

P.14V3 Emergency Management Plan (EMP) Policy

Under Victorian Occupational Health and Safety Law, employers have an obligation to provide and maintain a safe workplace. This obligation extends to all people at the workplace, whether they are employees or not. Developing an EMP contributes to the duty of providing a safe working environment.

Australian Standards AS 3745-2002 and AS 4083-1997 define an 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".

1.0 Barkly International College Risk Management Plan

1.1 OH&S Representation / Designated Work Groups

1.2 Barkly International College in accordance with the Occupational Health and Safety Act 2004 which requires that employees be provided with OH&S representation via the identification of Designated Work Groups and the subsequent election of Health and Safety Representatives has established that there are to be two Designated Work Groups; namely

- a) Workshop Operations, and
- b) Non-Workshop Operations.

1.3 This supports one of the five principles of health and safety protection in the OHS Act which states that 'employees are entitled, and should be encouraged, to be represented in relation to health and safety issues'. The sections in the OHS Act regarding representation of employees are also designed to facilitate the duty of employers to consult with their employees about health and safety issues.

1.4 OH&S research reveals that when employees have input before decisions are made about health and safety matters, workplaces have better health and safety outcomes. Employee representation provides a means for involving workers and giving them a voice in health and safety matters.

2.0 Barkly International College OH&S Health and Safety Committee (HSC)

2.0 The responsibility for dealing with health and safety issues at the workplace rests with the employer. The establishment of a Health and Safety Committee, however, has a major consultative role to play on an ongoing basis.

2.1 HSCs are a vehicle for employers and employees to meet regularly and work co-operatively to plan and develop policies and procedures that improve health and safety outcomes. The committees bring together employees' knowledge and experience of jobs and tasks and the employer's perspective of the workplace and business requirements.

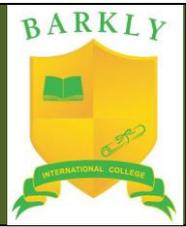
2.2 Employees must make up at least half the membership of an HSC and, as far as practicable; these employee members should be HSRs with employer representatives being drawn from management positions.

2.3 The functions of an HSC as set out in the OHS Act are very broad and aimed at creating an environment of co-operation between employer and employees. These functions include:

- Facilitating co-operation between employers and employees in instigating, developing and carrying out measures designed to secure the health and safety of employees in the workplace; and
- Formulating and reviewing the health and safety standards, rules and procedures that are to be carried out or complied with at the workplace, and making them known to employees. (These should be in other languages, where appropriate.)

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- In addition, other functions may be determined and agreed on by the committee and the employer, provided they are consistent with the OHS Act.
- With this in mind College has established an HSC (meeting on a half yearly basis)

3.0 Emergency Management Plan (EMP)

- 3.1** Under Victorian occupational health and safety law, employers have an obligation to provide and maintain a safe workplace. This obligation extends to all people at the workplace, whether they are employees or not.
- 3.2** This is a written set of instructions to help College staff deal with incidents or situations that could pose a threat to life, health or property.

This EMP covers the following emergency situations:

1. Fire
2. Flood
3. Power failure
4. Chemical Spill / Leak
5. Medical Emergencies
6. Violence
7. Bomb Threats

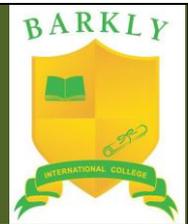
- 3.3** This EMP is based on a practical assessment of potential hazards associated with College workplace (taking into account the size and complexity of the work site) and the number and type of occupants and the possible consequences of an incident occurring as a result of those hazards.

Work Environment:

- Is there a mechanism for alerting staff of an emergency; e.g. a siren or bell alarm?
- College has a bell alarm which is activated by the smoke detectors, temperature sensors located in all room and corridors and break glass button at entry of ground floor.
- Is there a documented site-plan illustrating the location of fire protection equipment, emergency exits and assembly points?
- College has documented site plan showing the location of fire protection equipment, emergency exits and assembly points. This is located in all class rooms and administrative areas
- If there is a site-plan, is it posted in key locations throughout the workplace?
- College has documented site plan located in administrative areas
- Are all exits, corridors and aisle-ways kept clear of obstructions and does the workplace have illuminated exit signs?
- College exits, corridors and aisle-ways, as part of its housekeeping routines (this is also a duty of the landlord of the premises), are kept clear of obstructions; in addition illuminated exit signs have been installed.

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4.0 EMERGENCY CONTROL AGENCY

For the purpose of the following responses the term "Relevant Emergency Services" refers to:

- | | |
|--|-------------------------|
| • Bomb threat | Victoria Police |
| • Fire | Melbourne Fire Brigade |
| • Flood | State Emergency Service |
| • Gas leak | Melbourne Fire Brigade |
| • Hazardous materials or Dangerous Goods | Melbourne Fire Brigade |
| • Medical Emergency | Ambulance Service |

4.1 Emergency Management Plan – Responsibilities

During any emergency or drill staff, students, contractors and visitors are required to comply with instructions given by designated College Emergency Control personnel in accordance with College Emergency Management Plan.

These Emergency Control personnel have specific responsibilities and authorities that are documented within this Plan.

The College Emergency Warden is the only person who can notify the

- All Clear declaration, and

then only after consultation with the relevant Emergency Services.

Failure to co-operate with any Emergency Services personnel in the discharge of their responsibilities will be dealt with as College CEO sees fit at the time, and may result in subsequent disciplinary action.

4.2 Floor Plans

Floor plans indicating the following will be displayed near each exit point:

- location of all exit points
- location and type of all fire fighting equipment
- location of applicable assembly areas
- 'you are here' indicator
- location of all hydrant points

4.3 Evacuating Mobility Impaired Persons in an Emergency

Special consideration will be given to mobility impaired persons during an evacuation. Preparation before an emergency occurs is the key.

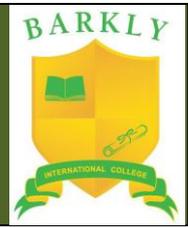
In general, the College Emergency Warden is responsible for developing procedures for evacuating mobility-impaired persons and the College Building Warden is responsible for carrying out these procedures.

Procedures to be followed for evacuating mobility-impaired persons in an emergency are:

- assembly of mobility impaired persons during an evacuation in a safe holding area in the "rear" fire isolated stair well landing, with constant attendance by the College Building Warden
- once evacuation of other occupants has been completed, evacuation of mobility impaired persons should commence, in descending order of mobility, i.e. most mobile to least mobile

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- Mobility-impaired persons, who cannot use the stairs to evacuate, should be evacuated under the control of the fire brigade.
- advise the College Emergency Warden on completion of the evacuation of all mobility-impaired persons

5.0 Fire

5.1 The duties and responsibilities of College Emergency Wardens when dealing with a fire

5.2 College CEO is responsibility for maintaining a high standard of fire precautions and the overall responsibility for action in the event of fire; and therefore is College Emergency Warden.

5.3 If an emergency arises and the College Emergency Warden is not on site College Building Warden automatically will take on the role of the College.

5.4 Emergency Warden (and undertake the duties required of the both College Emergency Warden and College Building Warden).

5.5 College Emergency Warden is responsible for

- Fire routine and evacuation drill procedures.
- Ensuring staff know location of fire alarm points.
- Ensuring regular use of primary and secondary escape routes.
- The close down procedures.
- The procedures for nominated staff to assist staff, students and mobility-impaired persons to nearest exits.
- The evacuation of mobility-impaired persons

5.6 On becoming aware of a fire in the building College Emergency Warden will

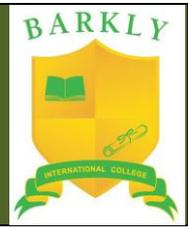
- Assist any person in immediate danger (only if safe to do so);
- Commence evacuation to the nominated Evacuation Assembly Area immediately, closing all doors;
- Ensure that the College Building Warden evacuates any mobility-impaired persons;
- Control the movement of people to the nominated Evacuation Assembly Area, taking care to avoid the use of lifts, avoid evacuation routes that bring these people into danger; act in a calm and reassuring manner to minimize panic;
- Check that all areas have been evacuated and inform the Emergency Services personnel;
- Prevent re-entry to the building;
- Maintain control of persons at the Evacuation Assembly Area until they notify the *All Clear*; and
- Follow the instructions of relevant Emergency Services personnel.

5.7 In the event of a fire in the building persons other than the College Emergency or Building Warden will:

- Assist any person in immediate danger (only if safe to do so);
- On hearing an alarm, or on instruction of College Emergency Warden will immediately
- Cease all activity and secure personal valuables;
- Turn off mobile telephones phones and encourage others to do the same;
- If practicable, and only if safe to do so, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation;
- Act in accordance with directions given by College Emergency Warden and evacuate the building immediately;
- In a fire, do not use a lift to evacuate a building;
- Only if directed to do so by College Building Warden assist with the evacuation of mobility-impaired persons;

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- Assist with the general evacuation, ONLY if directed to do so, by College Emergency Warden;
- Move calmly to the nominated evacuation assembly area, and do not leave the evacuation assembly area until the *All Clear* has been given;
- Follow the instructions of relevant Emergency Services personnel and College Emergency Warden at all times.

5.8 Sounding Alarm

- On discovering a fire, it is the duty of this person to sound the ground floor fire alarm immediately. The Fire Brigade should also be informed immediately (by the person discovering fire).
- On hearing the alarm the College Emergency Warden should proceed to a pre-determined position to assist staff and students to leave the building by the nearest safe route.
- Staff and students should assemble at the pre-determined assembly point
- Staff and students should not re-enter the building until the all-clear is given.

5.9 Assembly and Roll Call

- The assembly point for all staff and students is the Corner of Lonsdale Street & King Street Melbourne.
- A roll call of students must be taken by each teacher with the result being reported to the College Emergency Warden, i.e. either –
- “All persons accounted for “or
- “Missing “.
- The College Emergency Warden is then responsible for informing the Fire Brigade on arrival.

5.10 Close Down Procedure

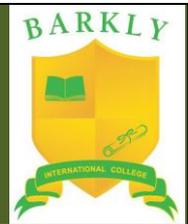
- All equipment is turned off at the mains example electrical, gas, etc
- all flammable material is locked away example chemicals
- all internal doors are closed (to prevent the spread of fire)
- Class Rooms –
- all internal doors are closed (to prevent the spread of fire)
- all windows are shut and locked
- Computer Class Rooms –
- all internal doors are closed (to prevent the spread of fire)
- all computers are turn off
- All other areas –
- everyone has vacated especially the toilets
- all internal doors are closed (to prevent the spread of fire)
- all windows are shut and locked

5.11 Regular Drills

- Effective fire routine is dependent on regular instruction, training, practice, etc therefore regular drills will be carried out (at least annually) using varying escape routes assuming fire conditions existing.
- A full drill will be completed and records kept i.e. from sounding of alarm to the Roll Call procedure.

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**5.12 Fire Alarms and Fire Equipment**

- Fire alarms will be tested at regular intervals and records kept.
- All fire equipment will be regularly serviced.

5.13 Flood i.e. water entering the building (from any source)**5.14 College Emergency Warden will, on being notified that water has entered the building (from any source)**

- Notify the State Emergency Services by dialling 000 if damage is sustained and assistance is required;
- Commence the shut down of utility services such as gas and electricity;
- Begin the evacuation only if safe to do so
- If an evacuation is implemented, control the movement of staff and students to the nominated Evacuation Assembly Area;
- Ensure that the College Building Warden evacuates any mobility-impaired persons;
- Meet State Emergency Services personnel and directing them to the scene;
- Follow the instructions of relevant State Emergency Services personnel.
- Notify the *All Clear* once the emergency has passed, and on advice from State Emergency Services personnel.
- be responsible for the evacuation of mobility-impaired persons

5.15 In the event of flood persons other than College Emergency or Building Warden will:

- Follow the instructions of College Emergency Warden;
- Turn off mobile telephones phones and encourage others to do the same;
- Evacuate the building only if instructed to do so by College Emergency Warden
- Only assist with the evacuation of mobility-impaired persons if requested by the Emergency or College Building Warden
- If an evacuation is ordered, move to the nominated evacuation assembly area, and not leave the evacuation assembly area until advised to do so.

6.0 Power failure**6.1 Interruption to Power Supply**

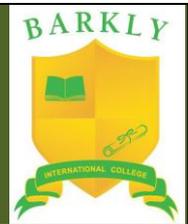
6.2 Interruption to power supply ("Power outage") refers to the loss of power supply to College, which may place building occupants at risk through loss of lighting in areas where natural light is inadequate, through being trapped in lifts, through loss of control of a process that requires ongoing power supply to maintain safe controls.

6.3 In the event of a power failure College Emergency Warden will:

- On being advised that a Power Outage situation has occurred attempt to gain an assessment of the situation and determine what response is required;
- Assist any person in immediate danger (only if safe to do so);
- Evaluate the need to evacuate the building if there are uncontrolled hazards, persons trapped in lifts, or if it is considered that there is insufficient light to continue working;
- Notify the State Emergency Services by dialing 000 if deemed necessary;
- Begin the evacuation only if safe to do so
- If an evacuation is implemented, control the movement of staff and students to the nominated Evacuation Assembly Area; and ensure that the College Building Warden evacuates any mobility-impaired persons;

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- Meet State Emergency Services personnel and directing them to the scene;
- Follow the instructions of relevant State Emergency Services personnel.
- Notify the *All Clear* once the emergency has passed, and on advice from State Emergency Services personnel.
- be responsible for the evacuation of mobility-impaired persons

6.4 In the event of a power failure persons other than Emergency Control personnel will:

- Follow the instructions of College Emergency Warden;
- Immediately cease all activity; secure personal valuables and only if safe to do so, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of a Power Outage;
- Evacuate the building only if instructed to do so by College Emergency Warden;
- Assist any person in immediate danger (only if safe to do so);
- Only assist with the evacuation of mobility-impaired persons if requested by the College Emergency or Building Warden
- If an evacuation is ordered, move to the nominated evacuation assembly area, and not leave the evacuation assembly area until advised to do so.

7.0 Chemical Spill / Leak

7.1 On becoming aware of a Chemical Spill / Leak has occurred College Emergency Warden will:

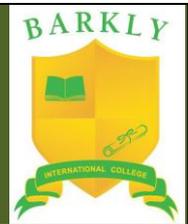
- Assist any person in immediate danger (only if safe to do so);
- Evaluate the extent of the spill / leak and determine whether the Fire Brigade or the State Emergency Services assistance is required;
- Isolate the source of the leak/spill (if safe to do so);
- Remove any ignition sources;
- If only a minor spill / leak commence cleaning up the chemical in accordance with the associated procedures outlined in the MSDS (Material Safety Data Sheet for the spilled / leaked chemical)

If after evaluation by the Emergency Warden if it is determined that it is not a minor spill / leak:

- Notify the Fire Brigade by dialing "000", and any other relevant Authority.
- Ensure that the Fire Brigade is aware that the incident is a hazardous materials leak / spill and if possible identify the hazardous material involved; advise them that it is not a fire but a chemical or hazardous materials incident. Prompt advice will ensure the Fire Brigade dispatches the appropriate response equipment to the scene. In addition, if possible identify whether anyone has been injured and/or trapped;
 - Commence the shut down of utility services such as gas and electricity;
 - Begin the evacuation only if safe to do so
 - Where appropriate and safe to do so, close doors as areas are evacuated
 - Control the movement of staff and students to the nominated Evacuation Assembly Area;
 - Ensure that lifts are not used for evacuation of building and avoid evacuation routes that bring these people into danger; act in a calm and reassuring manner to minimize panic;
 - Ensure that the College Building Warden evacuates any mobility-impaired persons;
 - Meet State Emergency Services personnel and directing them to the scene;
 - Follow the instructions of relevant State Emergency Services personnel.
 - Check that all areas have been evacuated and inform the Emergency Services personnel;
 - Prevent re-entry to the building;
 - Maintain control of persons at the Evacuation Assembly Area until they notify the *All Clear*; and
 - be responsible for the evacuation of mobility-impaired persons

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7.2 In the event of a chemical spill / leak that requires the evacuation of the building persons other than the College Emergency or Building Warden will:

- Assist any person in immediate danger (only if safe to do so);
- At all times make sure that they do not expose themselves to the danger
- On instruction of College Emergency Warden will immediately
- Cease all activity and secure personal valuables;
- Turn off mobile telephones phones and encourage others to do the same;
- If practicable, and only if safe to do so, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation;
- Act in accordance with directions given by College Emergency Warden and evacuate the building immediately;
- Only assist with the evacuation of mobility-impaired persons (under the guidance of the College Building Warden);
- Assist with the general evacuation, ONLY if directed to do so, by College Emergency Warden;
- Move calmly to the nominated evacuation assembly area, and do not leave the evacuation assembly area until the *All Clear* has been given;
- Follow the instructions of relevant Emergency Services personnel and/or College Emergency Warden at all times.

8.0 Medical Emergency

8.1 On becoming aware of a Medical Emergency BARKLY's Emergency Warden will:

- Check for any threatening situation and remove or control it (if safe to do so) to avoid further risk to the casualty or others;
- Not move a casualty unless the casualty is exposed to a life threatening situation
- Notify College Qualified First Aid Officer who should assist the casualty to the extent of their First Aid training,
- Provide any support College First Aider requires; and remain with the casualty and continue to provide appropriate support until assistance arrives
- Arrange for an ambulance by dialing 000;
- Arrange for the Building Warden to meet the Ambulance personnel and directing them to the scene;
- Follow closely any instructions given by the Ambulance personnel

8.2 On becoming aware of a Medical Emergency College Qualified First Aider will:

- Check for any threatening situation and remove or control it (if safe to do so) to avoid further risk to the casualty or others;
- Assist the casualty to the extent of their First Aid training;
- Not move a casualty unless they are exposed to a life threatening situation;
- Remain with the casualty and provide appropriate support; and
- Follow closely the instructions of relevant Emergency Services personnel.

8.3 Persons other than the College Emergency Warden, Building Warden or Qualified First Aider will:

- Immediately notify the College Emergency Warden if they become aware of a medical emergency;
- Not move a casualty unless the casualty is exposed to a life threatening situation

9.0 Violence

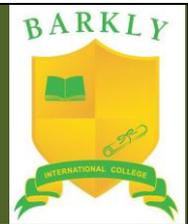
9.1 On becoming aware of a violent situation has arisen within the premises, College Emergency Warden will:

- **Only follow the following steps with extreme caution and if safe to do so:**

1. remain calm and not to do or say anything that may encourage irrational behavior
2. every effort should be made to isolate the danger area; initiate action to advise all other persons to stay away from the area where the violence has occurred and remain in their work areas (if safe to do so) until advised to evacuate the building
3. notify the Police by dialing 000;

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4. note carefully any instructions given by the Police;
5. on the basis of the information available and after assessment of the risk, determine whether to evacuate or whether to instruct people to remain in safe areas within the building (this decision should be done on advice from the Police);

• **If evacuation is required then:**

1. Only if safe to do so, commence evacuation to the nominated Evacuation Assembly Area;
2. Ensure that lifts are not used for the evacuation of building;
3. Ensure that the College Building Warden evacuates any mobility-impaired persons;
4. Control the movement of people to the nominated Evacuation Assembly Area, taking care to avoid the use of lifts, avoid evacuation routes that bring these people into danger; act in a calm and reassuring manner to minimize panic;
5. Prevent re-entry to the affected area;
6. Check that all areas have been cleared and inform the Emergency Services personnel;
7. Maintain control of persons at the Evacuation Assembly Area until they notify the *All Clear*; and
8. Follow the instructions of relevant Emergency Services personnel.

• **If the violence has resulted in a casualty the Emergency Warden will:**

1. Check for any threatening situation and remove or control it (if safe to do so) to avoid further risk to the casualty or others;
2. Not move a casualty unless the casualty is exposed to a life threatening situation
3. Notify College Qualified First Aid Officer who should assist the casualty to the extent of their First Aid training,
4. Provide any support College First Aider requires; and remain with the casualty and continue to provide appropriate support until assistance arrives
5. Arrange for an ambulance by dialling 000;
6. Arrange for the Building Warden to meet the Ambulance personnel and directing them to the scene;
7. Follow closely any instructions given by the Ambulance personnel

9.2 In the event of violent situation persons other than Emergency Warden will:

- Follow the instructions of College Emergency Warden;
- Not do or say anything that may encourage irrational behaviour
- Immediately cease all activity; secure personal valuables and only if safe to do so, secure any activity or process that may become hazardous or suffer damage if left unattended;
- Evacuate the building only if instructed to do so by College Emergency Warden;
- Assist any person in immediate danger (only if safe to do so);
- Assist with the evacuation of mobility-impaired persons if requested by the Emergency or College Building Warden
- If an evacuation is ordered, move to the nominated evacuation assembly area, and not leave the evacuation assembly area until advised to do so.

10.0 Bomb Threats

10.1 BOMB THREAT PROCEDURES

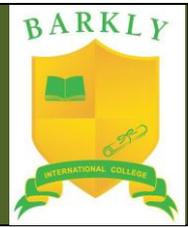
Most bomb threats are made over the phone. The overwhelming majority are hoaxes, often the work of malicious pranksters, although terrorists also make hoax calls.

Any such hoax is a crime and, no matter how ridiculous or unconvincing, should be reported to the police.

Calls from terrorists fall into two kinds:

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- bomb threats when none has actually been planted. These hoaxes may not be merely malicious but designed to disrupt, to test reactions or to divert attention;
- bomb threats warning of a genuine device. These may be attempts to avoid casualties, but they also enable the terrorist to blame others if there are casualties.

Even genuine threats are frequently inaccurate with regard to where and when a bomb might explode, and staff receiving a bomb threat may not always be those trained and prepared for it. But although they may be unable to assess a threat's accuracy or origin, their impressions of the caller could be important.

Receiving such a threat may be the closest that many people ever come to acts of terrorism, so be prepared for affected staff to be temporarily in a state of shock. Affected individuals may need counseling or other support.

Responsibilities:

10.2 The person who receives a bomb threat will on receipt of a call:

- Stay calm and listen to the caller to obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and try to establish whom they represent. If possible keep the caller talking and record the exact wording of the threat
- When the caller hangs up (remember that the caller should hang up first) complete the "Bomb Threat Check-list" and
- As soon as possible after completion give the "Bomb Threat Check-list" to College Emergency Warden for action

10.3 College Emergency Warden on receipt of a "Bomb Threat Check List" will:

- decide on the best course of action after consultation with the police
- notify the police on 000 (even if it is believed that the call may be a hoax)
- Searches may be conducted following an evacuation:
- If a search is required, the police may need the assistance or involvement of College staff who will have a far better knowledge of the premises.
- In this instance, it is the responsibility of the police to confirm that the building is safe for re-occupation.
- Ensure the searchers know what to do on discovering a suspicious item – under no circumstances should it be touched or moved in any way – and the police should be informed immediately

PREPARATION

- College Emergency Warden will ensure that all staff who could conceivably receive a bomb threat are trained in handling procedures - or at least have ready access to instructions.
- All staff who are required to answer incoming calls should be familiar with the procedures

BOMB THREAT CHECK LIST

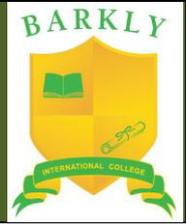
REMEMBER - KEEP CALM AND DON'T HANG UP

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BARKLY INTERNATIONAL COLLEGE

CRICOS PROVIDER NUMBER 03136D VIC
RTO PROVIDER NUMBER 22238



QUESTIONS TO ASK	ACTION
1. When is the Bomb going to explode?	Report call immediately to: CEO BARKLY
2. Where did you put the Bomb?	CALLER'S VOICE
3. When did you put it there?	Accent (specify):
4. What does the Bomb look like?	Any impediment (specify):
5. What Kind of Bomb is it?	Voice (loud, soft, etc.):
5. What will make the Bomb explode?	Speech (fast, slow, etc.):
7. Did you place the Bomb?	Diction (clear, muffled):
8. Why did you place the Bomb?	Manner (calm, emotional, etc.):
9. What is your name?	Did you recognize the voice?
10. Where are you?	THREAT LANGUAGE
11. What is your address?	Well spoken:
EXACT WORDING OF THREAT:	Incoherent:
	Irrational:
	Taped:
	Message read by caller:
	Abusive:
	Other:
If so, who do you think it was?	BACKGROUND NOISES
Was the caller familiar with the area? Y?N	Street noises: House noises:
CALL TAKEN	Aircraft:
Date:/...../..... Time:	Voices: Local call:
Duration of call:	Music: Long distance:
Number called:	Machinery: STD:
	Other:
	PERSON TAKING THE CALL
	Name (print):
	Telephone number:
	Signature:

Emergency Contact Details

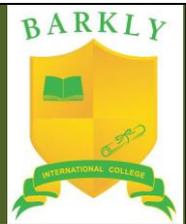
11.0 Fire

Metropolitan Fire & Emergency Services Board (MFB) – address: 456 Albert East Melbourne Victoria -

- Fire Calls Only 000
- MFB Headquarters (03) 9662 2311

Document Information

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		Next Review date:	December 2017



- Dangerous Goods (03) 9420 3866
- Structural Fire Safety (03) 9665 4478
- Community Education (03) 9665 4464
- Fire Investigation (03) 9420 3882
- Training & Education (03) 9420 3845

12.0 Flood**State Emergency Service (SES) - Flood & Storm Emergency**

- 132 500, State Headquarters Admin 168 Sturt St Southbank 3006 (03) 9684 6666
- Central Region Headquarters Admin 75 Moore St Southbank 3006 (03) 9684 6651
- www.ses.vic.gov.au

Water & Sewerage Services

- FAULTS & EMERGENCIES (24 HOURS), Dial 13 Water 13 9283
- City West Water- General Enquiries - 8.00am to 5.30pm Mon – Fri, 13 1691

13.0 Power failure

- Origin Energy 13 24 12

14.0 Chemical Spill / Leak

- Victorian Poisons Information Centre
- In an Emergency ring 13 11 26, 24 hours a day, 7 days a week Australia wide

15.0 Medical Emergencies

- Ambulance 000
- Work covers (24 Hours) Incident Notification: Ring 132 360 to obtain a Refer Reference Number (The Reference Number is your proof of immediate notification. Immediate notification is required under section 38(1) of the Occupational Health and Safety Act 2004 and re regulation 903(1) of the Equipment (Public Safety) Re Regulations 2007).

16.0 Violence

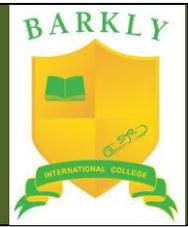
- Police Victoria, For Emergency Attendance by Police- 000, Victoria Police Centre, 637 Flinders St, Melbourne Vic
- Centre Switchboard (7am to 7pm only) 9247 6666

17.0 Bomb Threats

- *Police Victoria*, For Emergency Attendance by Police -000, Victoria Police Centre, 637 Flinders St Melbourne Vic, Centre Switchboard (7am to 7pm only) - 9247 6666

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**Emergency Management Plan - Training**

The contents of this Emergency Management Plan will be discussed with;

- all staff as part of their induction to College, and to
- all students as part of their orientation / induction to College
- On-going training will be provided to staff / students, at least bi-annually, as part of the evacuation drill procedures and de-briefing.

Emergency Management Plan – Fire Protection Equipment**Fire**

Type	Location
Fire extinguisher A	Corridor
Fire Hose reel	Near Back door emergency Exit

Emergency Management Plan – Dangerous Chemical Spill / Leak

College Chemical Safety Officer is responsible for utilizing Work Cover's Chemical Safety Self Assessment Tool (on an annual basis)

Emergency Management Plan – First Aid**College Brunswick Workshop**

First Aid Kit – located in Administration Area

College Main Office (City Campus)

First Aid Kit – located in College Kitchen

College North Melbourne Campus

First Aid Kit – located in Administration Area

Emergency Management Plan – Post Incident Follow Up

For all emergencies listed in this EMP, a Post Incident Follow Up will be conducted by College Emergency and Building Warden within 48 hours following the emergency.

The post incident follow up will be documented; with any improvements to this plan communicated to those who have a need to know within 48 hours of the meeting.

Emergency Management Plan – Review of this plan

This EMP will be reviewed by College CEO on an annual basis (in November each year); with any improvements to this plan communicated to those who have a need to know within 48 hours of the review.

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