SECTION 5.2.3: EMERGENCY EVACUATION POLICY

The Australian Ballet School

RESPONSIBLE: Executive Director

VERSON 1 APPROVED BY THE BOARD: February 2020

LATEST VERSION: March 2022 (internal review)

REVIEW DATE: Every 3 years, unless significant changes require an interim review

POLICY ACCESS LOCATION: Staff Portal, Student Portal, The Australian Ballet School website

1. PURPOSE

This policy and resultant procedures identify and outline the approach taken to ensure a safe and orderly response to a situation where evacuation from The Australian Ballet School (School) facility is required.

<u>Related Policies:</u> This policy should be read in conjunction with the Critical Incident Policy (5.2.1), the Extreme Weather Policy (5.2.4) and Duty of Care Policy (6.1)

2. WHO DOES THIS POLICY APPLY TO

This policy applies to all members of the **School Community** and any members of the general public who may be present in the School at the time an evacuation is required.

Note: Refer to the current edition of *Marilyn Rowe House Operations Handbook* for Emergency and Evacuation procedures for the Boarding House.

3. POLICY

In the event of an emergency or evacuation situation, the safety and well-being of all members of the School community involved is paramount. It is important to be prepared and respond quickly in the event of an emergency. The Australian Ballet School is committed to identifying risks and hazards and having an Emergency Evacuation Plan in place.

Emergency evacuation drills/practices occur six monthly and are conducted by Building Management. These may be in conjunction with The Australian Ballet, as primary occupant of the building. The School has one member on the Emergency Control Organization (ECO) for the building. The Building Projects and Ballet Centre Manager of The Australian Ballet manage this.

4. PROCEDURES

Emergency evacuation drills: pre and post meetings are held to organize, plan and then assess the outcomes of the drill.

The School has its own designated Fire Wardens, chosen from **Staff Members**. The Australian Ballet provides an annual Fire Warden Training session for all Fire Wardens in the building (The Primrose Potter Australian Ballet Centre).

At the commencement of each school year, during their orientation session, students are informed of the emergency evacuation procedures. They are reminded this procedure is

included in the *Handbook for Students and Parents*, along with the display of notices on the School premises.

Staff Members are updated on the policy and procedure annually. This is also covered during the Staff Induction process. **See**: Staff Induction Policy (5.3.2)

4.1 Types of Emergencies and Evacuation Action Required:

| TYPE OF EMERGENCY | ACTION |
|--|---|
| Fire/smoke | Evacuate on siren |
| Medical Emergency (including Covid-19) | First aid team respond to request. Assess and initiate further assistance if required |
| Personal Threat | Lock down. Do not wait for announcement |
| Internal Emergency | Possible lock down. Wait for announcement |
| Bomb Threat | Evacuate on siren or as requested |
| Earthquake | Remain in building, away from windows, glass and tall cabinets. Shelter under desks/tables. Wait for announcement |

<u>4.2 Evacuation Procedure – (Staff Policy Document):</u>

Staff Members need to know which students are in the building at all times. Therefore, all students are to follow the security procedures of sign-in and sign-out upon arriving and leaving the building. This includes student visitors (guest students and interstate and short-term). Students are not permitted to invite guests to the School, except in the case of official School events.

Operoo, the cloud-based platform which parents (on behalf of students) are required to keep updated on a termly basis, provides personal details and contact information; several nominated Staff Members have secure access to this information when required.

In the event of an emergency evacuation occurring, Staff Members are required to:

- To be conversant with emergency procedures of the ballet centre, particularly the location of fire exits on levels 4, 5, and 6.
- Fulfil the duties of fire wardens, if requested.
- In the event of either a practice or real emergency situation, be responsible for groups of students.
- Participate in training sessions when requested, for first aid certification and Fire Wardens.

4.3 Emergency evacuation procedure for Classes conducted on Levels 4 or Level 6:

DURING THE DAY

Prior to the commencement of class, all students must have their:

- Tracksuit;
- · Street shoes; and
- Own security pass.

In the case of an emergency Staff Members and students will exit from their current location and not be able to return to level 5 to collect belongings.

AFTER 4.30PM

Prior to the commencement of class, all students have their:

- Tracksuit or street clothes;
- Street shoes;
- Own security pass;
- Belongings ready to go home after class.

In the case of an emergency Staff Members and students will exit from their current location and not be able to return to Level 5 to collect belongings. Therefore, depending on the time, staff members and students may not have the opportunity to return to the building to collect belongings.

STUDENT EVACUATION PROCEDURE (REFER CURRENT STUDENT HANDBOOK)

- 1. When the alert siren sounds (be-eep-be-eep) stay calm; this is the time to change into street footwear and over clothes such as the School tracksuit.
- 2. Listen for announcements and check the nearest safe emergency exit point.
- 3. When the evacuation siren sounds (wo-oop-wo-oop) switch off any computers/electrical equipment and move calmly to the nearest escape area/stairwell.
- 4. Evacuate via the stairwell ONLY WHEN INSTRUCTED BY YOUR STAIR WARDEN (Red Helmet); it is important to keep to the left-hand side of the stairwell and remain in your group.
- 5. Move with your group to the Assembly Point (Southbank Boulevard nature strip between Kavanagh and Fawkner Streets).
- 6. Remain at the Assembly Point for further instructions from the Assembly Point Warden.
- 7. Follow the instructions of the Stair Wardens (Red Helmets) at all times.