

# Emergency Management Plan Policy and Procedure

## 1.0 PURPOSE

To provide a clear, concise evacuation plan and procedures for the Youth2Industry College that can be implemented in the event of an emergency at or in close proximity to the Youth2Industry College.

## 2.0 SCOPE

This Emergency Management Plan (EMP) applies to all Youth2Industry College staff, students, visitors and volunteers and will be available on SharePoint, website and at reception. Procedures and duty of care requirements for COVID-19 are covered in **QMS: 435 Y2IC COVID Safe Plan**.

## 3.0 IMPLEMENTATION

From a risk management planning perspective Youth2Industry College is:

- Located in Inner Melbourne at Level 2, 220 Albert Road, South Melbourne 3205
- Is not subject to Bushfire Risk. (Refer to **QMS 414 Y2IC Camps and Excursions Policy** for bushfire preparedness for offsite activities)
- Does not have any Youth2Industry College bus routes
- Has relatively small (~539 m<sup>2</sup>) premises, contained on one second floor area only
- Has small staff numbers and student numbers

The Youth2Industry College adheres to the following safety measures:

- Emergency evacuation procedures will be clearly displayed near the entrance, classrooms and breakout area. These are to be followed in the event of a fire, natural disaster or any other emergency.
- Safety drills will be practiced ideally four times a year, at different times of the day.
- Staff will be regularly provided with fire emergency preparedness training.
- Each staff member will be provided with a copy of the emergency procedures.
- The evacuation plan will include:
  - The determination of a safe assembly area, away from the building and access areas for emergency services. (Assembly Area 1 – Eastern Road in front of the cafe)
  - A second stage assembly area will be noted in the event that the first assembly area (above) becomes unsafe. (Assembly Area 2 – 5 Thompson Street, South Melbourne)
  - Unobstructed routes for leaving the building which are suitable to the age and abilities of the students (special consideration must be given to any people with disabilities)
  - Location of the emergency kit and first aid box
  - Location of fire extinguishers and fire blankets

Refer to **QMS: 400-01 Y2IC Evacuation Map** and **QMS: 400-02 Y2IC Evacuation Assemble Points**

### **3.1 Off-site Evacuation Procedures – Code Orange Evacuate**

- Upon discovery or notification of fire in the Youth2Industry College or within close proximity to it, responsible staff will use the loudspeaker/amplifier (located in the office area) to alert all staff, students, parents/carers and visitors of the emergency.
- Contact fire services 000 and College Chief Warden (or Deputy) and Youth2Industry College Principal. (See **Appendix A & B** - Emergency & Incident Management Team (IMT) Contact Lists)
- If considered practical (e.g. small fire in kitchen, etc.) one staff member is to use the nearest extinguisher on the fire, with remaining staff on standby to evacuate the students, via the nearest safety exit.
- Administration staff are to take the laptop with access to the student attendance roll and the Chief Warden or Deputy to collect the emergency first aid kit that contains student and family emergency contact list. All staff to carry their premises swipe key cards.
- If safe to do so, a staff member (Logistics Warden) is to lead people through the nearest safety exit.
- The Chief Warden and/or Deputy are to check all areas of the Youth2Industry College premises are empty and close any open windows and doors as they leave.
- Ensure that all people within the Youth2Industry College follow directions to evacuate to the designated assembly site.
  - Assembly Area 1 – Eastern Road in front of the cafe
  - Assembly Area 2 – 5 Thompson Street, South Melbourne
- When assembled check students against attendance books - do head counts
- Report numbers of students to the Chief Warden
- Reassure and calm students
- Use items from the emergency pack, if necessary, administer any appropriate First Aid
- Wait for fire services to arrive
- Contact parents/carers as required

### **3.2 Actions after Evacuation**

- Ensure any students, staff or visitors with medical needs are supported
- Determine whether to activate a parent/carer reunification process
- Determine if there is any specific information students, staff or visitors need to know (e.g. areas of the College to avoid)
- Prepare, print and issue parent/carer letters and give these to students to take home
- Ensure staff are made aware of assistance/counselling services
- Seek professional assistance/counselling, if required
- Undertake operational debrief with staff and the IMT to identify on-site evacuation and procedural changes that may be required
- Complete Emergency Evacuation Drill – evaluation form (**Appendix F**)

### **3.3 Lock Down Procedures - Code Orange Lock In**

- Principal, or in Principal's absence, the Chief Warden to announce that the Youth2Industry College is in lock down
- Ensure front door in the reception is locked
- Ensure students remain calm and in the premises (ie classes) or if appropriate and safe proceed to the Storeroom area
- Administration staff to collect student daily attendance sign in/sign out sheets and laptop with Compass details
- Lock all doors and close windows, draw blinds but do not expose yourself
- Direct students to sit on the floor and under the tables
- Contact Police 000 (See **Appendix A & B** - Emergency & IMT Contact Lists)
- Remain in classrooms/Storeroom until the Chief Warden or Principal give the 'all clear' on advisement from emergency services
- Contact parents/carers as required

### **3.4 Actions after lock down**

- As per 3.2 Actions after Evacuation

### **3.5 Lock Out Procedure**

When an **internal immediate danger** is identified and it is determined that students should be excluded from the premises/building for their safety, the Chief Warden on-site will take charge and activate the IMT if necessary:

- Call 000 for emergency services and seek and follow advice
- Announce lock-out with instructions about what is to happen. Instructions may include nominating staff to:
  - Lock doors to prevent entry
  - Check the premises for anyone left inside
  - Obtain Emergency Kit
- Go to the designated external assembly point
- Check that students, staff and visitors are all accounted for
- Where appropriate confirm with emergency services personnel that it is safe to return to normal operations
- Maintain a record of actions/decisions undertaken and times
- Contact parents/carers as required

### **3.6 Actions after lock down**

- As per 3.2 Actions after Evacuation

### 3.7 Shelter-in Procedure

When an **incident occurs outside the Youth2Industry College** and emergency services or the Chief Warden determine that the safest course of action is to keep students and staff inside the Youth2Industry College premises (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the IMT if necessary:

- Call 000 for emergency services and seek and follow advice
- Move all students and staff to the pre-determined shelter-in place if appropriate (Storeroom area) otherwise students to remain in classrooms. Lock all doors and close windows, draw blinds but do not expose yourself. Direct students to sit on the floor and under the tables if appropriate
- Take your emergency kit/first aid kit (including attendance roll/sign out sheets)
- Check that all students, staff and visitors are accounted for
- Ensure communications with emergency services is maintained
- Wait for emergency services to arrive or provide further information
- Where appropriate confirm with emergency services personnel that it is safe to return to normal operations
- Maintain a record of actions/decisions undertaken and times
- Contact parents/carers as required

### 3.8 Actions after shelter-in procedure

- As per 3.2 Actions after Evacuation

## 4.0 EMERGENCY RESPONSE PROCEDURES FOR SPECIFIC EMERGENCIES

See **Appendix D** for specific response procedures in the event of:

- Building Fire
- Major External Emissions/Spill (including gas leaks)
- Intruder
- Bomb/Substance Threat (by telephone, letter or email)
- Internal Emission/Spill
- Severe Weather Event
- Earthquake
- Influenza Pandemic (Procedures and duty of care requirements for COVID-19 are covered in **QMS: 435 Y2IC COVID Safe Plan.**)
- Medical Emergency

## **5.0 KEY RESPONSIBILITIES**

### **5.1 Responsibilities of Principal, Chief Warden and IMT**

- Involve ALL Youth2College staff in annually reviewing this policy and the procedures in it to achieve a whole team approach
- Ensure that the written evacuation procedure is current and displayed in key rooms/areas
- Implement regular evacuation and lock down drills and evaluate (ideally four per year)
- Nominate educator/staff member to be responsible for maintaining Emergency Kit and taking kit in the event of an emergency
- Ensure that exits remain clear at all times
- Develop a critical incident plan where required

### **5.2 Responsibility of Principal and IMT Chief Warden during evacuation**

- Ensuring all people are leaving the building
- Collecting the staff emergency contact list
- Collecting the students' families contact list (a copy included in the Emergency Kit)
- Collecting the College mobile phone
- Raise the alarm by ringing the fire brigade on 000
- Collect the Emergency Kit, the medication bag (where relevant)– from the first aid room

### **5.3 Responsibilities of Teachers and Non-teaching Staff**

- Ensure that exits remain clear at all times
- Incorporate STOP DROP ROLL and 000 into curriculum planning
- Ensure that an evacuation plan and procedure is displayed and shown to all staff and students
- In the event of an emergency when assembled at assembly points, staff in each room to do head counts and check students off attendance roll
- Responsibility of Teachers during evacuation:
  - Collecting the daily attendance roll for students; Doing a head count as leaving the room
  - Reassuring the students throughout the evacuation procedure
- Responsibility of non-teaching staff in classrooms rooms during evacuation:
  - Assisting the Teachers with head counts
  - Close all windows and doors upon leaving
  - Reassuring and encouraging the students toward the evacuation point
  - Turn off appliances
  - Assist with the evacuation of staff/students with special needs

### **5.4 Responsibilities of the Chief Warden**

#### **Pre-Emergency**

- Maintain current contact details of IMT members
- Conduct regular exercises/drills (ideally four per year)
- Ensure staff trained in first-aid list are up to date
- Ensure staff on the IMT are aware of their responsibilities

### **During Emergency**

- Attend the emergency control point (outside reception)
- Ascertain the nature and scope of the emergency
- Ensure that emergency services have been notified
- Ensure the appropriate response has been actioned
- Convene IMT as required
- Initiate evacuation of affected areas /lock-down/lock-out /shelter-in as required
- Brief the incoming emergency services and respond to their requests
- Report the emergency to key services (e.g. building manager)

### **Post Emergency**

- When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations
- Organise a debrief with the IMT and, where appropriate, with any attending emergency service
- Complete the **QMS: 400-03 Y2IC Incident Report Form and Checklist** for the IMT

## **5.5 Responsibilities of Planning**

### **Pre-Emergency**

- Assist the Chief Warden
- Identify resources required
- Participate in emergency exercises/drills

### **During Emergency**

- Attend the emergency control point (outside reception)
- Ascertain the nature and scope of the emergency
- Report any changes in the situation to the Chief Warden
- Act as directed by the Chief Warden
- Plan for contingencies

### **Post-Emergency**

- Collect and evaluate information relating to the emergency
- Identify recovery needs and develop a recovery plan, if required

## **5.6 Responsibilities of Operations Officer (Emergency Personnel Marshall)**

### **Pre-Emergency**

- Regularly check and report on deficiencies of the emergency equipment and kits
- Coordinate safety practices (e.g. clear pathway, access the first attack equipment e.g. fire extinguishers and disposal of rubbish)
- Participate in emergency exercises /drills

**During Emergency**

On hearing the announcement or becoming aware of an emergency, the Operations Officer will:

- Attend the emergency control point (outside reception)
- Communicate with the Chief Warden by whatever means available and act on instructions
- Implement the emergency response procedure relevant to the premises or area and ensure the Chief Warden is notified
- Direct Logistics Warden/s to check the floor or area for any abnormal situation
- Commence evacuation if the circumstances in their area warrant this
- Control the movement of people
- Co-opt persons as appropriate to assist the Logistics Warden/s during an emergency
- Act as directed by the Chief Warden
- Ensure that any implications for student transport arrangements from the Youth2Industry College are addressed
- Confirm that the Logistics Warden activities have been completed and report this to the Chief Warden or senior officer of the attending emergency services if the Chief Warden is not contactable

**Post-Emergency**

- Compile a report on the actions taken during the emergency for the debrief

**5.7 Responsibilities of Communications Officer****Pre-Emergency**

- Assist the Chief Warden
- Attend training in the use of the Youth2Industry College's communication system
- Maintain records and logbooks and make them available for emergency response
- Ensure emergency and parent/carer contact details are up to date
- Participate in emergency exercises/drills

**During Emergency**

- Attend the emergency control point (column where alarm is outside reception)
- Ascertain the nature and location of the emergency. Maintain up to date information
- Confirm that emergency services have been notified
- Notify appropriate IMT members
- At the direction of the Chief Warden provide instruction and information to staff, students and parents/carers as required
- Keep a log of events that occur during the emergency
- Act as directed by the Chief Warden

**Post-Emergency**

- Collate Incident Report Forms of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference
- Contact parents/carers as required

**5.8 Responsibilities of Logistics Warden (Area Clearance Marshall)****Pre-Emergency**

- Ensure staff and students are aware of the emergency response procedures
- Carry out safety practices (e.g. clear egress pathway, access to first attack equipment e.g. fire extinguishers and disposal of rubbish)
- Participate in emergency exercises/drills

**During Emergency**

- Persons selected to perform as Logistics Wardens will carry out activities as set out in the emergency response procedures and as directed by the Operations Officer
- Activities may include:
  - Attend the emergency control point (outside reception)
  - Operate the communication system in place
  - Check that any fire doors and smoke doors are properly closed
  - Close or open other doors in accordance with the emergency response procedures
  - Search the floor/area to ensure all people have evacuated. This function is of greater importance than a later physical count
  - Ensure orderly flow of people into protected areas
  - Assist students with disabilities/special needs
  - Act as lead of groups moving to nominated assembly area
  - Report status of required activities to the Operations Officer on their completion
  - Act as directed by the Chief Warden

**Post-Emergency**

- Compile a report on the actions taken during the emergency for the debrief

**6.0 ASSOCIATED DOCUMENTS**

- QMS: 407 Y2IC Anaphylaxis Management Policy
- QMS: 410 Y2IC First Aid Policy and Procedure
- QMS: 400-01 Y2IC Evacuation Map
- QMS: 400-02 Y2IC Evacuation Assemble Points
- QMS: 400-03 Y2IC Incident Report Form and Checklist
- QMS:400-06 Y2IC First Aid Register
- QMS: 400-29 Y2IC EMP Checklist
- QMS: 414 Y2IC Camps and Excursions Policy
- QMS: 415 Y2IC Critical Incident Policy and Procedure
- QMS: 435 Y2IC COVID Safe Plan



## 7.0 APPENDICES

- A Emergency Contacts
- B Incident Management Team
- C Staff with First Aid Qualifications
- D Emergency Response Procedures for Specific Emergencies
  - Building Fire
  - Major External Emissions/Spill (including gas leaks)
  - Intruder
  - Bomb/Substance Threat (by telephone, letter or email)
  - Internal Emission/Spill
  - Severe Weather Event
  - Earthquake
  - Influenza Pandemic
- E Bomb / Substance Threat Checklist
- F Emergency Evacuation Drill – Evaluation Form
- G Emergency Kit and First-Aid Kit Checklists
- H Building Information

## VERSION CONTROL DETAILS

### Revision History

Date	Version	Author	Change Reference
25/2/2020	1.0	P. Vakakis	Initial Policy
18/11/2020	2.0	P. Vakakis	Reference to COVID and Camps/Excursion Policy
20/11/2020	3.0	P. Vakakis	Further updates to building information
9/2/2021	4.0	P. Vakakis	Updated Y2IC staff contact details
11/1/2022	5.0	P. Vakakis	Updated Y2IC staff contact details
31/01/2023	6.0	P. Vakakis	Updated Y2IC staff contact details
31/8/2023	7.0	P. Vakakis	Updated Y2IC staff contact details
15/1/2024	8.0	P. Vakakis	Updated Y2IC staff contact details/positions/titles

### Reviewers

Date	Version	Approved By	Next Review Date
25/2/2020	1.0	Y2IC Board	May 2021
18/11/2020	2.0	Y2IC Board	November 2021
20/11/2020	3.0	P. Vakakis	November 2021
9/2/2021	4.0	P. Vakakis	Jan 2022
11/1/2022	5.0	P. Vakakis	Jan 2023
31/01/2023	6.0	P. Vakakis	Jan 2024
31/8/2023	7.0	P. Vakakis	Jan 2024
16/1/2024	8.0	P. Vakakis	Jan 2025

**APPENDIX A**

**YOUTH2INDUSTRY COLLEGE EMERGENCY CONTACTS**

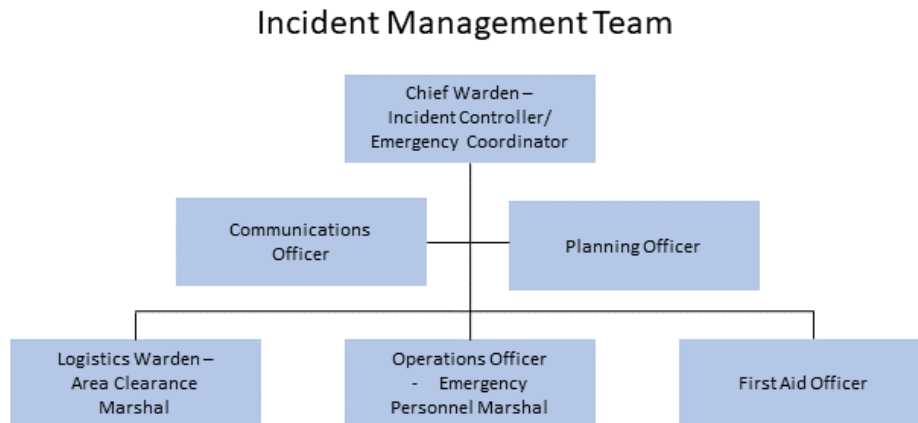
<b>KEY ROLES</b>	<b>NAME</b>	<b>TELEPHONE Work Hours</b>	<b>TELEPHONE After Hours</b>	<b>EMAIL</b>
Principal	Tom Witenden	9088 1110		
Leader of Student Services	Amy Bruce			
Curriculum Leader	Saari Frochot-Chauhan			
Teacher	Camilo Perez			
Teacher	Michelle Agnew			
Teacher	Emily Gotts			
Teacher	Chris Pulikowski			
Welfare Officer	Lewis Patch			
Communications and Marketing Manager	Gillian Bell			
Administration Officer	Melvin Tanyag			
Careers Practitioner	Lynn Davis			
Education Support	Kimberly Lee			
Chair of Y2IC Board	Trish van Lint			
Vice Chair of Y2IC Board	Tracey Fenton			

**Local/Other Organisations**

Emergency Contact	Contact Telephone
	Number
<b>Fire</b>	000
<b>Police</b>	000
<b>Ambulance</b>	000
<b>State Emergency Service (SES)</b>	132 500
<b>Accident Towing</b>	131 176
<b>WorkSafe</b>	132 360
<b>Environmental Protection Agency (EPA) Victoria</b>	1300 EPA VIC (1300 372 842) 9695 2700
<b>Gas: Leaks and Emergencies</b>	132 691 Multi Net Gas
<b>Electricity: Power Failure</b>	132 461 Origin
<b>Poisons Information Centre</b>	131 126
<b>Counselling – Life Line</b>	131 114
<b>Nurse On Call</b>	1300 606 024
<b>Public Transport Victoria &amp; Timetables</b>	1800 800 007
<b>Real Estate</b>	Mobile (Intaj): 0430 091 146
• <b>Landlord</b>	Mobile (Ismail) 0450 726 700
<b>Hospitals:</b>	
• <b>Dentists: Dental Hospital Service [Emergency Only]</b>	1300 360 054
• <b>The Royal Melbourne Hospital</b>	03 9342 7000
• <b>The Royal Women’s Hospital</b>	03 8345 2000
• <b>The Royal Children’s Hospital</b>	03 9345 5522
<b>Medical Centres:</b>	
• <b>St Kilda Road Medical Centre</b>	Level 1, 391 St Kilda Road Melbourne VIC 3004 03 9869 2000
• <b>Realcare Health Clinic</b>	245 Park Street South Melbourne VIC 3205 03 9699 1088
• <b>South Melbourne Health</b>	1 Emerald Hill Place South Melbourne VIC 3205 03 9077 4422

**APPENDIX B**

**INCIDENT MANAGEMENT TEAM (IMT) – STRUCTURE & CONTACTS**



IMT ROLES ACTIVITES	PRIMARY CONTACT		SECONDARY CONTACT	
	NAME	MOBILE	NAME	MOBILE
Chief Warden	Tom Witenden		Amy Bruce	
Planning tasks will be performed by	Tom Witenden		Amy Bruce	
Communications tasks will be performed by	Tom Witenden		Gillian Bell	
Operations Officer/Emergency Personnel Marshal tasks will be performed by	Saari Frochot-Chauhan		Camilo Perez	
Logistics Warden/Area Clearance tasks will be performed by	Lewis Patch		Camilo Perez	
First Aid Tasks will be performed by	Michelle Agnew		Emily Gotts	

**STAFF WITH FIRST AID QUALIFICATIONS**

Staff with First-Aid qualifications that can be called on should their assistance be required are listed in  
**QMS:400-06 Y2IC First Aid Register**

## **EMERGENCY RESPONSE PROCEDURES FOR SPECIFIC EMERGENCIES**

### **BUILDING FIRE**

- **Call 000** for emergency services and seek and follow advice
- Activate the fire alarm
- If appropriate, follow the procedure for on-site evacuation
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary
- Extinguish the fire (only if safe to do so)
- Evacuate to Assembly Point 1 at Eastern Road closing all doors and windows
- Check that all areas have been cleared and notify the Chief Warden
- Check that all students, staff, visitors and contractors are accounted for
- Contact parents/carers as required
- Direct all media enquiries to the Principal

### **MAJOR EXTERNAL EMISSIONS/SPILL (INCLUDING GAS LEAKS)**

- **Call 000** for emergency services and seek and follow advice
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary
- Turn off gas supply
- If the gas leak is onsite, notify the Building Premises Landlord. (See **Appendix A: Emergency Contact List**)
- If safe to do so, evacuate staff, students, visitors and contractors to the external evacuation assembly point – at Eastern Road
- Check that all students, staff, visitors and contractors are accounted for, and notify the Chief Warden
- Contact parents/carers as required
- Direct all media enquiries to the Principal

### **INTRUDER**

- **Call 000** for emergency services and seek and follow advice
- Report the emergency immediately to the Chief Warden
- Do not do or say anything to the person to encourage irrational behaviour
- Initiate action to restrict entry to the premises/building if possible and confine or isolate the threat from building occupants
- Determine whether evacuation, lock-down or shelter-in place is required. Do this in consultation with the Police where possible
- Evacuation should only be considered if safe to do so
- Check that all students, staff, visitors and contractors are accounted for
- Contact parents/carers as required
- Direct all media enquiries to the Principal

**BOMB/SUBSTANCE THREAT**

If a suspicious object is found (or the threat identifies the location of a bomb)

**Immediate response**

Immediately clear and cordon off the area in the vicinity of the object.

- **Call 000** for police and seek and follow advice
- Report the threat to the Chief Warden or Principal who will coordinate the emergency response until the police arrive
- Do not approach, touch, tilt or tamper with the object

**Evacuation**

Evacuate the Youth2Industry College and

- Ensure students and staff are not directed past the object
- Alert any other services co-located at the Youth2Industry College site
- Check that all students, staff, visitors and contractors are accounted for
- Restrict all access to the site and ensure there are no barriers inhibiting access by police

**Communication**

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police
- Contact parents/carers when evacuation is complete, and it is safe to do so
- Direct all media enquiries to the Principal
- Await 'all clear' advice from police before returning to Youth2Industry College buildings to resume normal activities

**If a bomb/substance threat is received by telephone**

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
  - Call 000 for police on a separate phone
  - Notify the Chief Warden/Principal
- Fill out the Bomb Threat Checklist (**Appendix E**) and record the following details while you are on the phone to the caller:
  - Gender of caller
  - Age of caller
  - Accents and speech impediments
  - Background noises
  - Key phrases used
  - Whether the threat is automated/taped/recorded

- Ask the caller:
  - Where exactly is the bomb/substance located?
  - What time will the bomb explode/the substance be released?
  - What will make the bomb explode/how will the substance be released?
  - What does the bomb look like?
  - What kind of device / substance is it?
  - Who put the bomb/substance there? Why was it put there?
  - What kind of substance is it (gas, powder, liquid)? How much is there?
  - Where are you? Where do you live?
  - What is your name? What are your contact details?
- Once the call is finished:
  - **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.
  - Immediately:
    - Inform the Chief Warden or Principal if this has not yet been done
    - Call 000 to report threat to police if this has not yet been done - use a different telephone line or mobile phone
    - Clear and cordon off the area if the caller identified the location of the object. Do not approach, touch, tilt or tamper with the object.
    - Implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above
    - Ensure all of the caller information has been written down and provided to police on arrival.

**If a bomb/substance threat is received by letter**

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/Principal
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above.

**If a bomb/substance threat is received by email**

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden/Principal
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above.



### **If you are at the site of an explosion**

- Direct staff to shelter students under sturdy tables or desks if objects are falling around you
- Implement evacuation and communication procedures as indicated in section '**If a suspicious object is found**' above
- Do not retrieve personal belongings or make phone calls when evacuating
- Help others to leave the area. Use stairs instead of elevators
- Be aware of weakened floors and stairways and watch for falling debris
- Once out of the affected building:
  - Move students away from windows and glass doors or other potentially hazardous areas
  - Use caution to avoid debris that could be hot or sharp
  - Call 000 for emergency services and seek and follow advice
  - Be aware of any potential secondary explosions
  - Limit use of phones as communications systems may become congested

### **INTERNAL EMISSION/SPILL**

- **Call 000** for emergency services and seek and follow advice
- Report the emergency immediately to the Chief Warden or Principal who will convene your IMT if necessary
- Move staff and students away from the spill to a safe area and isolate the affected area
- Seek advice in regard to clean up requirements, and if safe to do so, the spill can be cleaned up by staff
- Personal Protective Equipment should be worn
- Contact parents/carers as required
- Notify the Victorian WorkSafe Authority if required
- Direct all media enquiries to the Principal

### **SEVERE WEATHER EVENT**

- **Call 000** if emergency services are needed and seek and follow advice
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins
- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances
- Utilise boards and sandbags if required
- During a severe storm:
  - Remain in the building and keep away from windows
  - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden or Principal
- Disconnect electrical equipment - cover and/or move this equipment away from windows
- Listen to local radio or TV on battery-powered sets for weather warnings and advice

### **After the severe weather event**

- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm
- Direct all media enquiries to the Principal
- Contact parents/carers as required

### **EARTHQUAKE**

- Call **000** if emergency services are needed and seek and follow advice
- The Chief Warden will convene the IMT if necessary

### **If Outside**

Instruct staff and students to:

- Stay outside and move away from buildings, streetlights and utility wires
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by covering your head and neck with their arms and hands - HOLD on until the shaking stops

### **If Inside**

Instruct staff and students to:

- Move away from windows, heavy objects, shelves and so on
- DROP, COVER and HOLD - DROP to the ground
  - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms - HOLD on until the shaking stops

### **After the earthquake**

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you're in
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse
- Arrange medical assistance where required
- Help others if you can
- Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden or Principal
- Contact parents/carers as required.
- Tune in to ABC radio if you can and follow any emergency instructions
- If the Youth2Industry College property is damaged and it is safe to do so, take notes and photographs for insurance purposes
- Direct all media enquiries to the Principal

**INFLUENZA PANDEMIC** (Procedures and duty of care requirements for COVID-19 are covered in QMS: 435 Y2IC COVID Safe Plan)

### **Protection from Infection**

The Youth2Industry College strives to mitigate risk including by periodically discussing health hygiene with students within its curriculum and as learning opportunities arise to raise awareness of practical steps to help protect staff and students from health issues such as influenza, including:

- Regular hand washing using soap and thorough drying of hands after washing
- Covering mouth and nose with a tissue when coughing or sneezing
- Disposal of used tissues in a bin
- Avoiding contact with others, if sick, to reduce the risk of passing the infection on
- If possible, stand 1 metre away or to the side of a coughing/sneezing person
- Surfaces such as door handles, reception counters, counter tops, tables etc, should be cleaned with soap and water regularly as the influenza virus can survive for 24 hours on inanimate surfaces
- Staff and students with respiratory illnesses should not attend work or Youth2Industry College while symptomatic

### **Screening**

- The Youth2Industry College is proactive about being aware if our staff and students travel overseas and would be on alert if they:
  - Travelled to and returned from countries with confirmed influenza cases
  - Had fever or influenza like symptoms on return from travel

### **Infection control**

- In the event of a suspected case or outbreak, the Youth2Industry College would:
- Seek and follow the advice of health professionals and officials including telephoning the Victorian Department of Health Human Services for emergency advice on pandemic health issues on 1300 650 172
- Report the matter to the Chief Warden/Principal immediately to convene the IMT to consider actions including:
  - Implementing a clinical management plan
  - Implementing infection control procedures
  - Developing a triage plan (e.g. Starting with at-risk people. Those with asthma and other medical conditions)
- Communicate with all students, staff, visitors and contractors, as appropriate
- Contact parents/carers, as required
- Direct all media enquiries to the Principal

## **MEDICAL EMERGENCY**

### **Emergency Response**

In the event of a medical emergency, Youth2Industry College staff should:

- **Call 000** immediately if emergency medical services are needed and seek and follow advice.
- Take appropriate emergency action without waiting for parent/carer consent (if the incident relates to a student), given delays in these circumstances could compromise safety.
- Refer to **QMS:410 Y2IC First Aid Policy and Procedure** and **QMS: 407 Y2IC Anaphylaxis Management Policy**

Once the action has been taken, staff should notify:

- Parents/carers or the student's emergency contact (if the incident relates to a student)
- The Principal

For example, an Emergency Response may be required in the event of:

- Parents/carers or emergency contact delay collecting the student.
- Student's health and safety starts to deteriorate.

### **Non-Emergency Response**

Staff providing first aid may assess that an emergency response is not required, but medical advice is needed. In the circumstances, the Youth2Industry College should ask that parents/carers or emergency contact person to collect the student and recommend that advice is sought from a medical practitioner.

For example, this response would apply if a student:

- Receives a blow to the head but there are no signs of concussion
- Reports persistent aches and pains

Emergency assistance may then be required. NOTE: It is not for the Youth2Industry College to make a medical prognosis.

### **Accompanying students**

Upon the Principal's discretion, a staff member may accompany a student transported by emergency services when one or more of the following applies:

- A parent/carer or emergency contact person cannot do so
- The age or development of the student justifies it
- The student chooses to be accompanied
- Alternative supervision for remaining students can be arranged

### **Accompanying students: private vehicle**

On the rare occasion when a Youth2Industry College staff member has to transport a student to emergency care (such as when an ambulance is not available), at least two adults should accompany the student to ensure the:

- Driver is not distracted
- Student can be constantly supervised

## **BOMB/SUBSTANCE THREAT CHECKLIST**

This checklist should be located with staff who normally answer in-coming phone calls.

Record as many details as you can while you are on the phone to the caller

- Gender of caller
- Age of caller
- Accents and speech impediments
- Background noises
- Key phrases used
- Whether the threat is automated/taped /recorded.

Ask the caller:

- Where exactly is the bomb/substance located?
- What time will the bomb explode/the substance be released?
- What will make the bomb explode/how will the substance be released?
- What does the bomb look like?
- What kind of device / substance is it?
- Who put the bomb / substance there? Why was it put there?
- What kind of substance is it (gas, powder, liquid)? How much is there?
- Where are you? Where do you live?
- What is your name? What are your contact details?

Once the call is finished: **DO NOT HANG UP** - it may be possible for police to trace the call if the telephone line is kept open, regardless of whether the caller hangs up.

**EMERGENCY EVACUATION DRILL – EVALUATION FORM**

Year: \_\_\_\_\_ Drill: 1st  2nd  3rd  4th  5th  Date: \_\_\_\_\_

Type of Emergency: \_\_\_\_\_

Area/Room where the emergency occurred: \_\_\_\_\_

Time of drill: \_\_\_\_\_ Duration \_\_\_\_\_

Implemented by: \_\_\_\_\_

Number of: \_\_\_\_\_ Staff involved: \_\_\_\_\_ Students involved: \_\_\_\_\_

Number of adults/students not accounted for: \_\_\_\_\_

Names of any students NOT signed in: \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Were duties carried out by nominated people: Yes  No

Evaluation points to be discussed at next staff meeting:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Modifications and objectives for future drills:  
\_\_\_\_\_  
\_\_\_\_\_

Person nominated to call next drill: \_\_\_\_\_ Date Due: \_\_\_\_\_

Emergency Kit retrieved and checked: Yes  No

Emergency contact list, up to date and current and in emergency kit: Yes  No

Evacuation procedure followed the plan in the room: Yes  No

Management signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **EMERGENCY KIT & FIRST AID KIT CHECKLIST**

The **Emergency Kit** should contain:

Student data and parent/carer contact information  
Student and staff with special needs list, including any student medications  
Staff contact information  
List of staff on IMT  
Student sign out book  
Traffic/Emergency safety vests  
Facility swipe card  
Standard portable First Aid Kit  
Whistle  
Copy of site facility floor plan  
Torch

Note: Staff all carry personal mobiles on them

The **first-aid kit** should ideally contain:

- 1 x Adhesive Strips hypo-allergenic, 50's
- 1 x Bag resealable small 10cm x 18cm
- 1 x Bag resealable medium 15cm x 23cm
- 1 x Bag resealable large 23cm x 30cm
- 1 x Bandage Compression Extra Firm 10cm
- 3 x Bandage Conforming Light 5cm
- 3 x Bandage Conforming Light 7.5cm
- 1 x Combine Dressing 10cm x 20cm
- 1 x Emergency Accident Blanket
- 1 x Emergency First Aid Book
- 4 x Eye Pad
- 1 x Forceps Pointed 12.5cm SS Sharp
- 5 x Gauze Swabs 7.5cm x 7.5cm x 5
- 5 x Gloves Nitrile Large pair (disposable)
- 5 x Hydro Gel sachets 3.5g
- 1 x Instant Cold Pack
- 1 x Non-adherent Dressing 10cm x 10cm
- 3 x Non-adherent Dressing 7.5cm x 10cm
- 6 x Non-adherent Dressing 5cm x 5cm
- 1 x Notepad & Pencil in bag
- 1 x Pen Ballpoint (black ink)
- 1 x Resuscitation Mask

- 1 x Safety Pins (assorted x 12)
- 8 x Saline Steritube 15mL
- 1 x Scissors Medical 12.5cm SS Sharp/Blunt
- 2 x Splinter Probe (disposable)
- 10 x Swabs Antiseptic
- 10 x Swabs Iodine
- 1 x Tape hypo-allergenic 2.5cm x 9m
- 2 x Triangular Bandage 110cm x 110cm
- 1 x Wound Dressing No. 14
- 1 x Wound Dressing No. 15



### Building Information Summary

<b>Telephones (landlines):</b>		
<b>Location</b>	<b>Number</b>	<b>Address</b>
Youth2Industry College		Level 2, 220 Albert Road, South Melbourne
<b>Alarms:</b>	<b>Location</b>	<b>Monitoring Company</b>
Fire	In Foyer in the cupboard	ADT Fire Monitoring
Security	Ground floor	Total Security Management
<b>Utilities:</b>	<b>Location</b>	<b>Service Provider</b>
Water	Rear car park near the rear entrance sliding door	South East Water
Electricity	Foyer opposite lifts	Centaur
Elevator	In foyer	Otis Elevator Company
<b>Sprinkler System:</b>		
Control Valve Location	Located in the rear car park on the left-hand side of the stairs	
<b>Emergency Power System:</b>		
Type	n/a	

<b>Building and Site Hazards</b>	
Hazard	Nil

<b>Albert Road Campus</b>	
<b>Name</b>	Youth2Industry College
<b>Physical Address</b>	Level 2, 220 Albert Road South Melbourne
<b>Operating Hours</b>	8.30am – 4.30pm
<b>Phone</b>	9088 1110
<b>Fax</b>	N/A
<b>Number of buildings</b>	1
<b>Fire District</b>	Central
<b>Is the workplace a designated Neighbourhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Yes
<b>Number of Students</b>	50
<b>Total Number of Staff</b>	8-9