



EMERGENCY EVACUATION PROCEDURE

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FOR EMERGENCY SERVICES

FIRE

POLICE

AMBULANCE

ISOC - 1800 126 126

(Incident Support & Operations Centre)

If required the above Emergency services will call out the State Emergency Service

The Emergency Folder contains:

- Community Warden – Evacuation Action Card
- Emergency Evacuation Procedure
- Site maps with evacuation routes and site access points.
- Contact numbers for communication
- Highlighters for staff roll marking

This folder is provided to:

- CFA, local (Eaglehawk) and Bendigo Office
- Regional Office DET

Folders are located in the following areas around the college:

- Principal/ Assistant Principal/ Admin area/
- Neighbourhood buildings
- Technology Centre
- Performing Arts Centre (PAC)
- Doctors in Schools Building (DISS)
- Grow/Ski Lodge
- Connect Building
- Innovation Learning Centre (ILC)
- Pottery Barn

All staff will be provided with an electronic copy and should familiarise themselves with their roles and the procedures for the whole College in the event of an emergency.

General information

Updated February 2021

The College has a population of approximately 670 students and may have up to 80 employees on the school site at any given time. The College is surrounded by four streets taking up an entire block within the residential area of Eaglehawk. These are Reserve St, Bright St, Chapel St. and Coulson St. The school is in an area considered to be at high risk from bushfires bounded on one side (Coulson St.) by the Eaglehawk Cemetery which is heavily wooded. The College site itself has a number of wooded areas and large trees and is currently listed on the Department BARR register.

Additional Information

- Student are at school from 8.30am with classes from 9.00am until 3.05pm.
- Teaching and Admin Staff are onsite from 8.00am until 4.30pm.
- The College cleaning staff are on site until approximately 8.00pm Monday through Friday.

Emergency Vehicle Access

Access for Emergency vehicles is via the following entry points

- Coulson Street (Walker, Dowding, DISS and Performing Arts buildings)
- Bright Street, West end (Grieve, Barn and administration buildings)
- Bright Street, Gymnasium (Lester building, Oval and Gymnasium)
- Reserve Street (Technology and Canteen building)

CONTROL CO-ORDINATION

1. Responsibility for control and co-ordination is vested in the Principal or, in her absence, the Assistant Principal (or Acting School Leader).
2. Threat reported, by person discovering it, to Principal or Assistant Principal (or delegated Acting School Leader).
3. Threat assessed (Principal, Assistant Principal, preferably both)
 - dealt with on site
 - contact relevant authority (000 Fire, Police, Ambulance, then ISOC - 1800 126 126).
 - Evacuation of part or whole of school.
4. Responsibility for combating disaster - emergency service
Responsibility for safety of students - Principal and staff.
5. Reoccupation or Dispersal - after consultation with emergency services.

CONTROL CENTRE

Main location - General Office and Principal's Office

Alternative location (if needed) – School oval or California Gully Oval (off site)

MEDICAL CENTRE

Designated first aider confirms location of designated first aid post with incident controller.

Casualties will be evacuated to the first aid post for treatment and, if necessary, subsequently to medical authorities.

COMMUNICATIONS

- Telephone - internal, external, mobile, hotspot netbooks for compass access.
- PA Systems - issue warnings, issue instructions
- Loud Hailers (AP office) if power sources fail.
- Fog Horn if power sources fail.
- Personal Messenger (not students if there is the slightest risk of danger).

CONTROL STAFF - KEY PERSONNEL & RESPONSIBILITY

First named staff member is the main contact for complete duties, second named staff member is for backup purposes in case of need.

Principal - Mrs Danielle Derksen (Ian Berry)

Incident Control / Student and Staff coordination and liaison with emergency services

Location: General Office or if needed School Oval / California Gully Football Oval

Assistant Principal - Mr Ian Berry (Reid Mc Alpine)

Assembly Area Warden / Student and staff coordination

Location: School Oval or if needed California Gully Football Oval

General

Admin – Sharon Sharp/Christine Gilmore

First Aid Warden – Ruth Parker (School Nurse - Lisa Buckland)

Assembly Area Warden – Ian Berry (Reid Mc Alpine)

CRT Roster/Staff Roll – Michelle Swiney (Christine Gilmore)

Daily Attendance Officer – Peta Dougall (Joanna Quinlan)

Hazardous Materials Information – Casey Fry (Melissa Woods)

Community Wardens

Grieve Community Building – Warren Randall (Jo Tobin)

Library

Canteen

Pottery Barn

Walker Community Building – Tim Williams (Rebecca Brown)

Technology Wing

Dowding Community Building – Rebecca Martin (Darcy Richards)

PAC

DISS

Grow/Ski Lodge

Connect

ILC

Lester Community Building – Marianne Gadsby (Emily Gloury)

Gym (Shelter in place building)

Lester Foods Room

College Documentation and Information – Trinity Sanderson (Chris Gilmore) & if required, establish control centre site at alternate location with mobile phone communication.
Staff not committed to classes during an emergency and who have not been allocated special duties under the evacuation plan should report to the assembly area and offer assistance

WARNING SYSTEMS

1. Evacuation signal over PA system.
2. Loud Hailer or bell if power source is affected.
3. Messengers

These warning systems always signal full scale evacuation. Partial evacuation or lockdown/lockout will be signalled by a different PA announcement or messenger according to circumstances as advised by the Principal.

EVACUATION PROCEDURES FOR ONSITE ASSEMBLY AREA

On notification of an alarm by siren, PA announcement, bell, messenger.

a) Incident Controller Principal, Danielle Derksen **Ext 221 Mobile 0423 936 829**
(Ian Berry Ext 225 Mobile 0428 540 660)

- establish the nature of the emergency
- locate yourself at Principal's office or alternative control centre
- Have switchboard operator (or self if Switchboard operator not present) call required emergency services and inform police/fire brigade, etc. of staff/student position.
- call ISOC on 1800 126 126
- brief police/fire brigade, etc. on their arrival
- Move to assembly area if and when appropriate having cleared and locked admin building.

b) Assembly Area Warden Assistant Principal, Ian Berry **Ext 225 Mobile 0428 540 660**
(Reid Mc Alpine Ext 209 Mobile 0412 084 417)

- deputise for the Principal in her absence and ensure an assembly area warden is allocated (Reid Mc Alpine)
- Daily attendance summary provided by Peta Dougall and Joanna Quinlan at assembly area (college oval).
- proceed to assembly area (college Oval) after securing own classes/students with required T/A cones and portable PA system
- meet student and teacher arrivals and direct them to TA group lines
- completed rolls and unaccounted staff and students communicated to Control Centre
- Mobile Phone and netbooks provided by (Michelle Swiney / Chris Gilmore) who will set up assembly area
- Identify location of First Aid post.
- Ensure that all building Action Cards have been checked off.
- Allocate Community Wardens to check on and complete Building Action Cards for those not accounted for.
- identify any unaccounted for students and report names to incident controller

c) Community Wardens

- proceed immediately with your class to the evacuation point, have students sit behind cones
- Go to the building you have responsibility for
- Collect the emergency evacuation folder and work through the checklist.
- Hand the Action Card to the Assembly Area Warden
- Assist the Assembly Area Warden with student management or other requirements

d) Teachers

- If you are not responsible for students at the time of evacuation, proceed to assembly area.
- Prepare students under your supervision for evacuation.
- Evacuate the learning space using the designated route to the assembly area. (college oval unless advised differently)
- Accompany to assembly area ensuring that students remain calm and together.
- On arrival at assembly area instruct students to line up behind TA their cones.
- Classroom teachers assume TA role and join TA group.
- Teacher advisors will receive their TA roll from attendance officer
- Mark their TA roll and return to Daily Attendance Officer (Sharon or Trinity)

e) Ancillary Staff

- Teacher Assistants with TA role join TA group at the assembly area
- Ancillary staff with no listed responsibility proceed to assembly area.

TAs must highlight the names of the students who are not present at the evacuation point.

Note: Speed should not be considered the most essential aspect of evacuation. Unhurried, orderly procedure is often quicker, more incident free and less likely to cause accidents.

f) First Aid Warden Ruth Parker Ext 202 Mobile 0403 155 521

(Lisa Buckland, Nurse Ext 211 Mobile 0438 530 491)

- consult Principal to decide on location of first aid post, collect first aid kit and establish yourself there
- contact the Assembly Area Warden and inform of the first aid post location
- attend to casualties and hand them over to medical authorities when they arrive
- register casualties, particularly those that are handed over
- await instruction from Principal

g) Daily Organiser Michelle Swiney Ext 229 Mobile 0409 334 012

(Christine Gilmore Ext 222 Mobile 0419 571 714)

- collect laptop computers and mobile phones to hotspot for access to Compass
- Identify any unaccounted for Teachers and CRTs to Assembly Area Warden.
- Proceed to the assembly area

h) Switchboard Operator's Instruction Sharon Sharp Ext 223 Mobile 0437 842 019

- On hearing the alarm or instructions from the Principal, you are to:-
- ensure all items are immediately made available for emergency use at the direction of Principal
- if instructed, contact emergency services and inform them of emergency
- Evacuate yourself to the assembly area when instructed to do so by Principal.
- You should prepare by listing all likely emergency numbers in a ready-to-use location, including control staff extensions.

i) Business Manager Trinity Sanderson Ext 224 Mobile 0421 790 671

- collect ancillary staff lists including casual Education Support
- Account for contractors or visitors signed in.
- Assist the incident controller the establishment of the Incident Control centre.
- When established and confirmed with Incident Controller, report to assembly area
- Shut off power/gas as required.
- Report unaccounted for ancillary staff to assembly area warden.
- **Visitor Registration Roll location – COMPASS, Student Management, Attendance, Daily Summary, Emergency, Grouped by form (information located on the last page).**

j) Student Attendance Officer Peta Dougall Ext 231 0439 207 007

(Joanna Quinlan Ext 202 Mobile 0422 199 681)

- Print Compass emergency report for roll marking (**COMPASS, Student Management, Attendance, Daily Summary, Emergency, Grouped by form (information located on the last page).**)
- receive checked rolls from assembly warden
- identify any unaccounted for students and report names to assembly warden

NOTES

EVACUATION ACTION CARD

ASSEMBLY AREA WARDEN

Ian Berry Ext 225 M 0428 540 660

Reid Mc Alpine Ext 209 M 0412 084 417

Please check and tick returned action cards listed below as clear of staff, students and visitors.

GRIEVE COMMUNITY- including Library, Canteen, Barn	
<ul style="list-style-type: none">• Warren Randall Ext 248 M 0439 375 043<ul style="list-style-type: none">○ Jo Tobin Ext 204 M 0417 568 755	
WALKER COMMUNITY- including Tech Wing	
<ul style="list-style-type: none">• Tim Williams Ext 244 M 0416 256 224<ul style="list-style-type: none">○ Rebecca Brown Ext 240 M 0407 469 381	
DOWDING COMMUNITY- including PAC, DISS, Ski Lodge, ILC, Connect	
<ul style="list-style-type: none">• Rebecca Martin Ext 232 M 0429 415 898<ul style="list-style-type: none">○ Darcy Richards Ext 233 M 0457 032 653	
LESTER COMMUNITY- including Lester Foods & Gym	
<ul style="list-style-type: none">• Marianne Gadsby Ext 215 M 0418 995 094<ul style="list-style-type: none">○ Emily Gloury Ext 256 M 0413 822 237	
ADMINISTRATION – including Conference Room, Staff Centre, Sick Bay, Interview Rooms & Secure Store Room	
<ul style="list-style-type: none">• Christine Gilmore Ext 222 M 0419 571 714<ul style="list-style-type: none">○ Sharon Sharp Ext 223 M 0437 842 019	
ANCILLIARY STAFF, CRT'S, VISITOR'S	
<ul style="list-style-type: none">• Michelle Swiney Ext 229 M 0409 334 012<ul style="list-style-type: none">○ Christine Gilmore Ext 222 M 0419 571 714	
REPORT ANY ISSUES TO INCIDENT CONTROL	
<ul style="list-style-type: none">• Dani Derksen Ext 221 M 0423 936 829<ul style="list-style-type: none">○ Sharon Sharp Ext 223 M 0437 842 019	

EVACUATION ACTION CARD

Administration

Please check and tick listed below as clear of staff, students and visitors.

Admin and Finance Offices	
Sick Bay and Disabled Toilet	
Interview Rooms x 2	
Secure Store room	
Conference Room	
Staff Centre	
Toilets – Men and Women	

Hand card & report area clear to Assembly Area Warden (Ian/Reid)

EVACUATION ACTION CARD

GRIEVE COMMUNITY (INCLUDING LIBRARY, CANTEEN & POTTERY BARN)

Please check and tick classes listed below as clear of staff, students and visitors.

SENIOR STAFF AREA	
SENIOR CLASSROOMS	
SENIOR TOILETS	
SENIOR ELECTRICAL & STOREROOMS	
SENIOR INTERVIEW ROOM	
SCHOOL INCLUSION OFFICE	
SENIOR SCIENCE /ART ROOM/ BACK OFFICE	
WELLBEING OFFICE	
JUNIOR STAFF AREA	
JUNIOR CLASSROOMS	
JUNIOR STOREROOM	
JUNIOR TOILETS	
JUNIOR CALMING ROOM	
TECHNICIANS OFFICE & SERVER ROOM	
LIBRARY	
READING ROOM	
MAC LAB	
GRIEVE FOODS CLASSROOM	
GRIEVE KITCHEN	
CANTEEN	
BARN (Including Upstairs)	

Lock buildings and make your way to the assembly area

Hand card/ report area clear to Control Area Warden (Ian / Reid)













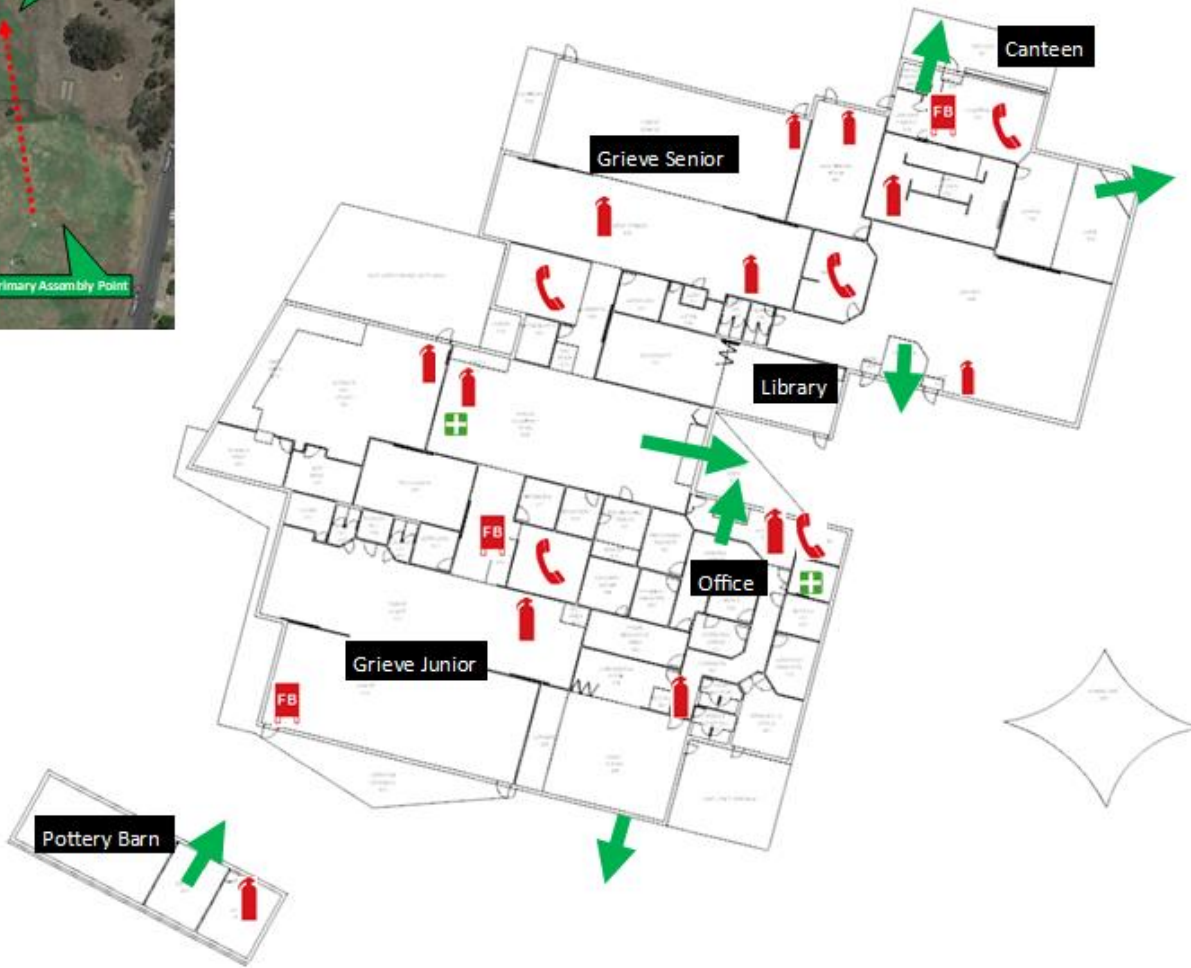
Evacuation Diagram - Grieve Learning Community & Administration Building

Validation Date - 30 August 2020



Legend

-  Telephone
-  You are here
-  Exit Point
-  Fire Extinguisher
-  First Aid Kit
-  Fire Blanket
-  Shelter in place - GYM
-  Primary Assembly Point
-  Secondary Assembly Point
-  Evacuation Route



EVACUATION ACTION CARD

WALKER COMMUNITY (INCLUDING TECH WING)

Please check and tick classes listed below as clear of staff, students and visitors.

SENIOR STAFF AREA	
SENIOR CLASSROOMS X4	
SENIOR TOILETS	
SENIOR ELECTRICAL & STOREROOMS	
SENIOR INTERVIEW X 2 ROOM	
SENIOR SCIENCE /ART ROOM/ OFFICE (B11)	
WELLBEING OFFICE	
JUNIOR STAFF AREA	
JUNIOR CLASSROOMS X 4	
JUNIOR STOREROOM	
JUNIOR TOILETS	
JUNIOR INTERVIEW ROOM	
JUNIOR CALMING ROOM	
TECH OFFICE	
FABRICS ROOM AND STOREROOM	
TECH CLASSROOMS	
TECH STOREROOMS	
TECH BACK AREA	

**Lock buildings and make your way to the assembly area
Hand card/ report area clear to Control Area Warden
(Ian / Reid)**



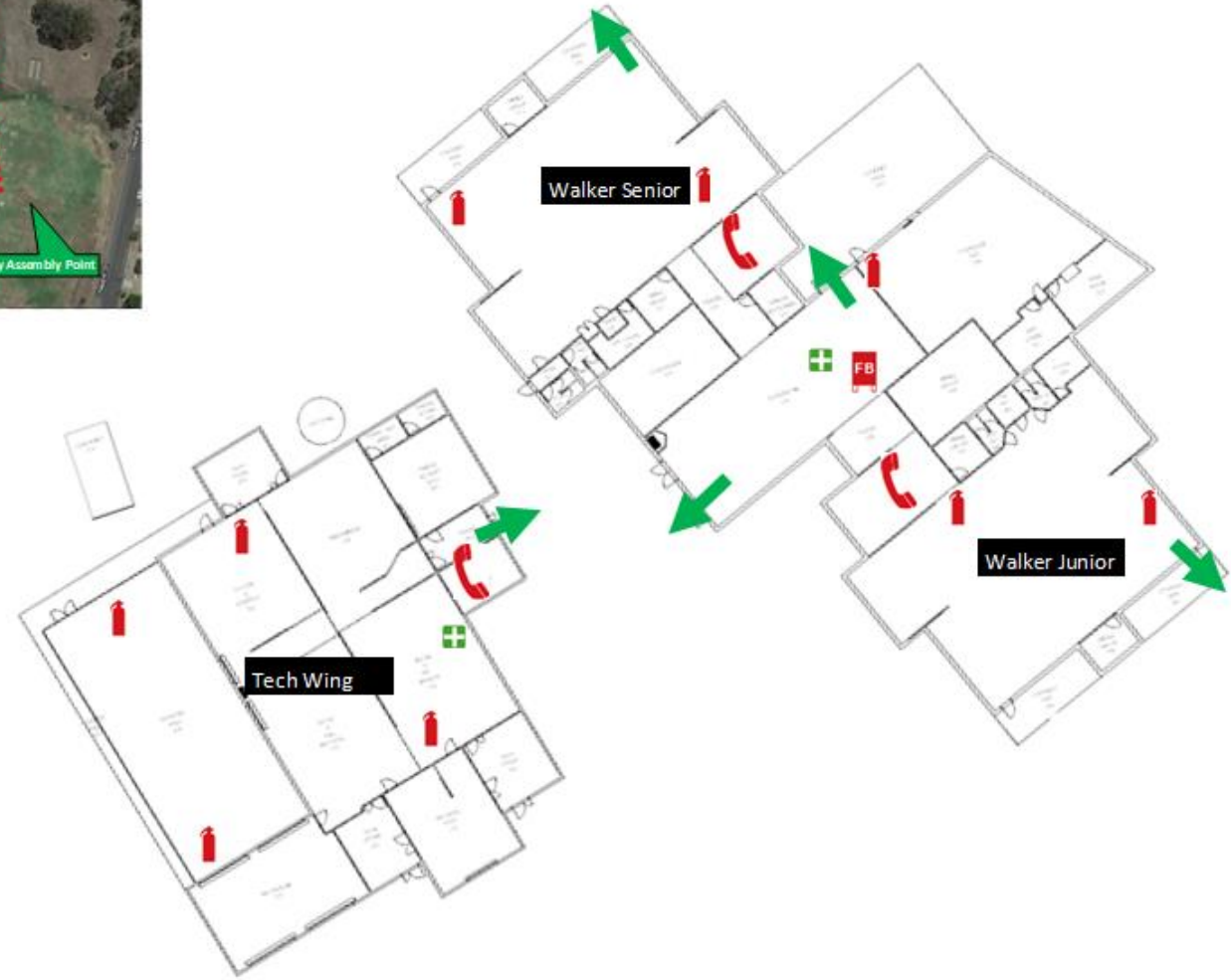
Evacuation Diagram - Walker Learning Community & Technical Building

Validation Date - 30 August 2020

Legend

- Telephone
- Walker Community
- Exit Point
- Fire Extinguisher
- First Aid Kit
- Fire Blanket
- Shelter in place - GYM
- Soccer Oval
- Football Oval
- Evacuation Route

Bike Shed



EVACUATION ACTION CARD

DOWDING COMMUNITY (INCLUDING DISS BUILDING, ILC, GROW/SKI LODGE & CONNECT)

Please check and tick classes listed below as clear of staff, students and visitors.

SENIOR STAFF AREA	
SENIOR CLASSROOMS	
SENIOR TOILETS	
SENIOR ELECTRICAL & STOREROOMS	
SENIOR INTERVIEW ROOM	
CHAPLAIN'S OFFICE	
SENIOR SCIENCE /ART ROOM/ OFFICE/ DARKROOM	
JUNIOR STAFF AREA	
JUNIOR CLASSROOMS	
JUNIOR STOREROOM	
JUNIOR TOILETS	
JUNIOR INTERVIEW ROOM	
JUNIOR CALMING ROOM	
PAC TOILETS	
PAC MUSIC ROOMS	
PAC COMPUTER ROOM	
PAC PERFORMING ROOM	
D.I.S.S PORTABLE	
I.L.C	
SKI LODGE	
CONNECT CLASSROOM	

**Lock buildings and make your way to the assembly area
Hand card & report area clear to Control Area Warden
(Ian/Reid)**



Evacuation Diagram - Dowding Learning Community & Performing Arts Centre

Validation Date - 30 August 2020

Legend

-  Telephone
-  Dowding Community
-  Exit Point
-  Fire Extinguisher
-  First Aid Kit
-  Fire Blanket
-  Shelter in place - GYM
-  Soccer Oval
-  Football Oval
-  Evacuation Route



EVACUATION ACTION CARD

LESTER COMMUNITY (INCLUDING LESTER FOODS ROOM & GYM)

Please check and tick classes listed below as clear of staff, students and visitors.

SENIOR STAFF AREA	
SENIOR CLASSROOMS	
SENIOR TOILETS	
SENIOR ELECTRICAL & STOREROOMS	
SENIOR INTERVIEW ROOM	
SENIOR SCIENCE /ART ROOM/ OFFICE	
NURSES/ YOUTH WORKER'S OFFICE	
JUNIOR STAFF AREA	
JUNIOR CLASSROOMS	
JUNIOR STOREROOM	
JUNIOR TOILETS	
JUNIOR INTERVIEW ROOM	
JUNIOR CALMING ROOM	
YL FOODS PREP CLASSROOM	
YL FOODS KITCHEN	
GYM OFFICE	
GYM	
GYM STAGE	
GYM TOILETS	
GYM STOREROOM	

**Lock buildings and make your way to the assembly area
Hand card & report area clear to Control Area Warden
(Ian/Reid)**



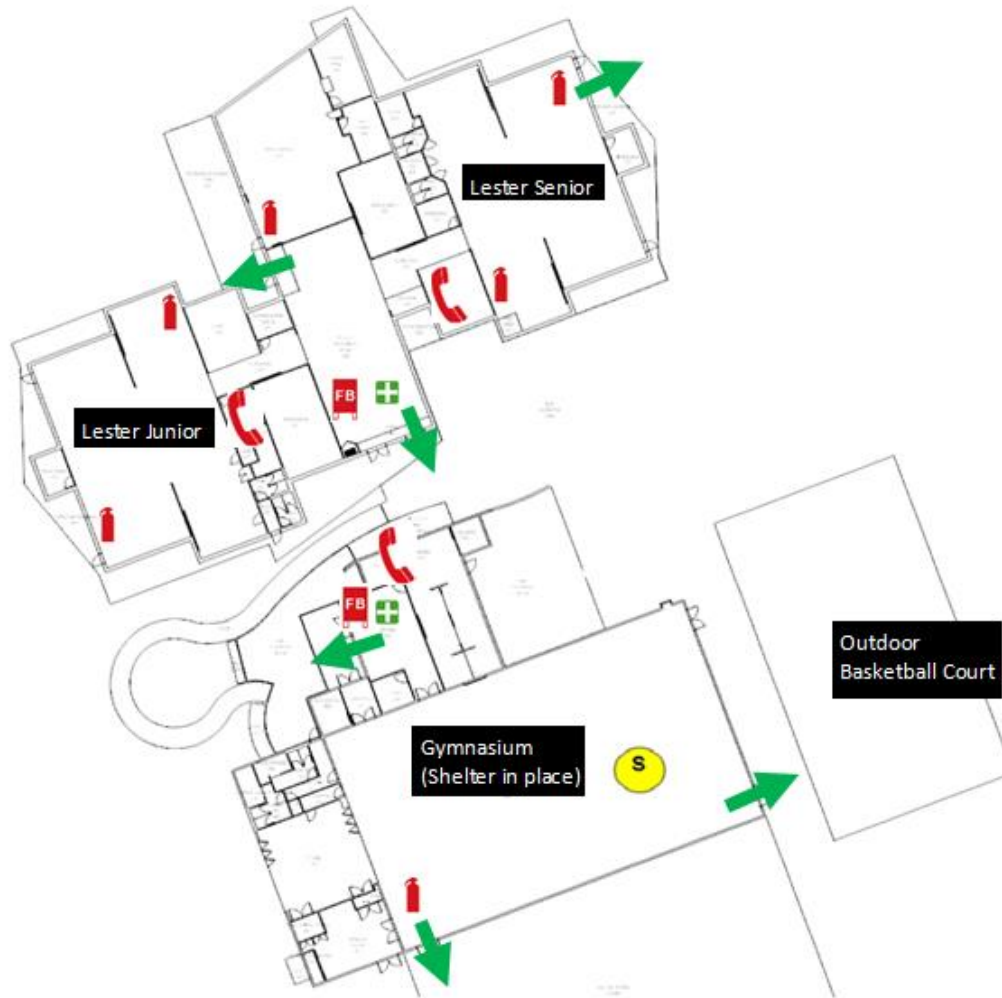
Legend

-  Telephone
-  You are here
-  Exit Point
-  Fire Extinguisher
-  First Aid Kit
-  Fire Blanket
-  Shelter in place - GYM
-  Primary Assembly Point Soccer Oval
-  Secondary Assembly Point Football Oval
-  Evacuation Route



Evacuation Diagram - Lester Learning Community & Gym (Shelter in place)

Validation Date - 30 August 2020





Primary Off-site Evacuation Point
Area Map

Distance to Primary off-site evacuation point
(California Gully Oval): 1km

Approx. time to reach Primary off-site
evacuation point: 15 min



Emergency Services Access Point



Entry/Exit Points



Shelter in place area - School gymnasium

W - Walker Community Building

D - Dowding Community Building

L - Lester Community Building

G - Grieve/Admin Community Building

Off-site Evacuation Point
- California Gully Oval

California Gully Oval
Recreation Reserve



Secondary Off-site Evacuation Point
Area Map

Distance to Secondary off-site evacuation point (Eaglehawk Primary School): 800m

Approx. time to reach Secondary off-site evacuation point: 10min



Emergency Services Access Point



Entry/Exit Points



Shelter in place area - School gymnasium

- W - Walker Community Building
- D - Dowding Community Building
- L - Lester Community Building
- G - Grieve/Admin Community Building