

MET CAMPUS ALL STAFF EVACUATION PROCEDURES

UPDATED 23/07/2020

IT IS THE DUTY OF EVERYONE TO FAMILIARISE THEMSELVES WITH THESE EVACUATION PROCEDURES

College buildings (C & D & E & F & G & J) are fitted with voice-activated instructions. In an emergency there are three tones and messages. Listen carefully to the instructions and on request, follow the directions of the Red Hat warden and evacuate the building. Do not go back to collect belongings. The teacher will lock the doors. Proceed to the **MUSTER AREA** as shown on evacuation diagram located on back of doors in all rooms. Should it be dangerous for you to evacuate at the prescribed muster area, please use an alternative muster area.

Students & staff in C&D&E&F&J-Blocks & should muster at the Southern Muster Point

Students & staff in G-Block & M01 & M02 should muster at the South East Muster Point.

TEACHERS

- Clear the room when instructed by the voice over
- Take your roll, close and lock the classroom door once everyone is out
- Move to the **MUSTER AREA** with your students
- Check all students are together via roll and accounted for. It is important to **STAY TOGETHER**.
- Report all accounted for to the Area Warden in the Red Hat
- Do not allow any students to leave the group
- When the all clear is sounded you may return to the classroom
- **UNDER NO CIRCUMSTANCES SHOULD ANYONE ATTEMPT TO LEAVE THE CAMPUS UNTIL THE "ALL CLEAR" IS SOUNDED** or advised by your Red Hat Warden.

Bushfire Plan Evacuation

Above instructions will differ only that all JTC will muster in the Cafeteria (EGO6) and TAFE will muster in the Library (EGO1) & JTC ED SUPPORT CENTRE WILL MUSTER IN STAFFROOM (EG07)

An announcement by loud hailer and your RED Hat Warden will advise all staff if we are undertaking a Bushfire Plan Evacuation. Please understand the difference?

Teachers

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- Take your roll, close and lock classroom once everyone is out
- Move to Muster AREA with your students
- Check all students are together via roll and accounted for. It is important to **STAY TOGETHER**.
- Report all accounted for to the Area Warden in Red Hat.
- Do not let any students to leave the group.
- When the all clear is sounded you may return to classroom
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NORTH WEST MUSTER POINT
(north side of C block)



Southern Muster Point (at southern end of oval near fence of basketball court)

South East Muster Point (South of G-Block outside both sets of double gates)