the Ambulance on arrival and guide the Officers to the casualty.
Hazardous Material / Gas Leak	<p>Procedure</p> <ul style="list-style-type: none">/ Assist anyone in immediate danger./ If possible, determine what has been spilled/is leaking/ Isolate the affected area./ DO NOT attempt to clean up or confine the spill or leak unless you have been appropriately trained./ Isolate anyone contaminated until the arrival of the Emergency Services.
Animal Hazard	<p>Procedure</p> <ul style="list-style-type: none">/ Keep persons away from any immediate hazard posed by the animal/ Try to identify the owner of the animal to ensure they are aware of the problem. Controlling the animal will be the responsibility of the owner/handler./ In the incidence of a vicious or dangerous animal causing immediate threat commence Shelter-In-Place or Evacuation of the area and notify the Chief Warden
Threatening Behavior / Civil Disorder	<p>Procedure</p> <ul style="list-style-type: none">/ DO NOT to confront intruders and keep away. If Confronted:<ul style="list-style-type: none">/ Act calm and obey instructions given by intruders./ Do not make sudden movements or make eye contact./ Be compliant and answer all questions asked by intruders./ Hand over valuables when requested. These are replaceable, life is not./ Do not give chase when intruders depart.
Adverse Weather / Flooding	<p>During Flooding</p> <ul style="list-style-type: none">/ Assess the area for hazards and keep people out of the flooded area./ Determine the nature of the flood (water main/roof damage/sewerage/ etc) <p>During Adverse Weather</p> <ul style="list-style-type: none">/ Instruct all staff and students to move away from windows, mirrors, bookcases and items that may fall./ If deemed appropriate direct staff and students to seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.



9. Staff Response Procedures



Note: this section is for reference only, EMERGENCY PROCEDURE SUMMARY CHARTS are displayed in classrooms and work areas for reference by staff and a separate EMERGENCY PROCEDURES STAFF INDUCTION is available for new staff induction and staff refresher.





9.1 Evacuation Procedure



When to Evacuate:

- / If an internal threat to safety of life exists
- / If told to evacuate by a Warden, the Chief Warden or responding Emergency Services (eg. in person, over the public address system)

Staff Evacuation Procedure:

Staff are to take control of the class group or any visitors under their control at the time of the emergency. In doing so they must:

- / Turn off anything that may become a hazard if unsupervised (eg. cook tops, ovens, candles, science equipment, etc)
- / Direct students & visitors to the nearest safe exit
- / Make final check of room, take the class roll (where available) and shut the door
- / Lead students to the nominated or closest Evacuation Assembly Area
- / Account for your current class group and report any problems (anyone missing or requiring assistance) to the Communications Officer
- / Remain in control of your class group at the Evacuation Assembly Area until the Chief Warden or Emergency Services declares that it is safe to return to the building or to disperse
- / Follow any further instruction from the ECO or Responding Emergency Services

NOTE: When evacuating the building, you are allowed to take small nearby personal effects (such as handbags, wallets, keys, etc). Do not take bulky items with you as these may create a hazard, especially in stairs.

If not in the act of teaching

- / Report to the Chief Warden at the Emergency Control Point and don Red Helmet
- / Assist by searching or following the Chief Warden's directions
- / Communicate your findings to the Chief Warden and remain available to provide assistance (eg. prevent entry to buildings or meet and direct Emergency Services)

Evacuation of Disabled or Injured People

A disabled person is someone who cannot evacuate the building unaided. Their disability may either be temporary or permanent or may be caused by the emergency incident, such as an injury.

- / Always notify a Warden and advise of any disabled people requiring rescue. The Chief Warden will be contacted to advise the fire service to rescue the person.
In most cases, non-ambulant people will be wheeled or carried - on a stretcher or other device - as they will be unable to stand or walk.
- / Move them to the nearest safe area (could be within or external to the building) and report their location to a Warden or the Chief Warden.
- / Staff are not trained rescue professionals. Therefore, don't carry injured or disabled people downstairs, unless it is a last resort. This can hinder the smooth movement of other people from the building or even cause injury to the person being rescued.



9.2 Shelter-In-Place & Lockdown Procedures

In an emergency, when the threat is external, a different procedure must be implemented.

If an external emergency is confirmed that poses a threat to life safety, such as an intruder, inclement weather or external hazardous materials spill, you will be advised by the Chief Warden to shelter-in-place or lockdown your area via the Emergency Broadcast System or some other means, such as word-of-mouth.



When to Shelter/Lockdown:

- / If an external threat to safety of life exists
- / If advised to by the Chief Warden (via announcement) or the responding Emergency Services

Staff Shelter/Lockdown Procedure:

- / If outside, direct student to and seek refuge in the nearest building.
- / If inside remain where you are (unless unsafe to do so; in which case move to the nearest safe or occupied space).
- / If during class time, remain with the class
- / For Lockdown
 - / Lock all doors and windows, draw blinds/curtains and remain inside
 - / All individuals are to be on the floor and remain out of sight
- / If with students or visitors, give reassurance to help them remain quiet & calm throughout the incident
- / Prevent anyone from peering through windows or doors
- / Remain where you are until the “all-clear” is given by the Chief Warden or you are instructed to move by a Warden or the Chief Warden

Staff if not in the act of teaching

SHELTER-IN-PLACE

External Threats Gas or Hazardous Material leak/spill, Storm/ Weather, Animal Threat etc..



- / Report to the Chief Warden at the Emergency Control Point and don Red Helmet
- / Assist by searching or following the Chief Warden's directions
- / Communicate your findings to the Chief Warden and remain available to provide assistance (eg. prevent entry to buildings or meet and direct Emergency Services)

LOCKDOWN

Personal Threat Aggressive or Armed Intruder, Civil Disorder etc..



- / Lockdown in your current work area or move to the nearest secure area and Lockdown.
- / The Chief Warden will assess the situation and if safe to do so request staff not in the act of teaching to assist as Wardens. **Only report to the Chief Warden at the Emergency Control Point if requested.**



9.3 Emergency Specific Considerations

Emergency specific response actions for

Fire	<p>Fire Prevention</p> <p>Fire prevention is the responsibility of all staff and it is everyone’s duty to report or correct issues that could reduce safety.</p> <p>What to do if Fire or Smoke is Discovered</p> <ul style="list-style-type: none">/ If safe to do so, remove any person in immediate danger to safety./ Where possible, close the door to the room or fire origin./ Notify the Chief Warden/ If safe to do so, determine if the fire is minor, where evacuation may not be required as the fire could be extinguished using first-attack fire-fighting equipment; or major, where immediate evacuation is required./ If the Fire cannot be contained call the Fire Brigade and commence evacuation (see EVACUATION PROCEDURE).
Bomb Threat	<p>A bomb threat may include but is not limited to:</p> <ul style="list-style-type: none">/ Written/ electronic threat./ Telephone threat./ Suspect object./ Suspect mail. <p>This type of emergency requires a discreet response from everyone including the person receiving/ finding the threat and members of the ECO.</p> <p>If requested to conduct a search</p> <p>Check your area for any suspicious items, the following can be used as a guide</p> <ul style="list-style-type: none">/ Is the object unidentified?/ Is the object unusual or foreign to its environment?/ Is the object obviously a bomb?/ Is the object hidden or concealed in any way? <p>If a suspicious item is identified:</p> <ul style="list-style-type: none">/ Do not touch./ Clear people away from the immediate vicinity./ Inform the Chief Warden./ Secure the area./ Initiate an evacuation.
Medical Emergency	<p>Anyone discovering a Medical Emergency</p> <ul style="list-style-type: none">/ RAISE THE ALARM: and give the location and details of the emergency./ Contact a nearby trained First Aider, if available./ Support the casualty and First Aider by controlling the crowd in the vicinity on the incident/ If requested meet the Ambulance on arrival and guide the Officers to the casualty



**Internal
Emergency**

Internal Emergency

If Hazardous Material / Gas Leak

- / Assist anyone in immediate danger.
- / Isolate the affected area.
- / investigate the source (in case of gas leak), and shut off supply if safe to do so
- / Direct everyone to remove any sources of ignition, extinguish cigarettes and open flames and not to use two-way radios or mobile phones
- / DO NOT attempt to clean up or confine the spill or leak unless you have been appropriately trained.
- / Isolate anyone contaminated until the arrival of the Emergency Services.

**Personal
Threat**

ANYONE caught up in personal threat or armed intrusion

- / Act calm and obey instructions given by intruders.
- / Do not make sudden movements or make eye contact.
- / Be compliant and answer all questions asked by intruders.
- / Hand over valuables when requested. These are replaceable, life is not.
- / Do not give chase when intruders depart.
- / If possible RAISE THE ALARM

After the intruder has fled

- / After the intruder has fled, gather details and observations of the offenders, such as speech, mannerisms, clothing, scars, tattoos, weapon used, getaway vehicle and the direction of departure.
- / Isolate the crime scene and ensure no one disturbs the area.
- / Prevent discussion between witnesses.

**External
Emergency**

During Adverse Weather

- / Move away from windows, mirrors, bookcases and items that may fall.
- / If required, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.

After Adverse Weather

- / Assess the buildings for casualties, building damage and hazards



10. Active Armed Offender

An active armed offender is, an armed offender who is actively engaged in killing or attempting to cause serious harm to multiple people, and who demonstrate their intention to continue to do so while having access to additional potential victims.



Response Objectives

- / Initiate immediate response activities
- / Minimise the offender's access to potential victims.
- / Move people from danger
- / Prevent people from entering the scene
- / Help Police to locate and contain the shooter.

Initial Action Advice

There are three main options for teachers and students. In order of priority they are:

ESCAPE: Occupants should evacuate the site if it is safe to do so.

- / Try to confirm that the entire escape route is safe.
- / Inform students of specific point to go to and path to take.
- / Where possible, alert others nearby of the ability to escape
- / While escaping
 - / Lead the students from the front and move together quickly and quietly
 - / Remain as low as possible using available cover (use buildings, fences, trees etc.. where available)
 - / Avoid open spaces
 - / If initial escape location is no longer safe, continue moving until safe
- / Where possible, call the Chief Warden with any available information about the Active Armed Offender and your location.

HIDE: If escape is not possible find a hiding place and block entry into the area

- / Find a hiding place where the active armed offender is less likely to find you
- / The hiding place should be out of the active armed offender view, provide protection (e.g. an area with a closed and locked door or heavy wall) and not trap you or restrict your options for further movement.
- / Prevent an active armed offender from entering your hiding place by locking the door and / or blockade the door with heavy furniture / items.
- / If the active armed offender is nearby:
 - / Lock the door and silence mobile phones and turn off any source of noise (e.g. radios, televisions).
 - / Hide behind large items (e.g. cabinets, desks)
 - / Continue to keep quiet and calm.
- / If the option of hiding is adopted, individuals should continually re-assess the situation and their opportunities to safely evacuate/escape or better secure themselves within the premises. **TAKE ACTION** they may also need to consider options to incapacitate the active armed offender in the event they are located. This can include using or throwing available objects or using aggressive force when confronted. Such action should only be taken as a last resort and in order to protect life.

TELL: Inform Police or Chief Warden

- / The more information occupants can pass on to the Police or Chief Warden the better, but NEVER at the expense of an individual's own safety or the safety of others.
- / If it is safe to do so information should be provided immediately to the police via 000



If Police Arrive in Your Area

- / Immediately raise hands and spread fingers.
- / Keep hands visible at all times.
- / Behave calmly, and follow officers' instructions.
- / Put down any items in your hands (e.g. bags, jackets).
- / Avoid making quick movements toward officers such as holding on to them for safety.
- / Avoid pointing, screaming and / or yelling.
- / Provide information regarding the Active Armed Offenders (location / direction, number of offenders, weapons, description etc...)
- / Do not stop to ask officers for help or direction when escaping; just proceed in the direction from which officers are entering the area.



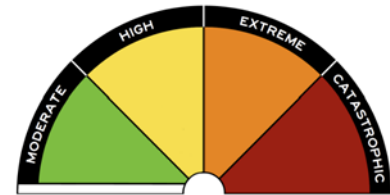
As there may be little time to organise a coordinated response, staff should be trained to independently decide on the appropriate reaction. They must be able to choose ESCAPE, HIDE or TAKE ACTION and then conduct the correct procedures.



11. Grassfire

11.1 Overview

Fire danger ratings are issued on days when there is a fire risk. Ratings are forecast using Bureau of Meteorology data for up to four days in advance, based on weather and other environmental conditions such as vegetation. The rating is your trigger to take action to stay safe.



Iona College is surrounded on the Northern and Western side of grasslands. Therefore, the college is rated as category 4 – considered to be at risk from grassfire. This means that the college must close on days forecast as ‘Catastrophic’ by the Bureau of Meteorology within the schools designated fire district.

During the bushfire season, the CFA website should be monitored regularly by the EPC, Principal and/or the OHS Team.

	What does it mean?	What should I do?
Catastrophic	<p>If a fire starts and takes hold, lives are likely to be lost.</p> <p>There are the most dangerous conditions for a fire.</p> <p>Homes are not designed or constructed to withstand fires in these conditions. You may not be able to leave, and help may not be available.</p> <p>The safest place to be is away from high-risk bushfire areas.</p>	<p>For your survival, leave bushfire risk areas.</p> <p>Leaving high risk bushfire areas, the night before or early in the morning is your safest option – do not wait and see.</p> <p>Know your trigger – plan:</p> <ul style="list-style-type: none"> / When you will leave / Where you will go / How you will get there / When you will return / What will you do if you cannot leave
Extreme	<p>Expect extremely hot, dry and windy conditions. There are dangerous fire conditions.</p> <p>Fires will spread quickly and be extremely dangerous.</p> <p>Homes that are situated and constructed or modified to withstand a bushfire, that are well prepared and actively defended, may provide safety. You must be physically and mentally prepared to defend in these conditions.</p>	<p>Take action now to protect life and property.</p> <p>Check your bushfire plan and that your property is fire ready. Consider staying with your property only if you are prepared to the highest level.</p> <p>If a fire starts, take immediate action.</p> <p>If you and your property are not prepared to the highest level, go to a safer location well before the fire impacts.</p> <p>Reconsider travel through bushfire risk areas.</p> <p>Be aware of local conditions and seek information by listening to your emergency broadcasters, go to cfa.vic.gov.au or call the VicEmergency Hotline on 1800 226 226.</p>



High	<p>There is a heightened risk of dangerous fires.</p> <p>If a fire starts, your life and property may be at risk.</p> <p>Well prepared homes that are actively defended can provide safety. You must be physically and mentally prepared to defend in these conditions.</p>	<p>Be ready to act.</p> <p>Check your bushfire plan and that your property is fire ready. Consider staying with your property only if you are prepared to the highest level.</p> <p>Decide what you will do if a fire starts.</p> <p>If you are not prepared, leaving bushfire prone areas early in the day is your safest option.</p> <p>The safest option is to avoid bushfire risk areas.</p> <p>Be aware of local conditions and seek information by listening to your emergency broadcasters, go to cfa.vic.gov.au or call the VicEmergency Hotline on 1800 226 226.</p>
Moderate	<p>If a fire starts, it can most likely be controlled in these conditions and homes can provide safety.</p>	<p>Plan and prepare.</p> <p>Check your bushfire survival plan.</p> <p>Stay up to date and be ready to act if there is a fire.</p> <p>Be aware of how fires can start and minimise the risk.</p>
No Rating	<p>Fires can still occur.</p> <p>Fires are not likely to move or act in a way that threatens the safety of the community.</p>	<p>No proactive action if required.</p> <p>Always check your bushfire survival plan.</p> <p>Be aware of how fires can start and minimise the risk.</p>

11.2 Grass Fire Preparedness

Being prepared ahead of the grassfire season is important. There are some basic steps to ensure a site is well prepared. These can include:

- / Ensuring the surrounding property is free of flammable materials such as dead leaf matter, general rubbish
- / Ensuring flammable materials are stored safely
- / Ensuring building exits are kept free of obstruction at all times
- / Ensuring clear egress and access for emergency vehicles
- / Ensuring an effective communication system is in place for notifying staff and students including emergency contact details
- / Maintaining an accurate record of students onsite each day
- / Ensuring a sign-out process is implemented for any student leaving prior to the end of the school day

Those living in grassfire prone zones should maintain a family fire safety plan that includes arrangements for alternative care for students in the event of a school closure. This plan should be aligned with the school's emergency management plan and practiced ensuring familiarity.

11.3 School Closure

Days where the fire danger rating is high or extreme, the Senior Leadership Team should meet to discuss arrangements for the remainder of the school day, review the relevant websites for the next 4 days - Bureau of Meteorology, CFA and CECV websites and discuss the communication plan for informing the college community of a planned or pre-emptive closure.



11.3.1 Planned or pre-emptive closure

On days declared Catastrophic, the CECV will notify and advise schools located within the at-risk area to implement their emergency plan and closure notification processes. An effective communication strategy should be in place and initiated to notify staff, parents / guardians, students and other key stakeholders on school closures and/or alternate plans. The Senior Leadership Team should monitor the CECV website for notification on potential or actual school closures.

11.3.2 Immediate closure / imminent threat

In response to an imminent threat, emergency services may instruct the principal to immediately close the school.

Where evacuation from the school is not safe, all occupants should remain onsite and shelter in the designated safe refuge location(s). Consider the following precautions:

- / Identify buildings that require evacuation. Do not remain inside portable / demountable buildings.
- / Call 000 to notify emergency services and follow their advice. Provide information on location of safe refuge, number of occupants onsite and other relevant information as requested.
- / Gather portable fire fighting equipment for use on spot fires by appropriately trained staff, if safe to do so
- / Account for students in the care of teaching staff
- / Turn off power and gas supply if safe to do so
- / Monitor the local emergency channel on a battery-powered radio for bushfire / weather warnings and advice
- / Close all windows, doors and block crevices, cracks and gaps with wet materials. Fill gutters, sinks, basins and drums with water.
- / Remain in the refuge area away from windows and away from the fire front
- / Once the fire front has passed, implement evacuation procedures
- / Notify MACS when safe on the situation, further advice and support as appropriate

11.4 School buses

In the event of a fire occurring during school hours that may impact a bus route, all students will remain at the school until clearance is provided.

On Catastrophic days, the provision of bus services may be impacted or close altogether for safety. This includes buses that pass through a fire affected area.

During times of heightened fire danger, arrangements should be made for students to be collected by a parent / guardian at school or a bus stop to avoid students walking.

11.5 Offsite Activities

The Leadership Team will meet and assess all camps and excursions planned for the day(s) of concern and, specifically, the bushfire risk. The following will be considered for each activity:

- / The location of the activity and exposure to bushfire risk
- / Activity venue and the plans in place at that location to address bushfire risk
- / The travel routes to and from the venue and the exposure to bushfire risk
- / Ability and ease to get students back to site should a decision be made to evacuate

Following this risk assessment, the Leadership Team will either cancel the activity, modify the activity or allow the activity to proceed as already planned.



11.6 Safer Refuge location

The following location has been identified as a safer refuge during times of grassfire where an evacuation of the site has been deemed unsafe. Where offsite evacuation is not possible, the Chief Warden will liaise with emergency services to assist in determining the preferred refuge area.

In the event a grassfire approaches from the north or west, occupants should assembly at the centre section on the south side classrooms, level 1.

In the event a grassfire approaches from the south or east, occupants should assembly at the centre section on the north side classrooms, level 1.

These locations provide two paths of egress to a lower level or from the building if evacuation is required.

11.7 Further Information

Additional information can be found via:

- / Local Government Authority
- / Victorian Bushfire Line (24 hours) on 1800 240 667
- / ABC radio broadcasts regular updates on bushfire situations. This information is gathered in consultation with relevant authorities
- / CECV website



12. Maintenance

The Emergency Planning Committee, Emergency Control Organisation, Emergency Management Plan, the emergency procedures and emergency equipment are to be maintained and tested according to AS3745:2010 Planning for emergencies in facilities and AS1851:2012 Routine service of fire protection systems and equipment. The tables below outline these maintenance requirements. Records of all maintenance, testing and inspections must be kept to illustrate compliance.

12.1 Training Requirements

The EPC requires all occupants to be aware of and adequately trained in emergency response procedures and as such, advocates the implementation of the following training program to ensure all occupants receive appropriate training to enable them to act in accordance with this plan:

Activity	Cycle	Requirements
Emergency Planning Committee Training	ongoing	/ Maintenance of at least one member of the EPC trained in execution of their obligations under AS 3745:2010 (re: emergency preparedness)
Emergency Control Organisation Member Training / Familiarisation	Within one month of commencement then Training Annually	/ Training for all ECO members (primary and alternate) specific to their individual roles / Refresher training following EMP revision
	skills retention 6 monthly	/ This can include exercises and internal training sessions, such as familiarising members with communication systems and other ECO tools.
First Attack Fire Fighting Training (using portable fire-fighting appliances)	Within two days of commencement then 24 monthly	/ Fire extinguisher training where their use is documented within the procedures
Emergency- Control Exercise An evacuation or an exercise consistent with the identified emergencies in the EMP.	AS 3745:2010 requires minimum Annually VRQA requirement: Per term	/ All areas of the facility must participate in at least one exercise / All occupants within the exercise area must take part, unless the EPC grants a written exemption prior to the exercise. / The exercise observer must submit a report to the EPC
Facility occupants Training (non-ECO)	Within two days of commencement then Annually	/ General Evacuation Instructions to allow them to respond appropriately to activation of the emergency procedures

Persons responsible for giving General and First Response Evacuation Instruction is:

Name:	Tom Harriott
Phone Number:	0408950743
Email :	tom.harriott@iona.vic.edu.au

Evacuation coordination procedures will be given by the persons listed or Hendry Group Pty Ltd and must be recorded (see TRAINING / DRILL SCHEDULE AND LOG). Training will also be provided internally during the orientation period for each new staff member appointed a position at Iona College. The EPC are responsible for all training bookings and the scheduling of drills / exercises.



12.2 Training / Exercise Schedule and Log

All The following table contains a schedule of emergency planning related training, reviews and assessments to comply with Australian Standard AS3745 and industry best practices. On completion, each element below will have a corresponding report generated and forwarded to the EPC.

DATE	TRAINING / EXERCISE TYPE	ATTENDEES	COMPLETED BY
Jan 31 2020	Warden Training	All Staff	Hendry Group
Nov 2020	Evacuation Exercise	Staff and students	Internal – Iona College
Jan 29 2021	Warden Training	All staff	Internal – Iona College
Feb 19 2021	Evacuation Exercise	Staff and students	Internal – Iona College
Apr 27 2021	Lockdown Exercise	Staff and students	Internal – Iona College
Jul 29 2021	Evacuation Exercise	Staff and students	Internal – Iona College
Oct 21 2021	Shelter-in-place Exercise	Staff and students	Hendry Group
Jan 31 2022	Warden Training (Webinar)	All staff	Hendry Group
May 25 2022	Evacuation Exercise	Staff and students	Hendry Group
July 15 2022	Evacuation Exercise	Staff and students	Internal – Iona College
November 15 2022	Shelter-in-place Exercise	Staff and students	Internal – Iona College
November 15 2022	Evacuation Exercise	Staff and students	Internal – Iona College
Date	Insert Training Type	Attendees	Completed By
Date	Insert Training Type	Attendees	Completed By
Date	Insert Training Type	Attendees	Completed By
Date	Insert Training Type	Attendees	Completed By
Date	Insert Training Type	Attendees	Completed By
Date	Insert Training Type	Attendees	Completed By
Date	Insert Training Type	Attendees	Completed By
Date	Insert Training Type	Attendees	Completed By



12.3 Documentation Requirements

Activity	Cycle	Requirements
EMP	Annually	<ul style="list-style-type: none"> / Check for relevancy to the facility <p>NOTE: the EMP should be updated as soon as practicable but no later than 1 month after a change to the facility that would affect the plan</p>
Emergency Procedures	6 monthly	<ul style="list-style-type: none"> / Warden numbers / Procedures relevant to the facility / Contact directories / Training and exercises / Assembly area suitability / Identification of any introduced hazards / Replace / update all documents within 5 years of issue <p>NOTE: emergency procedures should be updated as soon as practicable but no later than 1 month after a change to the facility that would affect the procedures</p>
Evacuation Diagrams	6 monthly	<ul style="list-style-type: none"> / Check for relevancy to the facility <p>NOTE: Evacuation diagrams should be updated as soon as practicable but no later than 1 month after a change to the facility that would affect the diagrams</p>
<p>Hendry will conduct an Annual Assessment each year with the Emergency Planning Committee to determine if all documentation meets current requirements of both VRQA and AS 3745:10.</p>		

12.4 Emergency and Communication Equipment Requirements

Activity	Cycle	Requirements
Evacuation Routes & Exits	Monthly	<ul style="list-style-type: none"> • Check smoke doors close correctly • Check that exit signs and emergency lighting illuminate correctly • Check exit doors and routes are marked clearly, free from obstruction and function correctly • Check that fire doors close correctly
ECO Identification Equipment	Monthly	<ul style="list-style-type: none"> • Check identification is available, accessible, correctly colour coded and functional.
Emergency Warning System (EWS)	Monthly	<ul style="list-style-type: none"> • Check that alarms are audible • Check that PA messages are audible
Public Address System (PA)	Monthly	<ul style="list-style-type: none"> • Check that PA messages are audible
Loudhailers	Monthly	<ul style="list-style-type: none"> • Check the equipment is accessible and operates correctly
Portable Radios	Monthly	<ul style="list-style-type: none"> • Check that signals are received, and messages audible



13. Abbreviations & References

LIST OF ABBREVIATIONS	
ACP	Area Control Point
BARR	Bushfire At Risk Register
BOWS	Building Occupant Warning System
CECV	Catholic Education Commission Victoria
CIMP	Critical Incident Management Plan
EAA	Evacuation Assembly Area
ECO	Emergency Control Organisation
ECP	Emergency Control Point
EMP	Emergency Management Plan
EPC	Emergency Planning Committee
EWS	Emergency Warning System
FIP	Fire Indicator Panel
MACS	Melbourne Archdiocese Catholic Schools
PEEP	Personal Emergency Evacuation Plan
VRQA	Victorian Registration and Qualifications Authority

REFERENCES
<p>The following documentation has been used as a guide when creating this EMP:</p> <ul style="list-style-type: none">/ AS3745:2010 Australian Standard AS3745 – Planning for Emergencies in Facilities (Including Amendments 1&2)/ AS1851:2012 Routine service of fire protection systems and equipment



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14.1 Personal Emergency Evacuation Plan (PEEP)

Occupant's Name: Occupants Name	
Issue Date: Date	Review Date: Date
Occupant approval: (signature)	Chief Warden approval: (signature)
Location: Building / Building: Occupants work location Floor: Occupants work location Room Number / Location on floor: Occupants work location Other: Other detail	
Is an Assistance Animal involved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you trained in the emergency response procedures including the evacuation procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Preferred method of receiving updates to the emergency response procedures: (e.g. text, email, braille etc.) Insert preferred method	
Preferred method for Notification of Emergency: (Please state. e.g. audible alarm, visual alarm, personal vibrating device, SMS etc.). Insert preferred method	
Type of assistance required: Assistance required	
Equipment required for evacuation: Equipment required	



Please give step by step egress procedure:

- 1) Step 1
- 2) Step 1
- 3) Step 1
- 4) Step 1
- 5) Step 1

Designated assistant(s) and contact details:

(Note: Assistants must be trained in emergency response procedures and evacuation equipment.)

Name(s): Name(s)

Phone: Phone

Mobile: Mobile

Email: Email

Location: Location

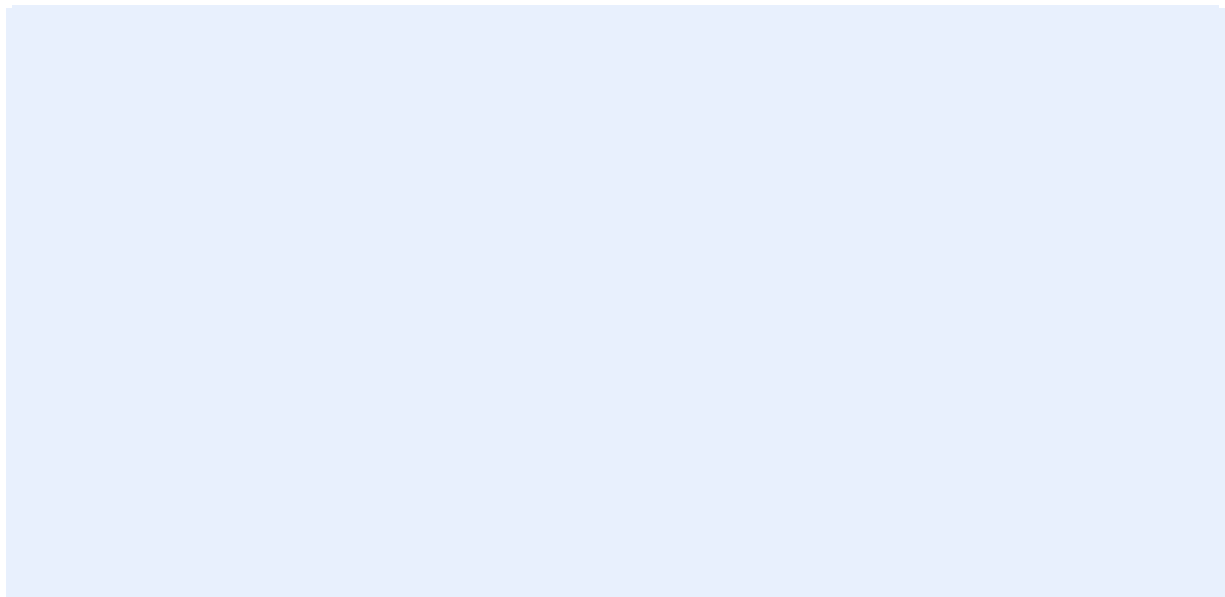
Are your designated assistants trained in the emergency response procedures including the evacuation procedures?

- Yes
- No

Are your designated assistants trained in the evacuation equipment?

- Yes
- No

Diagram of preferred route for assisted evacuation:





14.2 Personal Threat Checklist

A separate checklist must be completed by each witness to the threat. Write 'UK' if answer unknown. Do not consult others during compilation. Give completed checklist to your Area Warden.

INTRUDER CHECKLIST

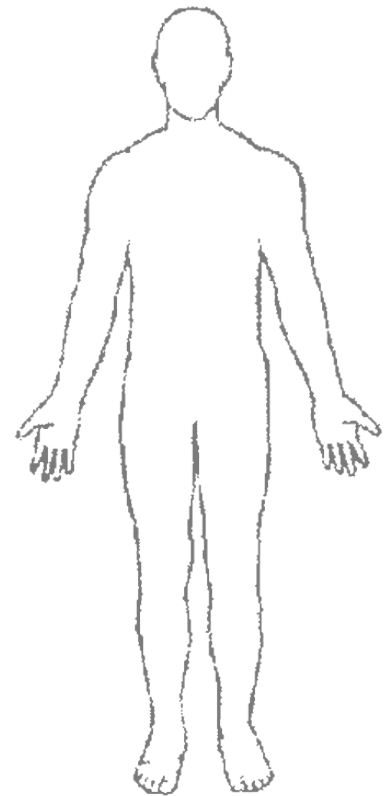
Offender Witnessed By:
Contact Phone Number:
Location of Event:

Number of Intruders: _____ (ask the Chief Warden for one checklist per intruder)

Name of Intruder: _____

Intruder Description

- Gender
- Age (approximate)
- Height & Posture
- Weight & Build
- Skin Complexion
- Eye Colour
- Voice Tone
- Accent
- Language Used
- Hair Colour
- Hair Length & Style
- Facial Hair
- Clothing
- Accessories & Jewellery
- Footwear
- Tattoos or Scars
- Other Details



Weapon Description

- | | |
|------------------------------|---------------|
| Type (Gun / Knife / etc) | Colour |
| Model (Pistol / Rifle / etc) | Other Details |
| Size | |

Vehicle Description

- | | |
|-----------------------|------------------------|
| Registration | Other Details |
| Type (Make and Model) | Which way did they go? |
| Colour | |

HAND OFFENDER CHECKLIST TO POLICE OR CHIEF WARDEN



14.3 Bomb Threat Checklist

The content of this checklist derived from the Australian Federal Police's Australian Bomb Data Centre (ABDC) publication titled 'Bombs, diffusing the threat'.

BOMB THREAT CHECKLIST

**DO NOT HANG UP AT THE END OF THE CALL.
IMMEDIATELY REPORT THE CALL TO A WARDEN OR THE CHIEF WARDEN.**

Call taken by: _____ **Date:** / /

Location & phone number: _____

Exact wording of the threat:	Caller's Manner:	Caller's Voice:
	<input type="checkbox"/> calm	<input type="checkbox"/> slurred
	<input type="checkbox"/> angry	<input type="checkbox"/> nasal
	<input type="checkbox"/> excited	<input type="checkbox"/> stutter
	<input type="checkbox"/> slow	<input type="checkbox"/> lisp

Questions to ask (bomb specific):	<input type="checkbox"/> rapid	<input type="checkbox"/> raspy
When will it explode?	<input type="checkbox"/> soft	<input type="checkbox"/> deep
Where is it right now?	<input type="checkbox"/> loud	<input type="checkbox"/> ragged
What does it look like?	<input type="checkbox"/> familiar	<input type="checkbox"/> clearing throat
What kind of Bomb is it?	<input type="checkbox"/> laughter	<input type="checkbox"/> deep breathing
What will set it off?	<input type="checkbox"/> crying	<input type="checkbox"/> cracking voice
Did you place the bomb?	<input type="checkbox"/> normal	<input type="checkbox"/> disguised
	<input type="checkbox"/> distinct	<input type="checkbox"/> accent
	<input type="checkbox"/> child	
	<input type="checkbox"/> adult	

Other questions to ask:

Why did you place the bomb?

Where are you?

What is your name?

What is your address?

What number can I contact you on?

Caller's description:	If the voice is familiar, it sounded like:
Sex: M / F Accent type:
Age: Other:	Call: Time:AM / PM
	Duration:secs / min

Background sounds:	Threat delivery:
<input type="checkbox"/> clear	<input type="checkbox"/> irrational
<input type="checkbox"/> local	<input type="checkbox"/> well spoken
<input type="checkbox"/> voices	<input type="checkbox"/> taped
<input type="checkbox"/> music	<input type="checkbox"/> foul
<input type="checkbox"/> static	<input type="checkbox"/> message read out
<input type="checkbox"/> crockery	
<input type="checkbox"/> animal noise	
<input type="checkbox"/> long distance	
<input type="checkbox"/> phone booth	
<input type="checkbox"/> office	
<input type="checkbox"/> motor	
<input type="checkbox"/> street noise	
<input type="checkbox"/> factory	
<input type="checkbox"/> public address	
<input type="checkbox"/> house noise	

ALL THREATS MUST BE TAKEN SERIOUSLY



242 Horseshoe Bend Rd, Charlemont, VIC 3217

WHAT TO DO IN AN EMERGENCY

- Remove yourself & nearby occupants from the immediate danger
- Turn Off hazardous equipment, make a final check of the room and shut the door.
- Raise the alarm:
- Call 100

ALERT PROCEDURE (BEEP... BEEP... BEEP...)

- Standby for further instructions from Wardens
- If in immediate danger, commence Evacuation

EVACUATION PROCEDURE (WHOOOP... WHOOOP... WHOOOP...)

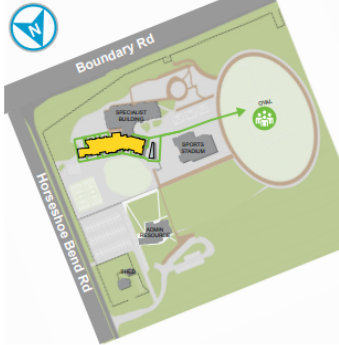
- Turn off equipment that may become a hazard
- Commence Evacuation via the nearest safe EXIT
- Make a final check of room and shut the door.
- Move to and remain at Assembly Area.

LOCKDOWN & SHELTER PROCEDURES

(LOCKDOWN CODE) OR PA ANNOUNCEMENT

- If outside, seek refuge in the nearest building.
- If inside, remain where you are (unless unsafe to do so, in which case move to the nearest occupied or safe space.)
- Lockdown**, lock all doors and windows, draw blinds / curtains, sit on the floor and keep out of sight.
- Shelter**, remain inside and follow any additional instruction from Wardens, planned lessons may continue indoors where safe to do so.
- Do not let students peer through windows or doors.
- If with students, give them reassurance to help them remain quiet and calm.
- Remain where you are until the "all-clear" is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA



SIGN Ref: AG - YAH - G01 Learning Building A Level

Issue Date: 01/2023
Review Date: 01/2028

EVACUATION DIAGRAM

Learning Building - A Level



Emergency Warning System
 Dry Chemical Extinguisher
 Fire Indicator Panel
 Hydrant

Manual Call Point
 Exit
 Alternate Evacuation Path
 Evacuation Path
 Assembly Area

HENDRY
1800 875 371 | www.Hendry.com.au



242 Horseshoe Bend Rd, Charlemont, VIC 3217

WHAT TO DO IN AN EMERGENCY

- Remove yourself & nearby occupants from the immediate danger
- Turn Off hazardous equipment, make a final check of the room and shut the door.
- Raise the alarm:
- Call 100

ALERT PROCEDURE (BEEP... BEEP... BEEP...)

- Standby for further instructions from Wardens
- If in immediate danger, commence Evacuation

EVACUATION PROCEDURE (WHOOOP... WHOOOP... WHOOOP...)

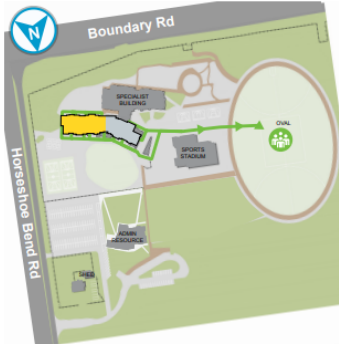
- Turn off equipment that may become a hazard
- Commence Evacuation via the nearest safe EXIT
- Make a final check of room and shut the door.
- Move to and remain at Assembly Area.

LOCKDOWN & SHELTER PROCEDURES

(LOCKDOWN CODE) OR PA ANNOUNCEMENT

- If outside, seek refuge in the nearest building.
- If inside, remain where you are (unless unsafe to do so, in which case move to the nearest occupied or safe space.)
- Lockdown**, lock all doors and windows, draw blinds / curtains, sit on the floor and keep out of sight.
- Shelter**, remain inside and follow any additional instruction from Wardens, planned lessons may continue indoors where safe to do so.
- Do not let students peer through windows or doors.
- If with students, give them reassurance to help them remain quiet and calm.
- Remain where you are until the "all-clear" is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA



SIGN Ref: AG - YAH - L101 Learning Building B Level

Issue Date: 01/2023
Review Date: 01/2028

EVACUATION DIAGRAM

Learning Building - B Level



Dry Chemical Extinguisher
 Hydrant
 Manual Call Point
 Exit
 Alternate Evacuation Path
 Evacuation Path
 Assembly Area

HENDRY
1800 875 371 | www.Hendry.com.au



242 Horseshoe Bend Rd, Charlemont, VIC 3217

WHAT TO DO IN AN EMERGENCY

- Remove yourself & nearby occupants from the immediate danger
- Turn Off hazardous equipment, make a final check of the room and shut the door.
- Raise the alarm:
 - Call 100

ALERT PROCEDURE (BEEP... BEEP... BEEP...)

- Standby for further instructions from Wardens
- If in immediate danger, commence Evacuation

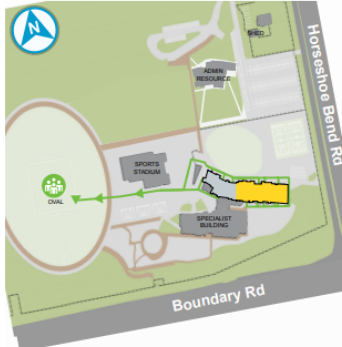
EVACUATION PROCEDURE (WHOOOP... WHOOOP... WHOOOP...)

- Turn off equipment that may become a hazard
- Commence Evacuation via the nearest safe EXIT
- Make a final check of room and shut the door.
- Move to and remain at Assembly Area.

LOCKDOWN & SHELTER PROCEDURES (LOCKDOWN CODE) OR PA ANNOUNCEMENT

- If outside, seek refuge in the nearest building.
- If inside, remain where you are (unless unsafe to do so, in which case move to the nearest occupied or safe space.)
- Lockdown, lock all doors and windows, draw blinds / curtains, sit on the floor and keep out of sight.
- Shelter, remain inside and follow any additional instruction from Wardens, planned lessons may continue indoors where safe to do so.
- Do not let students peer through windows or doors.
- If with students, give them reassurance to help them remain quiet and calm.
- Remain where you are until the "all-clear" is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA

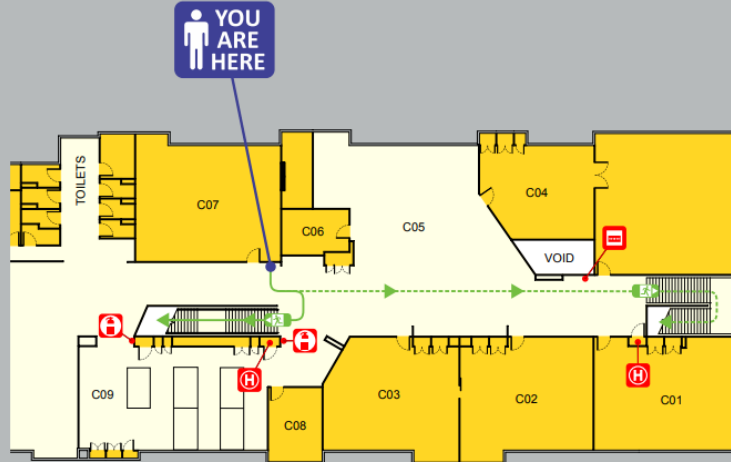


SIGN Ref: AG - YAH - L202 Learning Building C Level

Issue Date: 01/2023
Review Date: 01/2028

EVACUATION DIAGRAM

Learning Building - C Level



Dry Chemical Extinguisher

Hydrant

Manual Call Point

Exit

Alternate Evacuation Path

Evacuation Path

Assembly Area



1800 875 371 | www.Hendry.com.au



242 Horseshoe Bend Rd, Charlemont, VIC 3217

WHAT TO DO IN AN EMERGENCY

- Remove yourself & nearby occupants from the immediate danger
- Turn Off hazardous equipment, make a final check of the room and shut the door.
- Raise the alarm:
 - Call 100

ALERT PROCEDURE (BEEP... BEEP... BEEP...)

- Standby for further instructions from Wardens
- If in immediate danger, commence Evacuation

EVACUATION PROCEDURE (WHOOOP... WHOOOP... WHOOOP...)

- Turn off equipment that may become a hazard
- Commence Evacuation via the nearest safe EXIT
- Make a final check of room and shut the door.
- Move to and remain at Assembly Area.

LOCKDOWN & SHELTER PROCEDURES (LOCKDOWN CODE) OR PA ANNOUNCEMENT

- If outside, seek refuge in the nearest building.
- If inside, remain where you are (unless unsafe to do so, in which case move to the nearest occupied or safe space.)
- Lockdown, lock all doors and windows, draw blinds / curtains, sit on the floor and keep out of sight.
- Shelter, remain inside and follow any additional instruction from Wardens, planned lessons may continue indoors where safe to do so.
- Do not let students peer through windows or doors.
- If with students, give them reassurance to help them remain quiet and calm.
- Remain where you are until the "all-clear" is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA

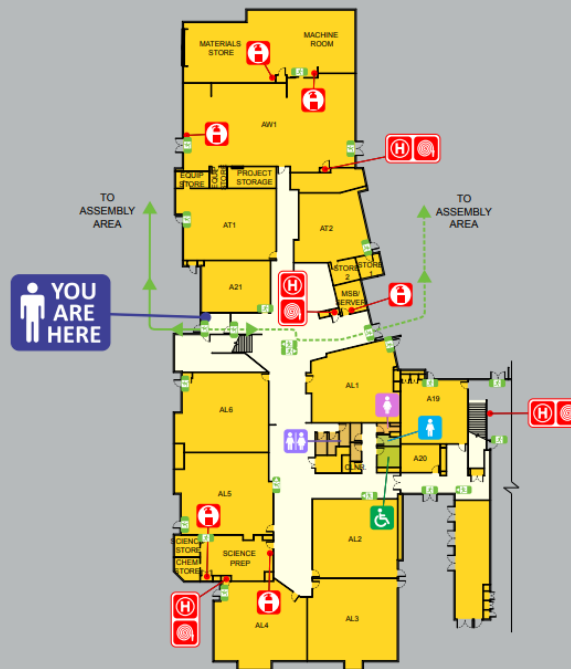


SIGN Ref: AG - YAH - G01 Specialist Building A Level

Issue Date: 01/2023
Review Date: 01/2028

EVACUATION DIAGRAM

Specialist Building - A Level



Amenities Accessible

Amenities Female

Amenities Male

Exit

Alternate Evacuation Path

Evacuation Path

Assembly Area



1800 875 371 | www.Hendry.com.au



242 Horseshoe Bend Rd, Charlemont, VIC 3217

WHAT TO DO IN AN EMERGENCY

- Remove yourself & nearby occupants from the immediate danger
- Turn Off hazardous equipment, make a final check of the room and shut the door.
- Raise the alarm:
- Call 100

ALERT PROCEDURE (BEEP... BEEP... BEEP...)

- Standby for further instructions from Wardens
- If in immediate danger, commence Evacuation

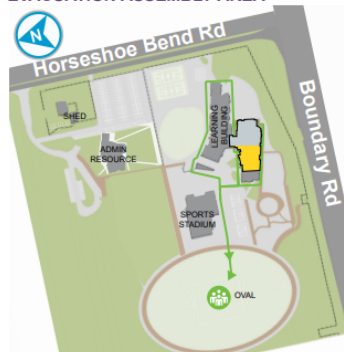
EVACUATION PROCEDURE (WHOOOP... WHOOOP... WHOOOP...)

- Turn off equipment that may become a hazard
- Commence Evacuation via the nearest safe EXIT
- Make a final check of room and shut the door.
- Move to and remain at Assembly Area.

LOCKDOWN & SHELTER PROCEDURES (LOCKDOWN CODE) OR PA ANNOUNCEMENT

- If outside, seek refuge in the nearest building.
- If inside, remain where you are (unless unsafe to do so, in which case move to the nearest occupied or safe space.)
- Lockdown, lock all doors and windows, draw blinds / curtains, sit on the floor and keep out of sight.
- Shelter, remain inside and follow any additional instruction from Wardens, planned lessons may continue indoors where safe to do so.
- Do not let students peer through windows or doors.
- If with students, give them reassurance to help them remain quiet and calm.
- Remain where you are until the "all-clear" is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA



SIGN Ref: AG - YAH - L102 Specialist Building B Level

Issue Date: 01/2023
Review Date: 01/2028

EVACUATION DIAGRAM

Specialist Building - B Level



Amenities Accessible
 Amenities Female
 Amenities Male
 Unisex Amenities
 Dry Chemical Extinguisher
 Hose Reel
 Hydrant
 Exit
 Alternate Evacuation Path
 Evacuation Path
 Assembly Area

HENDRY
1800 875 371 | www.Hendry.com.au



242 Horseshoe Bend Rd, Charlemont, VIC 3217

WHAT TO DO IN AN EMERGENCY

- Remove yourself & nearby occupants from the immediate danger
- Turn Off hazardous equipment, make a final check of the room and shut the door.
- Raise the alarm:
- Call 100

ALERT PROCEDURE (BEEP... BEEP... BEEP...)

- Standby for further instructions from Wardens
- If in immediate danger, commence Evacuation

EVACUATION PROCEDURE (WHOOOP... WHOOOP... WHOOOP...)

- Turn off equipment that may become a hazard
- Commence Evacuation via the nearest safe EXIT
- Make a final check of room and shut the door.
- Move to and remain at Assembly Area.

LOCKDOWN & SHELTER PROCEDURES (LOCKDOWN CODE) OR PA ANNOUNCEMENT

- If outside, seek refuge in the nearest building.
- If inside, remain where you are (unless unsafe to do so, in which case move to the nearest occupied or safe space.)
- Lockdown, lock all doors and windows, draw blinds / curtains, sit on the floor and keep out of sight.
- Shelter, remain inside and follow any additional instruction from Wardens, planned lessons may continue indoors where safe to do so.
- Do not let students peer through windows or doors.
- If with students, give them reassurance to help them remain quiet and calm.
- Remain where you are until the "all-clear" is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA

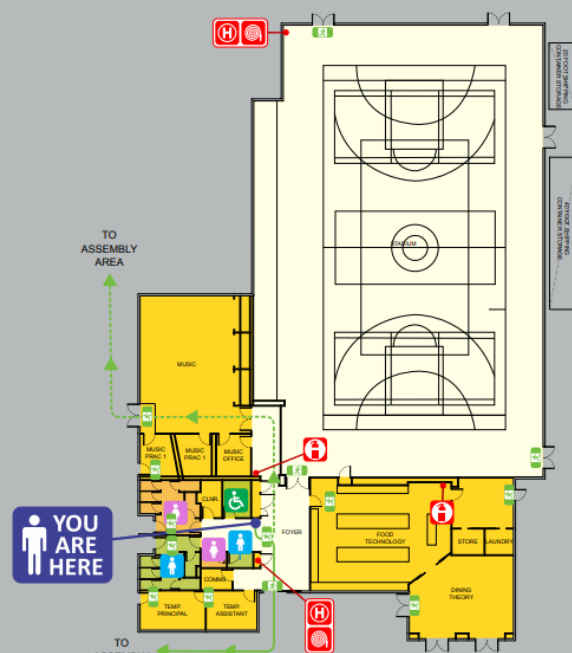


SIGN Ref: AG - YAH - 2 Sports Stadium AL

Issue Date: 01/2023
Review Date: 01/2028

EVACUATION DIAGRAM

Sports Stadium - AL




Amenities Accessible
 Amenities Female
 Amenities Male
 Unisex Amenities
 Dry Chemical Extinguisher
 Hose Reel
 Hydrant
 Exit
 Alternate Evacuation Path
 Evacuation Path
 Assembly Area

HENDRY
1800 875 371 | www.Hendry.com.au



14.5 Emergency Procedures Summary Charts

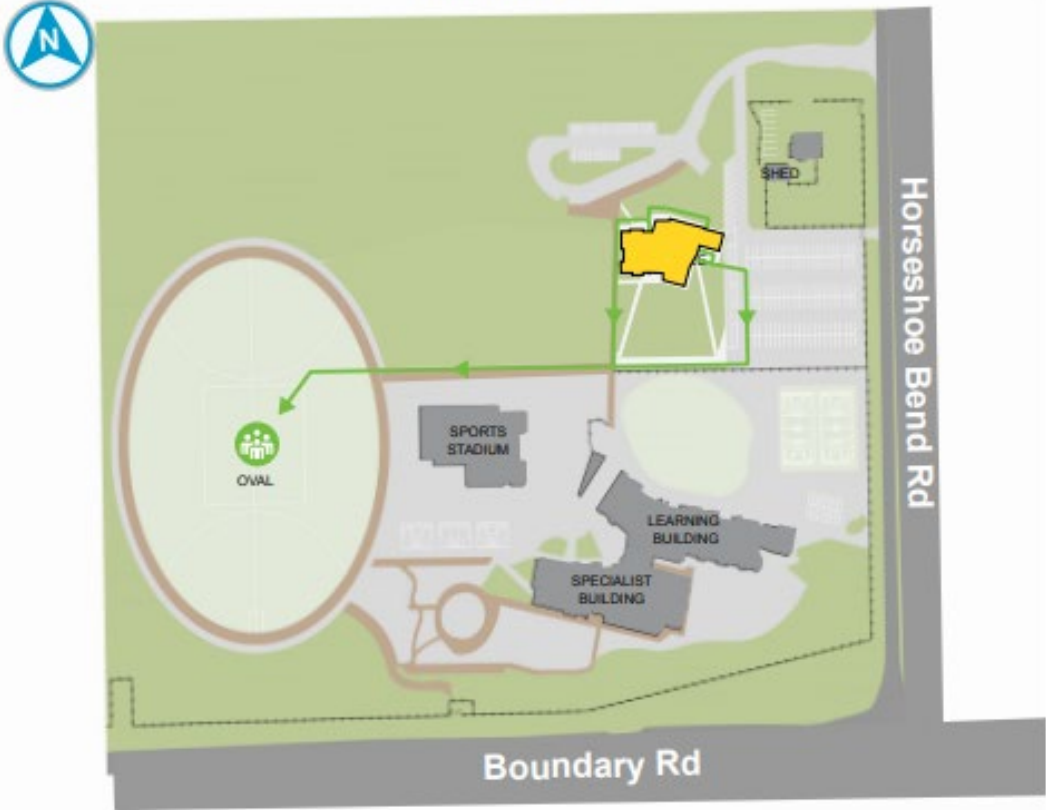
An example of an Emergency Procedures Summary Chart is shown below with an electronic copy of all charts available from the EPC.



EMERGENCY PROCEDURE SUMMARY

242 Horseshoe Bend Rd, Charlemont, VIC 3217

Admin Resource



WHAT TO DO IN AN EMERGENCY

- / Remove yourself & nearby occupants from immediate danger
- / Raise the alarm, notify nearby staff member and other areas

Call EXT 100

- / Commence appropriate response procedure

SHELTER-IN-PLACE
 On hearing the Alert tone
Beep... Beep... Beep...
 Or becoming aware of a storm or an external emergency:

- / Move inside away from windows and items that may fall.
- / Remain inside and await further instruction from the Chief Warden.
- / Planned lessons may continue indoors where safe to do so.

Once the storm has passed or emergency situation is over:

- / Notify the Chief Warden of dangerous situations in your area.
- / If flooding has occurred, avoid pools of water.

EVACUATE

On hearing the Evacuation tone
Whoop... Whoop... Whoop...
 or discovering an internal emergency:

- / Turn off any equipment that may become a hazard if left unattended
- / Commence Evacuation via the nearest safe EXIT.
- / Make a final check of the room, take the class roll and shut the door.
- / Lead students to the **ASSEMBLY AREA**.
- / Account for your current class group and report any problems to the Communications Officer.
- / Remain in control of your class group at the **ASSEMBLY AREA**. Do not re-enter building until advised by the Chief Warden or responding Emergency Services Personnel.

Wardens, IF NOT TEACHING, report to the Chief Warden at the Emergency Control point for deployment.

LOCKDOWN

Upon becoming aware of an external threat to life or hearing the **Lockdown Code or PA Announcement**:


- / Move inside to a secure area.
- / Lock all doors and windows, draw blinds, and stay down out of sight.
- / Direct students to sit on the floor together, prevent them from peering through any windows or doors.
- / Give students reassurance to help them remain quiet and calm.
- / Wait for further instruction from a Warden.

If confronted by an Armed Intruder :

- / Act calm, obey instructions, avoid sudden movements or making eye contact.
- / Answer all questions and hand over valuables if requested, these are replaceable, life is not.
- / **DO NOT** give chase when intruder departs.
- / Make a mental note of the offenders, such as speech, mannerisms, clothing, scars, tattoos etc.

If an **ACTIVE ARMED OFFENDER**:

/Escape / Hide / Tell, Call **000** and follow instructions from responding Emergency Services Personnel



SIGN Ref: AG - 1941 - SC Admin Resource
Issue Date: 01/2023 Review Date: 01/2028
1800 875 374 | www.Hendry.com.au



14.6 Emergency Drill / Exercise Observers Checklist

RUNNING LIST:					
/ Pre-briefing With Chief Warden (outline expectations / duties if required)					
/ Brief Emergency Services (if required)					
/ Start Evacuation - ensure “Exercise Only” Announcement is made					
/ Control Re-entry (thank evacuees for participating)					
/ Hold Warden Debrief					
DETAILS:					
Chief Warden’s Name:					
Nature of Event:					
Location of Event:					
Date:		Time Event Initiated:		Time All at EAA:	
OBSERVATIONS:					YES / NO
Did the person discovering the emergency alert other occupants and the Chief Warden?					
Was the alarm activated?					
Were the emergency services promptly notified?					
Did staff direct persons from the building / site per the evacuation procedures?					
Were isolated areas searched?					
Were building entrances secured?					
Was the evacuation logical and methodical?					
Did occupants act as per instructions?					
Was a roll call conducted for students, staff and visitors (inc contractors and volunteers)?					
Was someone appointed to liaise with the emergency service / s?					
Was someone appointed to liaise with the parents / community?					
Was the emergency service given the correct information?					
Did anyone re-enter the premises before the “all clear” was given?					
Did anyone refuse to leave the building / site?					



14.7 Emergency Kit Checklist

Keep the Emergency Kit in a designated, easily accessible place. The contents should be regularly reviewed. If your attendance rolls are kept electronically, ensure you have an updated printout available as you may not be able to access electronic information in the event of an emergency.

Up-to-date student attendance list / roll, including child release forms / sign out book	<input type="checkbox"/>
Up-to-date students and staff with special needs list	<input type="checkbox"/>
Emergency contacts telephone list (including for parents / guardians)	<input type="checkbox"/>
List of staff with emergency management or training skills	<input type="checkbox"/>
Traffic safety vest and tabbards	<input type="checkbox"/>
Keys	<input type="checkbox"/>
Standard portable first aid kit	<input type="checkbox"/>
Special medications e.g. asthma inhalers, EpiPens	<input type="checkbox"/>
Charged mobile phone	<input type="checkbox"/>
Torch with replacement batteries	<input type="checkbox"/>
Megaphone	<input type="checkbox"/>
Portable battery powered radio	<input type="checkbox"/>
Bottles water	<input type="checkbox"/>
Portable non-perishable snacks such as sultanas, dried fruits, energy bars	<input type="checkbox"/>
Copy of the school site plan and evacuation routes	<input type="checkbox"/>
Sunscreen and spare sunhats	<input type="checkbox"/>
Whistle	<input type="checkbox"/>
Plastic garbage bags and ties	<input type="checkbox"/>
Toiletry supplies	<input type="checkbox"/>
Other: Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

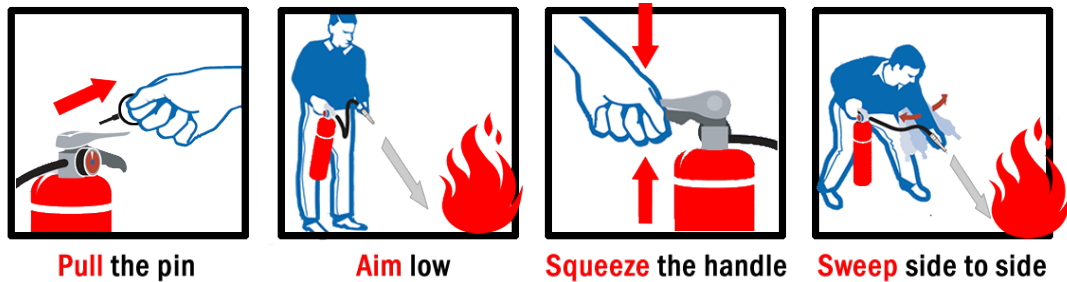


14.8 Method of Operation of Fire Fighting Equipment

Select the appropriate extinguisher for the type of fire

YES NO TYPE OF EXTINGUISHER Colour scheme - AS 2444		A Wood, Paper & Plastic	B Flammable & Combustible Liquids	C Flammable Gasses	E Energised Electrical Equipment	F Cooking Oils & Fats	NOTES: *Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability. Class D fires (involving combustible metal(s)) use only special purpose extinguishers and seek expert advice. COMMENTS: (Refer Appendix A of AS 2444)	
Pre 1997	Post 1997							
		Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
		Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
		Carbon Dioxide (CO ₂)						Generally not suitable for outdoor fires. Suitable only for small fires.
		Water						Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
		Foam						Dangerous if used on energised electrical equipment.
		Wet Chemical						Dangerous if used on energised electrical equipment.
		Vapourising Liquid						Check the characteristics of the specific extinguishant.
		Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
		Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

To operate the extinguisher, use the following method; **P. A. S. S.**



Fire Hose Reels

Hose reels are used on fires involving wood, paper and textiles only, they are not to be used on live electrical appliances or flammable liquids.





15. Emergency Contacts

Contact	Phone
Emergency Services (Police, Ambulance, Fire Brigade)	000 (for life threatening or time critical emergencies)
Police	www.police.vic.gov.au
	Non life-threatening incident requiring police response 131 444
Local Police Station – Waurin Ponds	(03) 5247 3500
Security	Barwon Security (03) 5222 4622
Fire Safety Advisor	Hendry Group – 07 3017 2222
MACS - Melbourne Archdiocese Catholic Schools	03 9267 0228
MACS Emergency Management Officer	MACS Office - 03 9267 0228 Iona College Geelong – Business Manager Tom Harriott 0408 950 743
MACS Student Support Services	http://www.cecv.catholic.edu.au/Emergency-Management/Support-Resources-(1) Iona College Geelong – Damian McKew 0439 308 949
MACS Media Coordinator	MACS Office - 03 9267 0228 Iona College Geelong – Damian McKew 0439 308 949
CECV Employee Relations / OHS Officer	03 9267 0431 - ceoir@macs.vic.edu.au
Fire Rescue Victoria	www.frv.vic.gov.au
Country Fire Authority	www.cfa.vic.gov.au
Maintenance Hot Line	Business Manager Tom Harriott 0408 950 743
Fire Maintenance Contractor	Geelong Fire and Safety 0409 571 851
Water & Sewerage	Barwon Water 1300 656 007
Poisons Information Centre	13 11 26
State Emergency Service (SES)	132 500
Environmental Protection Authority Department of Environment and Science	1300 372 842
National Security Hotline	1800 123 400
McHarry's Buslines	03 5223 2111