

Elgar Emergency Procedure – Stay or Go?



If an emergency occurs at BHI all of the emergency management protocols are based around the safety our people and the decision to Stay or Go. All incidents will be managed by the Chief Warden and the Warden Team (Emergency Control Organisation) or the Critical Incident Management Team. In relation to Stay or Go, there are three possible options:

STAY – Shelter in place	STAY – Lockdown (Code Black)	GO – Evacuate
A precaution aimed to keep people safe while remaining indoors.	A precaution in response to a threat to BHI or the surrounding area. During a lockdown no one is allowed to enter or exit the building.	The process of evacuating one or all buildings of occupants in response to an emergency.
<div>1. Remain calm and don't panic</div> <div>2. Remain in rooms or return to rooms as quickly as possible</div> <div>3. Call Security if you have something to report (9286 9286 ext 9286)</div> <div>4. Close all doors and windows</div> <div>5. Limit phone usage</div> <div>6. Wait for further instructions</div>	<div>1. Remain calm and don't panic</div> <div>2. Remain in rooms or return to rooms as quickly as possible</div> <div>3. Call Security if you have something to report (9286 9286 ext 9286)</div> <div>4. Close and secure all doors and windows</div> <div>5. Turn your phone to silent</div> <div>6. Be seated on the floor out of sight</div> <div>7. Wait for further instructions</div>	<div>1. Remain calm and don't panic</div> <div>2. Prepare to evacuate – the tone beep beep beep will sound</div> <div>3. Evacuate – the tone whoop whoop whoop will sound</div> <div>4. Move to Evacuation Assembly Area (EAA)</div> <div>5. Stay at EAA until advised</div> <div>6. Limit phone usage</div> <div>7. Wait for further instructions</div>
Message Shelter in Place will be communicated via PA or Warden Team , and is authorised by Chief Warden.	Message Lockdown will be communicated via PA or Warden Team , and is authorised by Chief Warden.	Message Beep Beep Whoop Whoop will be communicated via Emergency Warning and Intercommunication system (EWIS) , and is authorised by Chief Warden.

HSW Team hsw@boxhill.edu.au or 9286 9353. For further information visit the HSW page on Ourspace.