



ST ATHANASIUS
COLLEGE



UNIVERSITY
OF DIVINITY

EMERGENCY PLAN

**COPTIC ORTHODOX CHURCH
DIOCESE OF MELBOURNE AND
AFFILIATED REGIONS**

100 PARK ROAD, DONVALE VIC 3111

SITE EMERGENCY PLAN

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PREFACE

A building emergency can develop from a number of causes: fire, bomb threat, earthquake, structural fault, leakage of gas or chemical and others.

Coptic Orthodox Church Diocese of Melbourne and affiliated regions established the Emergency Plan 2014 in accordance with Australian Standard AS 3745, which sets out minimum standards in the approach to planning and management of emergency situations. The plan identifies a structured group of people employed within a building who take command, on the declaration of an emergency in the building, facilitate safe and orderly implementation of emergency procedures within the building, including evacuation of occupants, pending the arrival of the fire brigade or other emergency service.

This Emergency Plan has been produced as a guide for use on all buildings and establishes the administrative structure and procedures for the handling of emergencies at the Coptic Diocese property in Donvale. The procedures can only be a guide as any emergency will have peculiarities that require some changes to suit the circumstances of that emergency. However the basic instructions for advising of an emergency and the conduct of authorised officers during an emergency will not vary.

Authority and Indemnity

During emergency situations or exercises, Coptic Diocese personnel shall have absolute authority to issue instructions to evacuate all persons from buildings and / or areas. Such instructions are to be adhered to at all times by all employees, students and visitors of the Diocese. ECO personnel shall be indemnified against civil liability resulting from practice or emergency evacuation of a building where personnel act in good faith and in the course of their duties.

BUILDING EMERGENCY RESPONSE PERSONNEL

Emergency Personnel	Name	Contact Number
Chief Warden	Bishop Suriel	03 8872 8405 0411 344 333
Building Warden	Peter Dobson	03 8872 8452 0412 147 006
Deputy Building Warden	Dorothy Kalogeropoulos	03 8872 8400
Floor Warden (Ground)	Peter Dobson	03 8872 8452 0412 147 006
Deputy Floor Warden	Dorothy Kalogeropoulos	03 8872 8400
Floor Warden (Level 1)	Maggie Trainor	03 8872 8459
Deputy Floor Warden	Fr Michael Salib	03 8872 8457 0422 431 821
Floor Warden (Level 2)	Peter Hanna	0412 572 348
Deputy Floor Warden	Mother Antonia	03 8872 8481
Nearest First Aid Officer*	Peter Dobson	03 8872 8452 0412147006
Alternate First Aid Officer	Fr Michael Salib	03 8872 8457

EMERGENCY EVACUATION

IF TOLD TO EVACUATE AN AREA OR BUILDING BY THE CHIEF WARDEN OR BUILDING / FLOOR WARDEN:

1. Follow the directions of your Warden
2. Assist others as directed
3. When evacuation is to proceed, the Building Warden or Floor Warden will:
 - Give clear directions to go to specific assembly point
 - Note the identity of your group leader
4. Maintain visual contact with one another and the group leader
5. Do not move from the assembly point until authorised by the Chief Warden
6. Under no circumstances is anyone to re-enter the building until the position is declared safe by the relevant external authority or Chief Warden

IN THE EVENT OF FIRE

1. Telephone 000 (State the exact location and details of the fire)
2. Telephone reception (03 8872 8400) (Advise of 000 call and providedetails)
3. Advise others nearby and the nearest Warden(s)
4. Stay calm **DO NOT** shout FIRE
5. Direct employees and students to exits until Chief Warden takes over
6. Try to extinguish the fire with the correct equipment, but do not take unnecessaryrisks

IN THE EVENT OF A PHONE/ BOMB THREAT

The Coptic Diocese treats all threats seriously.

1. ABOVE ALL:

KEEP CALM AND DO NOT ALARM EMPLOYEES AND STUDENTS.

2. IF THREAT IS BY TELEPHONE:

- Prolong call - keep person talking and ask:
 - * Location of Bomb
 - * Time Set to Explode

- Record information for Police as well as any other relevant information as shown on the Phone Threat Checklist

3. REPORT CALL TO RECEPTION (03 8872 8400)

ADVISE A WARDEN

4. IF OBJECT FOUND:

- Do not touch
- Report find
- Keep areas clear

5. BASIC RULES:

- Treat as genuine
- Record exact information (using checklist if possible)

6. EVACUATION:

- Any bags / articles brought into building on entry should be taken out upon evacuation

PHONE THREAT CHECKLIST

Name:

Signature:

Phone No.:

General questions to ask

1. What is it
2. When is the bomb going to explode OR When will the substance be released
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode? OR How will the substance be released?
7. Did you put it there?
8. Why did you put it there?

Callers Voice

Accent (specify)
 Any impediment (specify)
 Voice (loud, soft etc)
 Speech (fast, slow etc)
 Diction (clear, muffled etc)
 Manner (calm, emotional etc)
 Did you recognise the caller?
 If so, who do you think it is?
 Was the caller familiar with the area?

Threat language

Well spoken
 Incoherent
 Irrational
 Taped
 Message read by caller
 Abusive
 Other

Chemical/ Biological Threat questions

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

Background Noises

Street
 House
 Aircraft
 Voices
 Music
 Machinery
 Other
 Local call
 STD call

Bomb Threat Questions

1. What type of bomb is it?
2. What is in the bomb?
3. What will make the bomb explode?

Other

Gender of caller Male/ Female Estimated age

Call Taken

Date: Time: Duration:

Number Called

Exact Wording of Threat

Notes

Action

Report call immediately to Police (000), Reception (03 8872 8400) and the Building Warden

Use additional paper as required

IN THE EVENT OF A HOLD-UP

- 1. NOTE AND REPORT SUSPICIOUS PERSONS**
- 2. IF CONFRONTED, OBEY INTRUDERS INSTRUCTIONS**
- 3. OBSERVE CAREFULLY:**
 - ANY ARTICLES TOUCHED BY INTRUDER(S)
 - PHYSICAL DETAILS AND ATTIRE
 - POINTS WHICH MAY AID DESCRIPTION INCLUDING MANNERISMS AND WEAPONS
 - DIRECTION THAT INTRUDERS LEAVE THE AREA
- 4. RECORD INFORMATION FOR POLICE**
- 5. RING THE POLICE AND THEN RECEPTION AND PROVIDE DETAILS OF INCIDENT**

IN THE EVENT OF HIGH WINDS

During recent years a number of storms have produced winds high enough to cause damage to trees and buildings; presenting a danger to staff, students and visitors to the College. These measures are designed to provide for a higher level of safety during these events.

During periods of high wind warning, staff, students and visitors should not access offices or buildings outside of normal office hours; student residences and other residents accepted.

The following procedures are provided for your safety and welfare at the Coptic Diocese in periods of high wind warning:

NO WARNING – CAUGHT OUTSIDE DURING A WIND STORM AT WORK

1. Move to open areas away from trees and building lines. Trees and building areas are more dangerous due to the possibility of falling tree limbs and building roofs and tiles.
2. If safe, proceed to the nearest building and stay at ground floor level and away from windows and glassed areas.
3. Stay put until danger of flying debris has abated.

NO WARNING – CAUGHT INSIDE DURING A WIND STORM AT WORK

1. Close all doors and windows in your immediate vicinity. Turn off computers and other electrical items if time permits.
2. Proceed to a safe area within your building or accommodation, preferably at ground floor level and away from windows and glassed areas.
3. Close windows and blinds to minimize risks of flying glass should the window be struck by a flying object during the storm. Keep staff from looking out of windows.
4. If available, have torches or other battery powered lighting ready should the power fail.
5. Remain inside until the storm has passed.

SHORT NOTICE OF WIND STORM WHILE AT WORK

1. Building Wardens, to take control.
2. Arrange for loose objects to be collected from outside building.
3. Arrange to have torches or other battery powered lighting ready should the power fail.
4. All staff or students to secure individual areas or rooms – close windows and pull blinds, turn off all electrical appliances and close doors.
5. Proceed to a safe area within your building, preferably at ground floor level and away from windows and glassed areas.
6. Remain inside until storm has passed.

ADVANCED WARNING OF WIND STORM WHILE AT WORK

1. Head of Campus (or nominee) to authorise Chief Warden to arrange for any nominated buildings to be evacuated and secured.
2. Arrange for service crew to be placed on stand by.
3. Senior First Aid Officer to prepare for a coordinated first aid response. First Aid Officers to check kits are readily available.
4. All staff to secure individual work areas – close windows and pull blinds, turn-off all electrical appliances and close doors.
5. Staff to be ready to move to a safe area within their building, preferably at ground floor level and away from windows and glassed areas, when advised by Building Warden.
6. Remain inside until storm has passed.

BUILDING LOCKDOWN

The notification to undertake a building lockdown may come from a variety of sources depending on the nature of the threat itself. The threat may be identified by a staff member, a student or a visitor.

On declaration of the threat, wardens should direct occupants as per the following instructions:

1. General Lockdown

To successfully lockdown a building the Building Warden shall direct staff to secure (lock) all external doors and windows in an expedient manner.

This may require authorised staff to lock the building down electronically or lock the buildings door with a key.

Depending on the nature of the particular threat, consideration should also be given to the locking of appropriate internal doors to place further protective barriers between staff and the threat. Care should be taken that this action is used to provide increased occupant safety and does not inadvertently create egress issues or zones that may trap the occupants.

2. Electronic Building Lockdown (EAC)

Some staff members have the ability to lockdown access zone or facility under their control. In a lockdown situation all doors can be opened from the inside to allow egress (out) but locks external doors preventing entry.

3. Establish safety within building

To establish safety within the building relocate occupants out of direct site from outside by keeping below window lines, the closing of blinds and curtains.

4. Emergency services notification

As soon as possible initiate the site emergency process by notifying the appropriate emergency service (police) and building manager.

Provide as many details as available, including: identify yourself, provide a clear and calm description of the threat; clearly identify your city, your campus, the building name; building number and the road/street address and the closest site street intersection.

5. Consider Extent of Threat

During the initiation of the building lockdown it is important to consider how the threat may impact on the occupants of neighbouring buildings.

The Building Warden originating the first lockdown shall arrange for neighbours in close proximity to their building to be advised of the lockdown and the nature of threat. Subsequently, the occupants within a building that have been made aware of the threat shall consider and implement an appropriate response to secure their buildings.

6. During a building lockdown

The Building Warden shall assume control of the immediate site and establish internal communications with occupants and Security. Ensure the lockdown procedure is adhered to and occupants stay within the building until the “All Clear “is given by Chief Warden or the Emergency Service. Provide feedback and reassurance to the buildings occupants to maintain calm.

EMERGENCY EVACUATION OF THIS BUILDING IS THE RESPONSIBILITY OF THE HIRER / USER

KEEP THIS NEAR YOU IN A PROMINENT PLACE

SITE EMERGENCY PLAN
Coptic Orthodox Diocese of Melbourne and Affiliated Regions
100 Park Rd Donvale Vic 3111

THESE PROCEDURES ARE TO BE PUBLICLY ANNOUNCED AT THE COMMENCEMENT OF ANY FUNCTION

1. (Ladies and Gentlemen) Please make yourself aware of the emergency exit nearest you. (Indicate Exits)
2. In the event of an emergency, please walk to the nearest exit and leave the building.
3. Once you have left the building, please move to the assembly point as directed by our personnel. The nominated assembly point for this building is <assembly point location>.
4. Please do not congregate on roadways or in other places which may obstruct the arrival of emergency vehicles.

Information for the Hirer:

1. Coptic Diocese established the Emergency Plan in 2014 in accordance with Australian Standard AS 3745, which sets out minimum standards in the approach to planning and management of emergency situations.
2. As the hirer of this Diocese Venue, it is your responsibility to ensure that you are adequately prepared for emergency evacuation of this building should the need arise.
3. This may require the appointment of various staff / personnel from your organisation to effect the safe and orderly evacuation of all people from this building to the designated assembly area.
4. Please make sure that you and other designated staff / personnel familiarise yourselves with the location of Emergency Exits from this building, location of the Assembly Point and location of Fire Extinguishers within the building, prior to the commencement of your function.
5. Please ensure that someone within your organisation is nominated to phone the required Emergency Services as well as the Diocese Contact Person.
6. Please familiarise yourself with the attached procedures

Diocese Contact Numbers:

Police / Ambulance / Fire Brigade	Internal phone	Mobile phone
Diocese Contact	000	000 or 112
	03 8872 8400	0411 344 333

SITE EMERGENCY PLAN

In the Event of Fire

1. **Telephone 000** (State the exact location and details of the fire)
2. Ring Diocese Contact on 03 8872 8400 (Advise of 000 call and provide details)
3. Stay calm; **DO NOT** shout FIRE
4. Direct building occupants to exits
5. Try to extinguish the fire if you are trained to do so. Do not take unnecessary risks
6. Close all doors and windows as you exit if it is safe to do so

SITE EMERGENCY PLAN

In the Event of a Bomb Threat

1. **ABOVE ALL:**
KEEP CALM AND DO NOT ALARM BUILDING OCCUPANTS
2. **IF THREAT IS BY TELEPHONE (Use Phone Threat Checklist):**
 - Prolong call - keep person talking and ask:
 - ☐ Location of Bomb
 - ☐ Time Set to Explode
 - Record information for Police as well as any other relevant information using Phone Threat Checklist
3. **PHONE POLICE ON 000 and DIOCESE Contact ON 03 8872 8400 or 0411 344 333**
4. **IF OBJECT FOUND:**
 - Do not touch
 - Report find
 - Keep areas clear
5. **BASIC RULES:**
 - Treat as genuine
 - Record exact information
6. **EVACUATION:**
 - Any bags / articles brought into building on entry should be taken out upon evacuation
 - On evacuation **DO NOT** assemble near vehicles.

The evacuation assembly point for this building is

<Grassed area in front of the main entrance>

Diocese Contact Numbers:

Police / Ambulance / Fire Brigade	Internal phone 000	Mobile phone 000 or 112
Diocese Contact	03 8872 8400	

SUMMARY SHEET

KEEP THIS NEAR YOU IN A PROMINENT PLACE

SITE EMERGENCY PLAN
Coptic Orthodox Diocese of Melbourne and Affiliated Regions
100 Park Rd Donvale Vic 3111

THESE PROCEDURES ARE FOR 24 HOURS EACH DAY IN AN EMERGENCY

1. Immediately the emergency is known, phone **000**
2. Then contact the Diocese Contact **03 8872 8400 or 0411 344 333**

To ensure an orderly evacuation in any emergency, await directions from your Wardens. (only if it is safe to do so!)

Your Wardens and emergency personnel are:

Emergency Personnel	Name	Contact Number
Chief Warden	Bishop Suriel	03 8872 8405 0411 344 333
Building Warden	Peter Dobson	03 8872 8452 0412 147 006
Deputy Building Warden	Dorothy Kalogeropoulos	03 8872 8400
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Alternate First Aid Officer	Fr Michael Salib	03 8872 8457

Date of Issue: 31/03/2016

SITE EMERGENCY PLAN
EMERGENCY EVACUATION CHECKLIST
Coptic Orthodox Diocese of Melbourne and Affiliated Regions
88-154 Park Rd Donvale Vic 3111

Item	Comments and Time
Alarm activated	
Diocese Contact called	
Emergency Services called (if required)	
Wardens report – <area>	
Wardens report – <area>	
Wardens report – <area>	
Wardens report – <area>	
Wardens report – <area>	
Note: include communication with staff manning entrances around building	
Persons with disabilities accounted for	
Evacuation completed	
Security arrived	
Emergency services arrived	

Comments (include any injuries, reports, names etc):
