Policy Rationale

- The effective and efficient management of emergency incidents is critical to the safety and well-being of students, staff and College visitors, as well as essential in minimising damage to College property.

- Plan is based upon recognised risk management principles, and provides the occupants of this site with specific guidance during times of emergency. Pictorial representations of the site and each floor of the buildings on the site are also contained at the rear of this folder for reference by both employees and attending emergency services.

- CCAE recognises that the value of this plan is greatly enhanced with the incorporation of fire safety training. As such, the plan will serve as a precursor to fire training and as a benchmark to which the students of this training may relate their learning back to.

Policy Aims

- To provide a safe environment for all, irrespective of a variety of emergencies which may occur.

- To reduce the potential for loss and injury to life and property, as a result of an incident that may occur at the above mentioned address, by the implementation of standard procedures.

- For all of the staff members of the CCAE to receive professional competency based training in the use of this plan and their role.

Procedure

- The College is required to maintain a current emergency management plan, which clearly describes how the College will respond during an emergency to ensure ongoing safety of staff, students and visitors.

- The emergency management plan will be consistent with advice provided by the Department of Education and Training’s ‘Managing College Emergencies’ publication available at: http://www.sofweb.vic.edu.au/safety/emergency.pdf

- The emergency management plan will be prominently displayed and developed in consultation with local emergency services and all staff.

- Safety of staff, students and visitors is the paramount focus of the Displan - Emergency Management Plan.

- One pre-announced and one unannounced emergency evacuation drill involving local emergency services (if available) will occur each year.

- All emergency or criminal activity in which the safety or well-being of staff or students is at risk, or where there is a threat to property, will be reported immediately to the Police

- Incidents which occur during camps, excursions or outdoor adventure activities, which occur during travel to or from College, involve the media, or issues for potential negligence or legal liability must also be reported.

- The Board of Management of Campaspe College of Adult Education Incorporated has given the members of the OHS-Facilities Subcommittee, and other employees who may act in such roles, full authority to implement the provisions of the Emergency Management Plan for 103-109 Hare Street, Echuca and shall hereby be indemnified against civil liability resulting from practice or emergency evacuation of the building or site where those persons act in good faith and the course of their duties.

Evaluation

This plan will be reviewed on a yearly basis by the ohs-facilities subcommittee to ensure relevance and ensure that the employees are both comfortable and informed in their respective roles during emergency situations.

The Displan - Emergency Management Plan will be reviewed bi-annually, after each unannounced emergency evacuation drill.
### EMERGENCY DISPLAN Personnel are to ensure:

1. **Air-conditioners Turned Off**
2. **Lights Turned Off**
3. **Windows Closed**
4. **Doors Closed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Business Position</th>
<th>EPC/ECO Role</th>
<th>Date Issued</th>
<th>Receiver Initials</th>
<th>Return Date</th>
<th>Issuers Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richards Francis</td>
<td>Centre Manager</td>
<td>Chief Warden&lt;br&gt;<strong>Area 1</strong>&lt;br&gt;Switch off Air –Con in Gen Office Area&lt;br&gt;Switch off Gas at front of College&lt;br&gt;Ring ‘000’</td>
<td>20/06/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sallyanne Dobson</td>
<td>Receptionist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karen Hagan</td>
<td>Office Administrator</td>
<td><strong>Area 2</strong>&lt;br&gt;Get Attendance Book&lt;br&gt;Clear Archive/Toilets&lt;br&gt;Rm: 1, 2, 3, 4.&lt;br&gt;Foyer/Courtyard</td>
<td>20/06/12</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Janine O’Callaghan</td>
<td>Statistical Administrator</td>
<td>Deputy Chief Warden&lt;br&gt;<strong>Area 3</strong>&lt;br&gt;Rm: 5, 6, 7.</td>
<td>20/06/12</td>
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<td></td>
</tr>
<tr>
<td>Robert Foran</td>
<td>CGEA VCAL</td>
<td><strong>Area 4</strong>&lt;br&gt;IT Archive Room&lt;br&gt;Rm: 8, 9, 10, Cafe&lt;br&gt;Outside Garden</td>
<td>20/06/12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criag Mann</td>
<td>Materials Technology Trainer</td>
<td><strong>Area 5</strong>&lt;br&gt;Rm 11, 12, 13, Rm 14, 15, 16</td>
<td>20/06/12</td>
<td></td>
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</tr>
</tbody>
</table>

### EMERGENCY CONTACT TELEPHONE NUMBERS

- **Police** 000
- **Ambulance** 000
- **Fire Brigade** 000
- **Echuca State Emergency Services** 5480 2293
- **Echuca Search Rescue** 5482 6510
- **SES Flood and Storm Emergencies** 132 500
- **Origin Energy - Gas** 1800 676 300
- **Origin Energy - Electricity** 132 412
- **ACFE (Regional Office)** 1800 142 234
- **Workcover (24 Hours)** 018 312 534
- **Gas Leaks (24 Hours)** 132 771
- **Coliban Water** 1300 363 200
- **Poisons Information Centre** 131 126
- **Interpreter Service (24 Hours)** 131 450
EMERGENCY SITUATIONS

Both Australian Standards AS3745–1995 and AS4083–1997 define emergency as “Any event that arises internally or from external sources which may adversely affect the safety of persons in a building or the community generally and requires immediate response by the occupants.”

Furthermore, AS4083-1997 defines colour codes for seven types of emergencies as follows:

- **RED** = Fire / Smoke
- **BLUE** = Medical Emergency
- **YELLOW** = Hazardous Materials
- **PURPLE** = Bomb Threat
- **BLACK** = Personal Threat
- **BROWN** = Floods / Storms / Earthquakes
- **ORANGE** = Gas Leakage

The “All Clear”, (when given) is always broadcast with reference to the particular emergency’s colour code. The “All Clear” declaration should only be given by the Chief Warden after consultation with the Emergency Services.

The fire services suggest colour codes should only be used for internal identification of emergencies to reduce irrational behaviour by occupants when emergencies are announced via. There is no requirement to use these colour codes when notify emergency services.

Adoption Date: 20 June 2012
Review Date: 08/06/2014
Version Control: V1-15/02/2002 V2-01/03/2004 V3-16/07/2007 V4-16/08/10 V5-08/06/12
Fire / Smoke
In the event of fire:
Emergency Control Personnel should –

- Alert all persons nearby and request assistance;
- Assist any person in immediate danger (only if safe to do so);
- Close the door on the fire to contain the spread;
- Call the Fire Brigade on “000” and notify the Chief Warden;
- Extinguish the fire (only if safe to do so);
- If threat to life exists, evacuate immediately, closing all doors;
- Check that all areas have been cleared & inform the Chief Warden;
- Control the movement of occupants to the Evacuation Assembly Area;
- Maintain control of persons at the Evacuation Assembly Area.

Medical Emergency
In the event of required medical assistance:
Emergency Control Personnel should –

- Check for any threatening situation and remove or control it (if safe to do so);
- Remain with the casualty and provide appropriate support;
- Notify first aid personnel;
- Notify the Chief Warden;
- Notify the ambulance service by dialling “000”;
- Designate someone to meet the ambulance and direct it to the location of the casualty.

Note: (i) Provide support and appropriate assistance,
      (ii) Try not to leave casualty alone unless emergency assistance arrives.
      (iii) Do not move a casualty unless they are exposed to a life threatening situation.

Hazardous Materials
In the event of hazardous material spill:
Emergency Control Personnel should –

If the spill may give off toxic or noxious fumes:
- Call the fire brigade on “000” and notify the Chief Warden;
- Provide as much information about the hazardous material as possible;
- Turn off airconditioning and recirculation fans – ventilate to open air;
- Notify all persons in the building to evacuate under instruction from the Chief Warden, (ensure Evacuation Assembly Area is upwind);
- and -

If the spill is a suspected flammable material:
- Remove any ignition sources;
- Evacuate all persons in immediate danger under instructions from the Chief Warden (ensure Evacuation Assembly Area is 200 metres clear of building);
- Do not attempt to re-enter the affected area;
- Control the movement of occupants to the Evacuation Assembly Area (if required);
- Remain at the Evacuation Assembly Area until advised by Emergency Services.
**Bomb Threats**

In the event of receiving a telephone bomb threat:

The recipient should keep the caller talking (do not hang up at any time), and note as many details as possible on the Bomb Threat Checklist.

Important details include –
- Exact wording of the threat;
- Location of the device;
- Time of detonation;
- Sex and other details of the caller, such as estimated age;
- Details of speech, accent, delivery, and background noises.

**Action to be taken by Recipient:**
- Complete Bomb Threat Checklist (DO NOT HANG UP THE PHONE);
- Notify the emergency control personnel who will notify the Police by dialing “000” – but do not do or say anything that may encourage irrational behaviour.
- The Emergency Control Organisation will take any further action required.

**Action to be taken by Emergency Control Personnel:**
- Ensure that the Chief Warden is notified immediately;
- Do not do or say anything that may encourage irrational behaviour;
- Chief Warden will organize the emergency control personnel to conduct a routing search based on the available information;
- Search to be conducted systematically, concentrating on the most likely places such as: rest rooms, equipment rooms, stairwells, fire hose cabinets, potted plants, and ceilings where tiles are out of place;
- Ensure that doors are left open;
- DO NOT touch any suspicious object found;
- Emergency control personnel should report back to the Chief Warden after the completion of the search;
- If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised.

**IF A SUSPECTED EXPLOSIVE DEVICE IS FOUND:**

1. Do not touch.
2. Clear the area.
3. Notify an emergency warden immediately.
4. Follow the directions given.
5. Prevent all persons from entering the area where the device is located.

**Personal Threat**

In the event of a civil disturbance:

**Emergency Control Personnel should** –
- Ensure the Chief Warden is notified immediately;
- Notify the police by dialing “000” and requesting assistance;
- Do not do or say anything that may encourage irrational behaviour;
- Alert any other emergency control personnel in your vicinity;
- Initiate action to:-
  (i) restrict entry to the building if possible;
  (ii) confine or isolate the presence from building occupants;
- Report to the Chief Warden regularly regarding the status of the occupant’s safety;
Evacuation should be considered (only if safe to do so);
Have as many people as possible complete the “DESCRIPTION OF OFFENDER” form.

**Floods/Severe Storms**

**In the event of a flood or severe storm:**

**Emergency Control Personnel should –**

- Store or secure all loose items external to the building, such as outdoor furniture;
- Secure all windows (closing curtains, blinds) and external doors;
- Tape windows and glass entrances, and protect them with boards and sand bags;
- Isolate/shut off electricity, water, and gas services;
- Protect valuables, disconnect electrical equipment, and cover and/or move it away from windows;
- During a severe storm, only evaluate if there is a need to evacuate due to uncontrolled fires, gas leaks or structural damage has occurred as a result of the storm;
- Report to the Chief Warden regarding the status of the occupant’s safety.

**Earthquakes**

**In the event of an earthquake:**

**Emergency control Personnel should –**

- Instruct occupants to keep away from windows and seek shelter under a table or desk;

**After the earthquake….**

- Evaluate the need to evacuate if uncontrolled fires, gas leaks or structural damage has occurred;
- Evacuation Assembly Area (if required) is to be clear of trees, powerlines, buildings,
- Isolate/shut off electricity, water and gas services if necessary;
- Arrange medical assistance where required;
- Report to the Chief Warden regarding the status of the occupant’s safety, and to seek instruction;
- Tune in radios and follow any emergency instructions.

**Gas Leakage**

**In the event of a gas leak:**

**Emergency Control Personnel should –**

- Ensure that the Chief warden is notified;
- Isolate the gas supply at the source (if safe to do so);
- Notify the fire brigade by dialing “000”;
- Shut down the air conditioning to prevent the spread of any flammable and/or toxic gases;
- Remove all ignition sources (if safe to do so). Turn off the electrical supply;
- Report to the Chief Warden regarding any actions taken;
- Control the movement of occupants to the Evacuation Assembly Area (if required);
- Remain at the Evacuation Assembly Area until further advised by emergency services.

**CHIEF WARDEN’S NORMAL RESPONSIBILITIES**

On becoming aware of an emergency the Chief Warden should take the following actions:

- Oversee and support the activities of all other Wardens
- Assist management in determining emergency management policy

Adoption Date: 20 June 2012
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Version Control: V1-15/02/2002 V2-01/03/2004 V3-16/07/2007 V4-16/08/10 V5-08/06/12
Regularly review the emergency management plan
Appointment of personnel to all position
Determine training strategies for all personnel
Co-ordinate all drills and exercises

**CHIEF WARDEN’S EMERGENCY RESPONSIBILITIES**

- Attend the emergency control point
- Ascertain the nature and scope of the emergency
- Ensure that the appropriate response has been actioned
- Ensure that the Emergency Services have been notified
- Establish communications with Area Wardens
- Initiate evacuation of affected areas if necessary
- Brief the incoming Emergency Services and respond to their requests

**DEPUTY CHIEF WARDEN’S NORMAL RESPONSIBILITIES**

Assist the Chief Warden as required. In the absence of the Chief Warden, on becoming aware of an emergency the Deputy Chief Warden shall be required to assume the responsibilities normally carried out by the Chief Warden. These duties are listed below.

- Oversee and support the activities of all other Wardens
- Assist management in determining emergency management policy
- Regularly review the emergency management plan
- Appointment of personnel to all position
- Determine training strategies for all personnel
- Co-ordinate all drills and exercises

**DEPUTY CHIEF WARDEN’S EMERGENCY RESPONSIBILITIES**

In the absence of the Chief Warden the Deputy Chief Warden shall

- Attend the emergency control point
- Ascertain the nature and scope of the emergency
- Ensure that the appropriate response has been actioned
- Ensure that the Emergency Services have been notified
- Establish communications with Area Wardens
- Initiate evacuation of affected areas if necessary
- Brief the incoming Emergency Services and respond to their requests
- Ascertain number and location of all persons on site

**WARDENS’ RESPONSIBILITIES**

- Assist Chief Warden as directed
- Searching area to ensure all persons are accounted for
- Ensuring an orderly evacuation from the building to the evacuation assembly areas
- Assisting mobility impaired persons or delegating this task as appropriate
- Maintain control of all evacuated persons at the evacuation assembly area
- Operate first attack fire fighting equipment, only if trained and safe to do so

**EVACUATION RESOURCES**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>LOCATION</th>
<th>DATE CHECKED</th>
</tr>
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Adoption Date: 20 June 2012
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### Audible warning device
- 1 device for General Office
  - Date: 20/06/12

### Megaphone
- 1 device
  - Date: 20/06/12

### Torch-lights
- 2 devices
  - Date: 20/06/12

### Warden/First Aid Jackets
- 5 devices
  - Date: 20/06/12

### Mobile telephone
- Use for emergency contacts if College phones unserviceable
  - Date: 20/06/12

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### Fire Equipment Information & Checklist

<table>
<thead>
<tr>
<th>TYPE</th>
<th>LOCATION</th>
<th>SITEPLAN GRID REFERENCE</th>
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<tbody>
<tr>
<td>Carbon Dioxide</td>
<td>Waiting Room</td>
<td></td>
<td>20/06/12</td>
</tr>
<tr>
<td>Carbon Dioxide</td>
<td>Workshop Room 15</td>
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<tr>
<td>Water</td>
<td>Outside Toilets</td>
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<td>20/06/12</td>
</tr>
<tr>
<td>Water</td>
<td>Front Foyer</td>
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<tr>
<td>Water</td>
<td>Cafe</td>
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<td></td>
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<tr>
<td>Water</td>
<td>JAB Foyer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>Workshop Room 15</td>
<td></td>
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<tr>
<td>Water</td>
<td>Workshop Room 16</td>
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<tr>
<td>Powder-Dry Chemical</td>
<td>Graham’s Shed</td>
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<td>20/06/12</td>
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<tr>
<td>Powder-Dry Chemical</td>
<td>Outside Rm 2</td>
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<tr>
<td>Fire blanket</td>
<td>Hospitality Room 03</td>
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<td>Fire blanket</td>
<td>Cafe Area</td>
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<tr>
<td>Fire blanket</td>
<td>Workshop Room 16</td>
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### First-Aid Resources Information & Checklist

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<th>LOCATION</th>
<th>DATE CHECKED</th>
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<tr>
<td>First Aid Kit – Wall Mounted</td>
<td>1</td>
<td>Hallway Outside Room 2</td>
<td>20/06/12</td>
</tr>
<tr>
<td>First Aid Kit – Wall Mounted</td>
<td>1</td>
<td>In Kitchen Room 3 w Burn Unit</td>
<td></td>
</tr>
<tr>
<td>First Aid Kit – Wall Mounted</td>
<td>1</td>
<td>In Workshop Room 15</td>
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</tbody>
</table>