Lilydale Emergency Procedure – Stay or Go?

BOX HILL INSTITUTE

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.
1. Remain calm and don't panic	1. Remain calm and don't panic	1. Remain calm and don't panic
2. Remain in rooms or return to rooms as quickly as possible	2. Remain in rooms or return to rooms as quickly as possible	2. Prepare to evacuate – the tone beep beep beep will sound
3. Call Security if you have something to report (8892 2555 ext 2555)	3. Call Security if you have something to report (8892 2555 ext 2555)	3. Evacuate – the tone whoop whoop whoop will sound
4. Close all doors and windows	4. Close and secure all doors and windows	4. Move to Evacuation Assembly Area (EAA)
5. Limit phone usage	5. Turn your phone to silent	5. Stay at EAA until advised
6. Wait for further instructions	6. Be seated on the floor out of sight	6. Limit phone usage
	7. Wait for further instructions	7. Wait for further instructions
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.