

PROCEDURE

EMERGENCY PROCEDURE – OUT OF HOURS EVENTS



EVENT SUPERVISOR

- The Event Supervisor should be inducted by their Scotch College contact person
- The Event supervisor must accept responsibility for evacuating the group in the event of an emergency
- It is the Event supervisors responsibility to communicate to the group his or her role in the case of an evacuation
- The Event Supervisor will fulfil the First Aider role

EVACUATION AND FIRE – OCCUPANTS

1. All participants should receive a short briefing at the start of each event
2. All occupants should evacuate the building as directed when the fire alarm is activated and move to the assembly point nominated in point 5.
3. Occupants are to move out of the building in an orderly manner, without rushing and pushing. Choose the nearest safe exit, but do not use lifts. There are stairs in all buildings.
4. If occupants are unable to use stairs move those with mobility restrictions to Fire stair and Emergency Services will then assist them on arrival
5. Once outside the building move well clear of the building. Assembly areas are detailed below:
 - James Forbes Academy Main Oval
 - Quadrangle & Memorial Hall Main Oval
 - Randall Building Main Oval
 - Lithgow Centre Main Oval
 - Chapel Main Oval
 - Language Building Meares Oval
 - Glenn Centre Meares Oval
 - Sir Zelman Cowan Centre for Science Meares Oval
 - Spencer Centre for Design Technology Meares Oval
 - Cardinal Pavilion Meares Oval
 - Junior School Junior School Oval
 - Boarding Houses, Dining Hall & Kitchen Boarders Lawn
 - Tolson Centre Morrison Street Carpark

NO PERSON SHALL BE PERMITTED TO RE-ENTER THE BUILDING UNTIL ADVISED BY THE FIRE BRIGADE THAT IT IS SAFE TO DO SO.

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MEDICAL EMERGENCY PROCEDURE

- Dial 000 and request an Ambulance.
- Provide the following detail as requested:
 - Address: **1 Morrison Street, HAWTHORN VIC 3122**
 - Nearest Cross Street: **Fordholm Road, HAWTHORN VIC 3122**
 - Gate entry
 - Building Name
 - Floor/Area
 - Details of Injury
 - Your Name
- **Call guard on 0401 776 319** to meet emergency services at nominated gate
- **School Nurse**; is on call on 9810 4220 during term time 24 hours a day
- **First Aid kit locations; Junior School, Senior School Health Centre – Quad** for Emergency First Aid grab bags
- Have someone remain with the injured person until help arrives
- Despatch a trained First Aid Officer to the scene, if available
- Based on their training, the First Aid Officer should render assistance to the injured and make them comfortable
- If the injury has resulted from a fall, do not move the person and where possible do not leave them unattended
- The First Aid Officer will remain with the injured person until arrival of the Ambulance
- Ensure responding Emergency Services personnel have a clear path of access to the injured person

Defibrillator locations are detailed on the attached School map After Hours Campus Contact Person is the Guard on 0401 776 319.

SCOTCH COLLEGE MELBOURNE



2022

FOUNDED 1851



SCOTCH COLLEGE IS A
NON-SMOKING CAMPUS

