

On a Code Red Day ELTHAM College Research campus and City campus will be closed and no person is to enter the College, as Emergency Services will assume the College is empty.

A bushfire threat is not envisaged to ever pose an immediate urgent threat to the College, based on CFA modelling. However, in the event of a nearby bushfire, all persons on site will be relocated to the Sports Centre. This relocation will be coordinated from Reception. Each section area will be advised by their Directors (or others as available) to ensure that all staff in the area relocate themselves, and the students in their care, to the Sports Centre basketball courts (lower level).

HOWEVER, IF YOU HEAR OUR SIREN, THE SITUATION IS URGENT. IMMEDIATELY RELOCATE TO THE SPORTS CENTRE.

The relocation process will be:

- When a need to relocate is identified the Principal, Deputy Principal and Director, Business and Operations will convene at Reception to direct operations. Reception will remain the main coordination point throughout, including when determining the initial decision regarding if an evacuation off site would take place in the event of an actual threat. Once confirmed that off site relocation is not required, the Deputy Principal will assume control of operations in the Sports Centre.
- Teaching staff will be responsible for the relocation and care of students.
- Reception will be asked to contact Directors, starting with ELC and Junior School, then working upwards by year level. Directors will then instruct nominated personnel to ask teachers to firstly prepare their students to relocate, and then relocate when instructed to the Sports Centre.
- Staff members without teaching responsibilities have been nominated as 'checkers' and will be responsible for reporting that the areas assigned to them have been fully evacuated to the Sports Centre and locked up. A hi-vis jacket and helmet should be worn when entering a building. Clearing an area will involve thoroughly checking the vicinity, and physically reporting to Reception that areas have been cleared, then proceeding to the Sports Centre for other duties if required (e.g. checking other areas if staff are absent).
- People who are not responsible for the direct care of students will be asked to report to Reception unless they have already been asked to check an area.
- As each area is declared clear of all people by checkers, the next area will commence relocating.
- Year level assembly points are clearly marked in the Sports Centre – starting with ELC closest to the toilets, and working around clockwise. Year levels should be assembled in lines by Learning Advisor groups (not applicable to Senior School). Rolls can then be marked by Learning Advisors and Year Level Coordinators to account for all students.
- Once in the Sports Centre, there will be a need to ensure students remain at their designated assembly point.
- Any additional personnel on campus such as contractors will also be asked to proceed to the Sports Centre. All can assist in this.
- When the all clear has been given, ELC groups will be asked to leave the Sports Centre and return to their class first, and then other year levels will do the same, working up by year group.
- Grounds and Maintenance Staff are to report to Reception and will complete any identified tasks, particularly clearing and securing the site, ensuring firefighting equipment is accessible, and ensuring the Sports Centre is as secure as possible.

Given the difficulties associated with an off site evacuation (buses, road system etc.) it is not considered a likely scenario. Should the College need to be evacuated due to bushfire threat, Templestowe College is our nominated evacuation point, after initial assembly in the Sports Centre.