

Our Lady Help of Christians Primary School

Address: 1-13 Henry Street, Eltham 3095

School Office Phone: (03) 9439 7824

Parking: Parking is available via Henry Street. There is parking on Henry Street.

Note: The school shares a car park with the parish church, Our Lady Help of Christians Church (Risen Christ Parish), despite the church being located across a minor road (Henry Street).

School Entry: Enter through the school office on Henry Street and **not** via other gates

***Students from the school will greet parents and assist with taking them to the Registration place.*

*****Parents asked to remember the route for the afternoon pick up**

G.A.T.E.WAYS TIMETABLE FOR OUR LADY HELP OF CHRISTIANS PRIMARY SCHOOL	
8.50am	School begins. Students attend roll call with their class teacher.
9:00am – 9:15am	Registration and Introduction (Held in community centre)
9:15am – 10:20am	AM session begins - 1 hr 5 mins
10:20am – 10:40am	Recess Break – 20 mins
10:40am – 11:50 am	AM session continues – 1 hr 10 min
11:50am– 12:35pm	Lunch Break– 45 mins
12:35 pm– 2:00pm	PM session begins – 1 hr 25 mins
2:00pm – 2:10pm	Break – 10 mins (to be held in community centre)
2:10pm – 2:55pm	PM session continues – 45mins
2:55pm – 3.05pm	Debrief & pack up 10 mins
3:05pm – 3.10pm	Finish. Host school students to exit into the yard as normal practice to be picked up by parents.

School Bell Times:

8.50am - School start time

11:15am - 11:55: Recess

1:25pm - 2:15pm: Lunch

3:05pm: Warning bell at end of day

3:15pm: School Finish time

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AMBULANCE INSTRUCTIONS

1-13 Henry Street, Eltham 3095

Ambulance can come to Henry Street- if gate needs to be opened notify office on
[\(03\) 9439 7824](tel:(03)94397824)

SCHOOL HAS GENERIC EPIPEN

In the sickbay, in a cupboard above the bench labelled EpiPen

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EVACUATION POINT



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OUR LADY HELP OF CHRISTIANS
ELTHAM

EVACUATION DIAGRAM

1-13 Henry Street, Eltham, VIC 3095 | Cross Street:

Admin + Senior Building - Ground Floor

EMERGENCY PROCEDURE

1. Move yourself and nearby occupants from immediate danger.
2. Alert nearby students, staff and visitors and raise the alarm.
3. Notify the Principal (EXT 102) or Main Office (EXT 100). After hours Call 000.
4. Confine the emergency, make a final check of the room, shut door & restrict access to danger.
5. Evacuate, Shelter-in-Place or Lockdown as required.

ALERT PROCEDURE (You will hear: BEEP...BEEP...)

- Stop what you are doing.
- If it is safe to do so, turn off any electrical or potentially hazardous items.
- Prepare to evacuate and standby for further instruction.

EVACUATION PROCEDURE (You will hear: WOOD...WOOD...WOOD...)

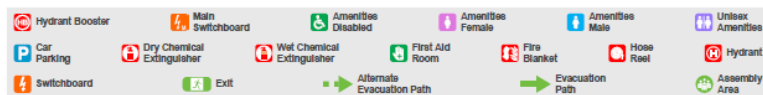
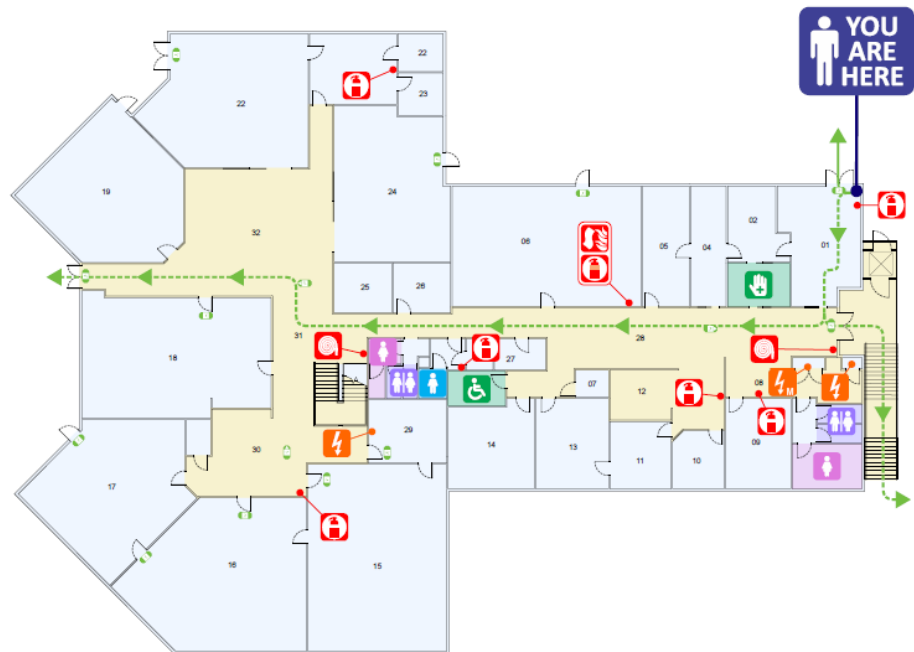
- Evacuate the area via the nearest safe EXIT.
- Proceed in an orderly manner to the nearest safe Assembly Area.
- Remain at the Assembly Area until the 'all clear' is given.
- Report anyone missing to the Communications Officer or Responding Emergency Services (after hours). Do not re-enter buildings until advised.

LOCKDOWN AND SHELTER-IN-PLACE PROCEDURES

(You will hear the Lockdown Code or announcements for Shelter-in-Place)

- If indoors, remain where you are.
- If outside, seek refuge in the nearest building.
- **Lockdown** - Shut and lock all doors and windows, draw blinds/curtains, sit on the floor, keep quiet and remain out of sight, await further instructions or signals.
- **Shelter-in-place** - Shut all doors and windows, remain inside, planned lessons or work may continue where it is safe to do so, await further instructions.
- If with students, give reassurance to help them remain quiet and calm.
- Remain where you are until the 'all clear' is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA



RIGBY & RHODES
www.rigbyrhodes.co

SIGN Ref: AG - YAH - 1

Issue Date: 07/2025

Review Date: 07/2030

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OUR LADY HELP OF CHRISTIANS
ELTHAM

EVACUATION DIAGRAM

1-13 Henry Street, Eltham, VIC 3095 | Cross Street:

EMERGENCY PROCEDURE

- 1. Know yourself and nearby occupants from immediate danger.
- 2. Alert nearby students, staff and visitors and raise the alarm.
- 3. Notify the Principal (EXT 302) or Main Office (EXT 300). After hours Call 000.
- 4. Define the emergency, make a first check of the room, shut door & restrict access to danger.
- 5. Evacuate, Shelter-in-Place or Lockdown as required.

ALERT PROCEDURE (You will hear: BEEP...BEEP...BEEP...)

- Stop what you are doing.
- If it is safe to do so, turn off any electrical or potentially hazardous items.
- Prepare to evacuate and standby for further instruction.

EVACUATION PROCEDURE (You will hear: WHOO...WHOO...WHOO...)

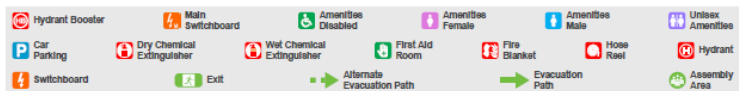
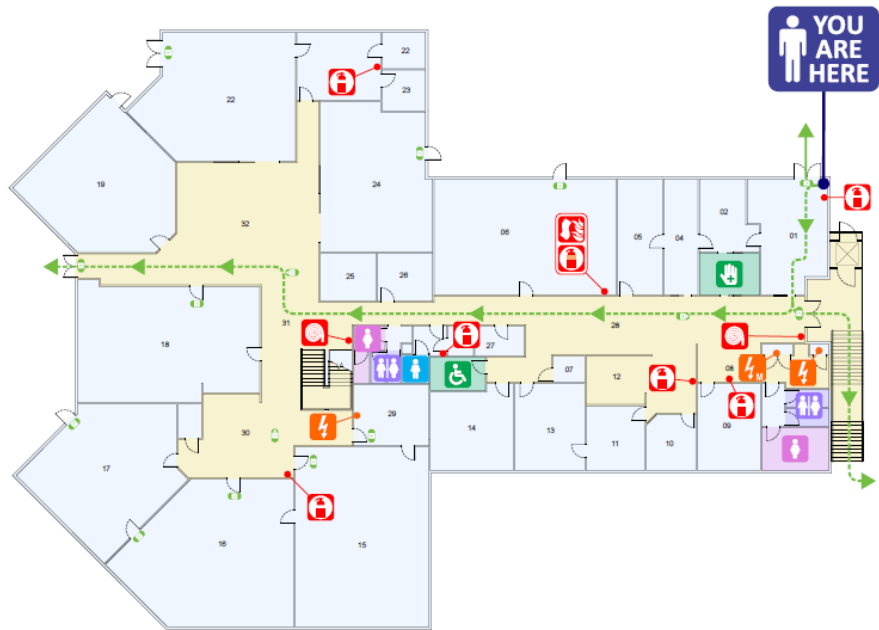
- Evacuate the area via the nearest safe exit.
- Proceed in an orderly manner to the nearest safe Assembly Area.
- Remain at the Assembly Area until the "all clear" is given.
- Report anyone missing to the Communications Officer or Responding Emergency Services (after hours). Do not re-enter buildings until advised.

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EVACUATION ASSEMBLY AREA



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OUR LADY HELP OF CHRISTIANS
ELTHAM

EVACUATION DIAGRAM

1-13 Henry Street, Eltham, VIC 3095 | Cross Street:

Admin + Senior Building - Ground Floor

EMERGENCY PROCEDURE

- 1 remove yourself and nearby occupants from immediate danger.
- 2 alert nearby students, staff and visitors and raise the alarm.
- 3 Notify the Principal (EXT 102) or Main Office (EXT 100). After hours Call 000.
- 4 confine the emergency, make a final check of the room, shut door & restrict access to danger.
- 5 evacuate, Shelter-in-Place or Lockdown as required.

ALERT PROCEDURE (You will hear: BEEP... BEEP... BEEP...)

- Stop what you are doing.
- If it is safe to do so, turn off any electrical or potentially hazardous items.
- Prepare to evacuate and standby for further instruction.

EVACUATION PROCEDURE (You will hear: WHOOP... WHOOP... WHOOP...)

- Evacuate the area via the nearest safe EXIT.
- Proceed in an orderly manner to the nearest safe Assembly Area.
- Remain at the Assembly Area until the 'all clear' is given.
- Report anyone missing to the Communications Officer or Responding Emergency Services (after hours). Do not re-enter buildings until advised.

LOCKDOWN AND SHELTER-IN-PLACE PROCEDURES

(You will hear the Lockdown Code or announcements for Shelter-in-Place)

- If indoors, remain where you are.
- If outside, seek refuge in the nearest building.
- Lockdown** - Shut and lock all doors and windows, draw blinds/curtains, sit on the floor, keep quiet and remain out of sight, await further instructions or signals.
- Shelter-in-place** - Shut all doors and windows, remain inside, planned lessons or work may continue where it is safe to do so, await further instructions.
- If with students, give reassurance to help them remain quiet and calm.
- Remain where you are until the 'all clear' is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA



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EMERGENCY PROCEDURE

- B** remove yourself and nearby occupants from immediate danger.
 - A** alert nearby students, staff and visitors and raise the alarm.
- Notify the **Principal [EXT 102]** or **Main Office [EXT 100]**. After hours **Call 000**.
- C** confine the emergency, make a final check of the room, shut door & restrict access to danger.
 - E** vacuate, Shelter-in-Place or Lockdown as required.

ALERT PROCEDURE [You will hear: BEEP... BEEP... BEEP...]

- Stop what you are doing.
- If it is safe to do so, turn off any electrical or potentially hazardous items.

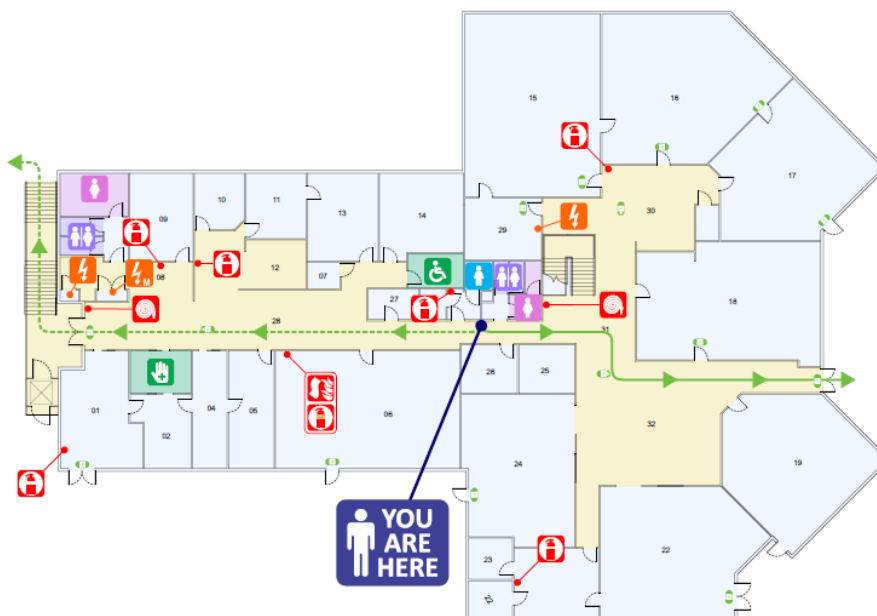
EVAUATION PROCEDURE (You will hear: WHOOP... WHOOP... WHOOP...)

- Evacuate the area via the nearest safe **EXIT**.
- Proceed in an orderly manner to the nearest safe **Assembly Area**.
- Remain at the **Assembly Area** until the "all clear" is given.
- Report anyone missing to the Communications Officer or Responding Emergency Services (after hours). Do not re-enter buildings until advised.

LOCKDOWN AND SHELTER-IN-PLACE PROCEDURES

- You will hear the Lockdown Code or announcements for Shelter-in-Place)
 - If Indoors, remain where you are.
 - If outside, seek refuge in the nearest building.
- **Lockdown** – Shut all doors and windows, draw blinds/curtains, sit on the floor, keep quiet and remain out of sight, await further instructions or signals.
- **Shelter-in-place** – Shut all doors and windows, remain inside, planned lessons or work may continue where it is safe to do so, await further instructions.
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EVACUATION ASSEMBLY AREA



- Hydrant Booster Main Switchboard Amenities Disabled Amenities Female Amenities Male Unisex Amenities
Car Parking Dry Chemical Extinguisher Wet Chemical Extinguisher First Aid Room Fire Blanket Hose Reel Hydrant
Switchboard Exit Alternate Egress Pathway Evacuation Area Assembly Area



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OUR LADY HELP OF CHRISTIANS
ELTHAM

EVACUATION DIAGRAM

1-13 Henry Street, Eltham, VIC 3095 | Cross Street:

Admin + Senior Building - Ground Floor

EMERGENCY PROCEDURE

1. Remove yourself and nearby occupants from immediate danger.
2. Alert nearby students, staff and visitors and raise the alarm.
3. Notify the Principal (EXT 102) or Main Office (EXT 100). After hours Call 000.
4. Enforce the emergency, make a final check of the room, shut door & restrict access to danger.
5. Evacuate, Shelter-in-Place or Lockdown as required.

ALERT PROCEDURE (You will hear: BEEP...BEEP...BEEP...)

- Stop what you are doing.
- If it is safe to do so, turn off any electrical or potentially hazardous items.
- Prepare to evacuate and standby for further instruction.

EVACUATION PROCEDURE (You will hear: BANGOP...BANGOP...BANGOP...)

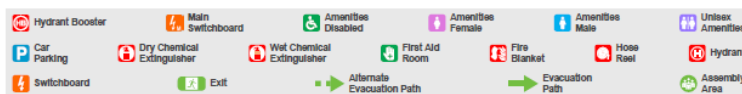
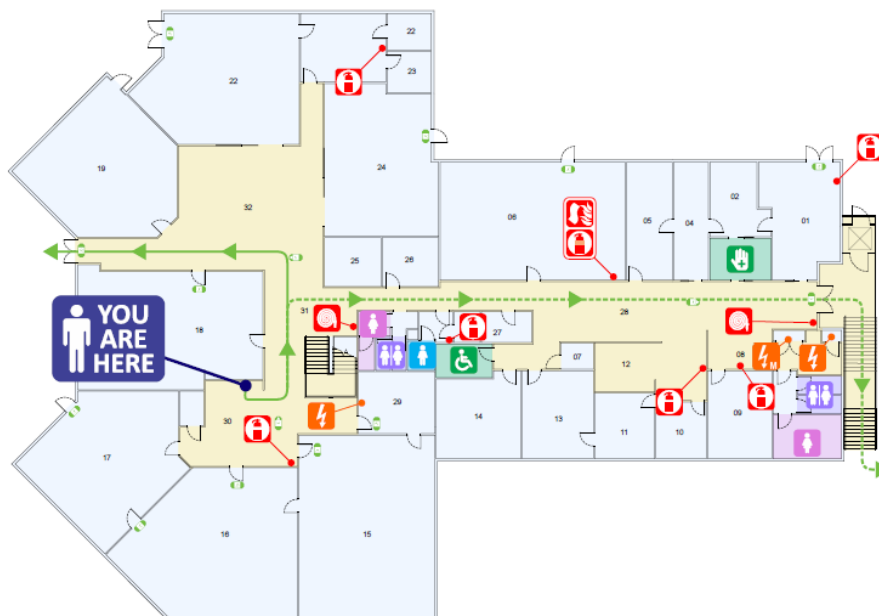
- Evacuate the area via the nearest safe route.
- Proceed in an orderly manner to the nearest safe Assembly Area.
- Remain at the Assembly Area until the 'all clear' is given.
- Report anyone missing to the Communications Officer or Responding Emergency Services (after hours). Do not re-enter buildings until advised.

LOCKDOWN AND SHELTER-IN-PLACE PROCEDURES

(You will hear the Lockdown Code or announcements for Shelter-in-Place)

- If indoors, remain where you are.
- If outdoors, seek refuge in the nearest building.
- Lockdown - Shut and lock all doors and windows, draw blinds/curtains, sit on the floor, keep quiet and remain out of sight, await further instructions or signals.
- Shelter-in-place - Shut all doors and windows, remain inside, planned lessons or work may continue where it is safe to do so, await further instructions or signals.
- If with students, give reassurance to help them remain quiet and calm.
- Remain where you are until the 'all clear' is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA



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OUR LADY HELP OF CHRISTIANS
ELTHAM

EVACUATION DIAGRAM

1-13 Henry Street, Eltham, VIC 3095 | Cross Street:

Community Centre + Library - Lower Level

EMERGENCY PROCEDURE

1. remove yourself and nearby occupants from immediate danger.
2. text nearby students, staff and visitors and raise the alarm.
3. Notify the Principal (EXT 103) or Main Office (EXT 100). After hours Call 000.
4. on fire the emergency, make a final check of the room, shut door & restrict access to danger.
5. vacate, Shelter-in-Place or Lockdown as required.

ALERT PROCEDURE (You will hear: BEEP... BEEP... BEEP...)

- Stop what you are doing.
- If it is safe to do so, turn off any electrical or potentially hazardous items.
- Prepare to evacuate and standby for further instruction.

EVACUATION PROCEDURE (You will hear: WHOOOP... WHOOOP... WHOOOP...)

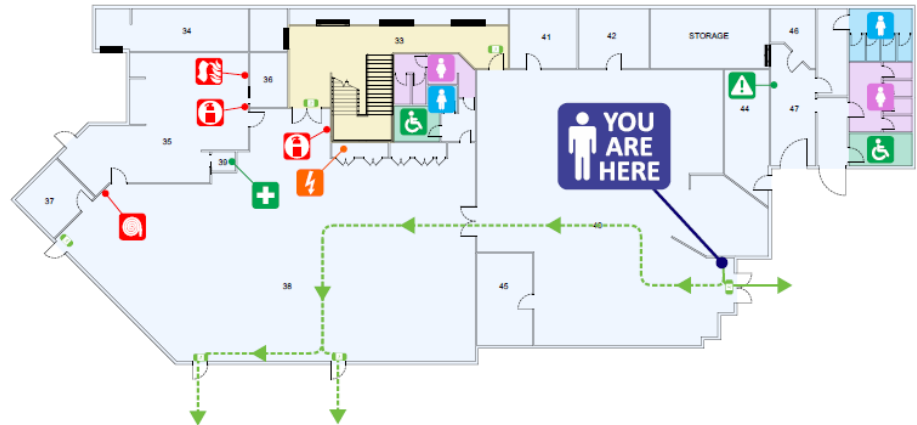
- Evacuate the area via the nearest safe EXIT.
- Proceed in an orderly manner to the nearest safe Assembly Area.
- Remain at the Assembly Area until the 'all clear' is given.
- Report anyone missing to the Communications Officer or Responding Emergency Services (after hours). Do not re-enter buildings until advised.

LOCKDOWN AND SHELTER-IN-PLACE PROCEDURES

(You will hear the Lockdown Code or announcements for Shelter-in-Place)

- If indoors, remain where you are.
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- **Lockdown** - Shut and lock all doors and windows, draw blinds/curtains, sit on the floor, keep quiet and remain out of sight, await further instructions or signals.
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EVACUATION ASSEMBLY AREA



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EVACUATION DIAGRAM

1-13 Henry Street, Eltham, VIC 3095 | Cross Street:

Community Centre + Library - Lower Level

EMERGENCY PROCEDURE

1. Remove yourself and nearby occupants from immediate danger.
2. Alert nearby students, staff and visitors and raise the alarm.
3. Notify the Principal (EXT 302) or Main Office (EXT 100). After hours Call 000.
4. Enforce the emergency, make a final check of the room, shut door & restrict access to danger.
5. Evacuate, Shelter-in-Place or Lockdown as required.

ALERT PROCEDURE (You will hear: BEEP... BEEP... BEEP...)

- Stop what you are doing.
- If it is safe to do so, turn off any electrical or potentially hazardous items.
- Prepare to evacuate and standby for further instruction.

EVACUATION PROCEDURE (You will hear: WHOOP... WHOOP... WHOOP...)

- Evacuate the area via the nearest safe EXIT.
- Proceed in an orderly manner to the nearest safe Assembly Area.
- Remain at the Assembly Area until the 'all clear' is given.
- Report anyone missing to the Communications Officer or Responding Emergency Services (after hours). Do not re-enter buildings until advised.

LOCKDOWN AND SHELTER-IN-PLACE PROCEDURES (You will hear the Lockdown Code or announcements for Shelter-in-Place)

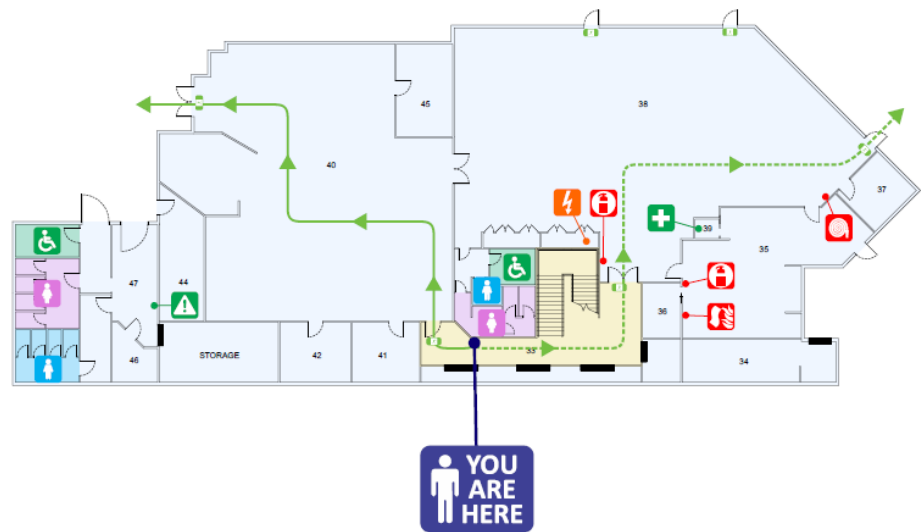
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Lockdown - Shut and lock all doors and windows, draw blinds/curtains, sit on the floor, keep quiet and remain out of sight, await further instructions or signals.

Shelter-in-place - Shut all doors and windows, remain inside, planned lessons or work may continue where it is safe to do so, await further instructions.

- If with students, give reassurance to help them remain quiet and calm.
- Remain where you are until the 'all clear' is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA



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EVACUATION DIAGRAM

1-13 Henry Street, Eltham, VIC 3095 | Cross Street:

EMERGENCY PROCEDURE

1. Remove yourself and nearby occupants from immediate danger.
2. Alert nearby students, staff and visitors and raise the alarm.
3. Notify the Principal (EXT 302) or Main Office (EXT 100). After hours call 000.
4. On fire the emergency, make a final check of the room, shut door & restrict access to danger.
5. Evacuate, Shelter-in-Place or Lockdown as required.

ALERT PROCEDURE (You will hear: BEEP...BEEP...BEEP...)

- Stop what you are doing.
- If it is safe to do so, turn off any electrical or potentially hazardous items.
- Prepare to evacuate and standby for further instruction.

EVACUATION PROCEDURE (You will hear: WOOO...WOOO...WOOO...)

- Evacuate the area via the nearest safe EXIT.
- Proceed in an orderly manner to the nearest safe Assembly Area.
- Remain at the Assembly Area until the 'all clear' is given.
- Report anyone missing to the Communications Officer or Responding Emergency Services (after hours). Do not re-enter buildings until advised.

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EVACUATION ASSEMBLY AREA



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OUR LADY HELP OF CHRISTIANS
ELTHAM

EVACUATION DIAGRAM

1-13 Henry Street, Eltham, VIC 3095 | Cross Street:

EMERGENCY PROCEDURE

- 1 remove yourself and nearby occupants from immediate danger.
- 2 alert nearby students, staff and visitors and raise the alarm.
- 3 Notify the Principal (EXT 302) or Main Office (EXT 100). After hours Call 000.
- 4 confine the emergency, make a final check of the room, shut door & restrict access to danger.
- 5 evacuate, Shelter-in-Place or Lockdown as required.

ALERT PROCEDURE (You will hear: BEEP...BEEP...)

- Stop what you are doing.
- If it is safe to do so, turn off any electrical or potentially hazardous items.
- Prepare to evacuate and standby for further instruction.

EVACUATION PROCEDURE (You will hear: WHOOOP...WHOOOP...)

- Evacuate the area via the nearest safe EXIT.
- Proceed in an orderly manner to the nearest safe Assembly Area.
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LOCKDOWN AND SHELTER-IN-PLACE PROCEDURES

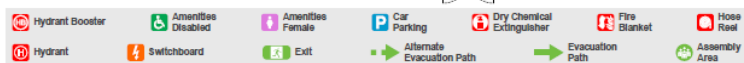
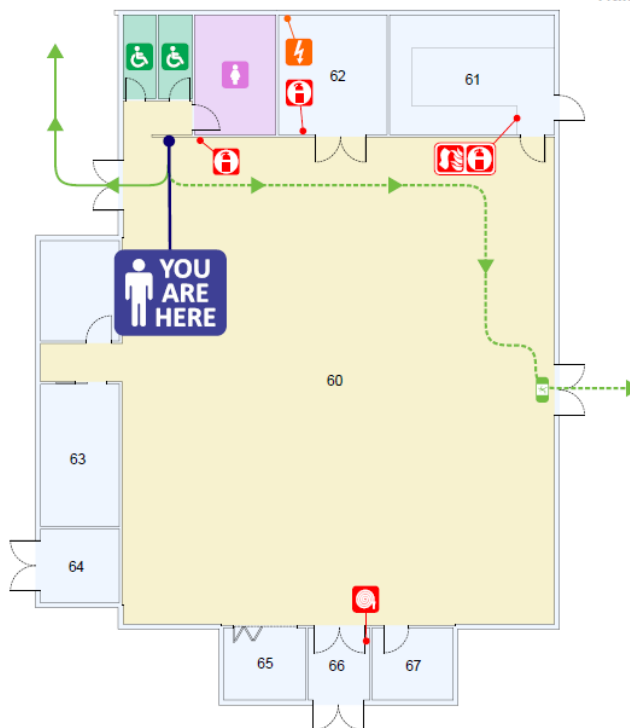
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EVACUATION ASSEMBLY AREA



Hall - Ground Floor



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EMERGENCY PROCEDURE

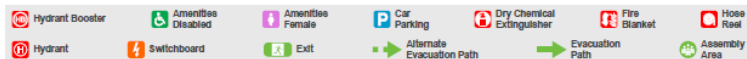
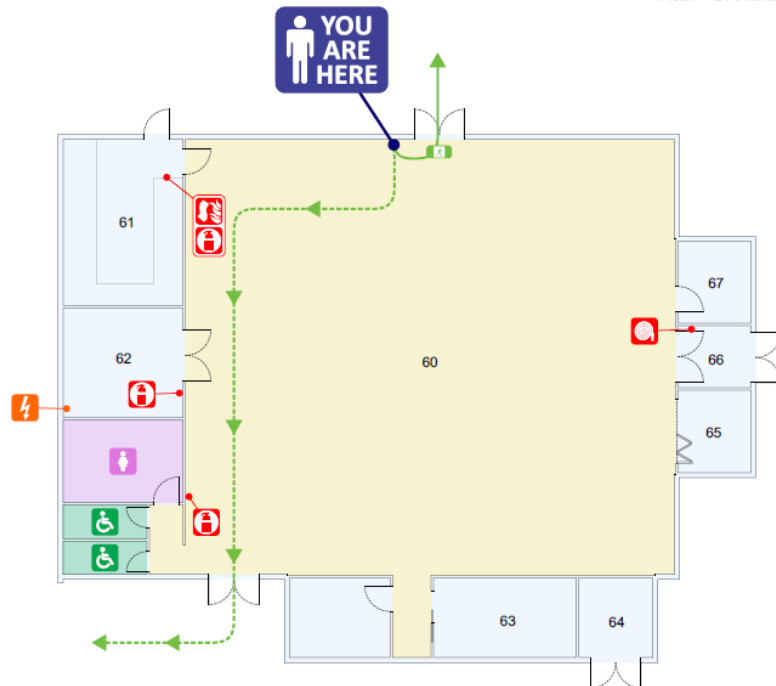
- 1. Remove yourself and nearby occupants from immediate danger.
- 2. Alert nearby students, staff and visitors and raise the alarm.
- 3. Notify the Principal (EXT 303) or Main Office (EXT 306). After hours Call 000.
- 4. Confirm the emergency, make a final check of the room, shut door & restrict access to danger.
- 5. Evacuate, Shelter-in-Place or Lockdown as required.

- ALERT PROCEDURE** (You will hear: BEEP...BEEP...BEEP...)
- Stop what you are doing.
 - If it is safe to do so, turn off any electrical or potentially hazardous items.
 - Prepare to evacuate and standby for further instruction.

- EVACUATION PROCEDURE** (You will hear: WHOOP...WHOOP...WHOOP...)
- Evacuate the area via the nearest safe EXIT.
 - Proceed in an orderly manner to the nearest safe Assembly Area.
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- If indoors, remain where you are.
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 - **Shelter-in-place** - Shut all doors and windows, remain inside, planned lessons or work may continue where it is safe to do so, await further instructions.
 - If with students, give reassurance to help them remain quiet and calm.
 - Remain where you are until the "all clear" is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA



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EVACUATION DIAGRAM

1-13 Henry Street, Eltham, VIC 3095 | Cross Street:

Junior + Specialist Building - Ground Floor

EMERGENCY PROCEDURE

1. remove yourself and nearby occupants from immediate danger.
2. alert nearby students, staff and visitors and raise the alarm.
3. Notify the Principal (EXT 102) or Main Office (EXT 100). After hours Call 000.
4. Inform the emergency, make a final check of the room, shut door & restrict access to danger.
5. evacuate, Shelter-in-Place or Lockdown as required.

ALERT PROCEDURE (You will hear: BEEP... BEEP... BEEP...)

- Stop what you are doing.
- If it is safe to do so, turn off any electrical or potentially hazardous items.
- Prepare to evacuate and standby for further instruction.

EVACUATION PROCEDURE (You will hear: WHOOP... WHOOP... WHOOP...)

- Evacuate the area via the nearest safe EXIT.
- Proceed in an orderly manner to the nearest safe Assembly Area.
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EVACUATION DIAGRAM

1-13 Henry Street, Eltham, VIC 3095 | Cross Street:

EMERGENCY PROCEDURE

- 1 remove yourself and nearby occupants from immediate danger.
- 2 alert nearby students, staff and visitors and raise the alarm.
- 3 Notify the Principal (EXT 102) or Main Office (EXT 100). After hours Call 000.
- 4 onfire the emergency, make a final check of the room, shut door & restrict access to danger.
- 5 vacate, Shelter-in-Place or Lockdown as required.

ALERT PROCEDURE (You will hear: BEEP...BEEP...BEEP...)

- Stop what you are doing.
- If it is safe to do so, turn off any electrical or potentially hazardous items.
- Prepare to evacuate and standby for further instruction.

EVACUATION PROCEDURE (You will hear: WHOO...WHOO...WHOO...)

- Evacuate the area via the nearest safe EXIT.
- Proceed in an orderly manner to the nearest safe Assembly Area.
- Remain at the Assembly Area until the "all clear" is given.
- Report anyone missing to the Communications Officer or Responding Emergency Services (after hours). Do not re-enter buildings until advised.

LOCKDOWN AND SHELTER-IN-PLACE PROCEDURES

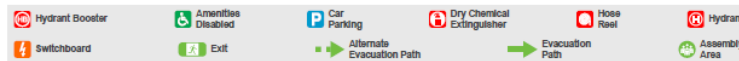
(You will hear the Lockdown Code or announcements for Shelter-in-Place)

- If indoors, remain where you are.
- If outside, seek refuge in the nearest building.
- Lockdown** - Shut and lock all doors and windows, draw blinds/curtains, sit on the floor, keep quiet and remain out of sight, await further instructions or signals.
- Shelter-in-place** - Shut all doors and windows, remain inside, planned lessons or work may continue where it is safe to do so, await further instructions.
- If with students, give reassurance to help them remain quiet and calm.
- Remain where you are until the "all clear" is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA



Junior + Specialist Building - Ground Floor



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OUR LADY HELP OF CHRISTIANS
ELTHAM

EVACUATION DIAGRAM

1-13 Henry Street, Eltham, VIC 3095 | Cross Street:

EMERGENCY PROCEDURE

1. Remove yourself and nearby occupants from immediate danger.
2. Alert nearby students, staff and visitors and raise the alarm.
 - Notify the Principal (EXT 1002) or Main Office (EXT 100). After hours Call 000.
3. Confine the emergency, make a final check of the room, shut door & restrict access to danger.
4. Evacuate, Shelter-in-Place or Lockdown as required.

ALERT PROCEDURE (You will hear: BEEP... BEEP... BEEP...)

- Stop what you are doing.
- If it is safe to do so, turn off any electrical or potentially hazardous items.
- Prepare to evacuate and stand by for further instruction.

EVACUATION PROCEDURE (You will hear: WHOOP... WHOOP... WHOOP...)

- Evacuate the area via the nearest safe EXIT.
- Proceed in an orderly manner to the nearest safe Assembly Area.
- Remain at the Assembly Area until the 'all clear' is given.
- Report anyone missing to the Communications Officer or Responding Emergency Services (after hours). Do not re-enter buildings until advised.

LOCKDOWN AND SHELTER-IN-PLACE PROCEDURES

(You will hear the Lockdown Code or announcements for Shelter-in-Place)

- If indoors, remain where you are.
- If outside, seek refuge in the nearest building.
- Lockdown - Shut and lock all doors and windows, draw blinds/curtains, sit on the floor, keep quiet and remain out of sight, await further instructions or signals.

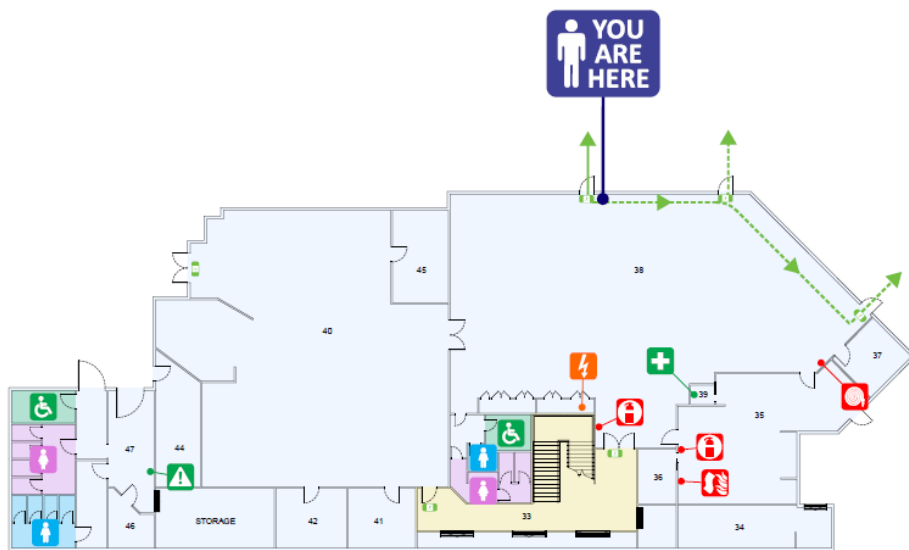
- Shelter-in-place - Shut all doors and windows, remain inside, planned lessons or work may continue where it is safe to do so, await further instructions.

- If with students, give reassurance to help them remain quiet and calm.
- Remain where you are until the 'all clear' is given or you are instructed to move by a Warden.

EVACUATION ASSEMBLY AREA



Community Centre + Library - Lower Level



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