



Emergency Response Plan

**Victorian All-State Jazz Championships
- Saturday 14 May and Saturday 21 May 2022**

Performance Dates:	Saturday 14 May – Competition / Festival Day and Saturday 21 May – Gala Concert
Contents:	1. Emergency Response Management Plan <ul style="list-style-type: none"> i. Evacuation and lockdown instructions ii. Wardens duties iii. Checklists
	2. Appendices <ul style="list-style-type: none"> i. St Leonard's College Evacuation map

Warning Signals

In the event of an evacuation and/or lockdown the Deputy Principal will make an announcement over the P.A. system.

St Leonard's College staff and visiting school staff will assist students in a lockdown or evacuation.

This document has been:	
Prepared by:	Director of Music Performance, Compliance Manager, Community Events Coordinator
Reviewed & Approved by:	Deputy Principal
Dated:	April 29 2022
Version / Issue No.	#1

1. Emergency Response Plan

Overview

The Victorian All States Jazz Competition event is taking place at various venues within the St Leonard's College campus. All State Jazz Inc is managing this event which St Leonard's College is hosting, across two weekends in May 2022. The competition will involve approx. 1000 staff, adjudicators, students and their parents/guardians from some 50 different schools around Australia.

Note; The total number of staff and students on campus at any one time will vary in accordance with the performance schedule.

This Emergency Response Evacuation Plan covers emergencies that would require a potential lockdown and/or evacuation of the various performance venues.

The following performance venues will be used for the ASJ event at St Leonard's College:

- LC (Leonardian Centre)
- ASJ stage (Learning Futures area at STL)
- MMH (Marjorie Menzies Hall)
- MEC (Merton Exam Centre)
- HSC (Hawkes Sports Centre)

Note: Please refer to the emergency evacuation map for the location of performance venues.

It is expected that any major incident would be dealt with and managed by the relevant authorities, the **Police and Fire Brigade**.

Dial 000 if required, or in doubt

Depending on the incident, this Emergency Response Plan is to be used in conjunction with the College's Critical Incident Management Plan.

At an appropriate time after the incident is controlled, contact:

Deputy Principal, Lisa Slingsby 0402 911 149

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Emergency Evacuation Location

Front Lawn (South Road)

Persons on Campus	Location	Assembly Wardens
ASJ Staff, participating school students and staff.	Front Lawn (South Road)	Peter Foley / Tarco Sibel

Emergency Evacuation Team

Position of Responsibility	Location	Person of Responsibility
Emergency Command Post Chief Warden	Harefield front veranda	Deputy Principal, St Leonard's College
Deputy Chief Warden	Harefield front veranda	
First Aid	St John Ambulance or STL Health Centre staff	St John Ambulance or STL Health Centre staff
Area Wardens (according to performance venue)	<ul style="list-style-type: none"> • Leonardian Centre • ASJ Stage – Learning Futures • TCW theatrette • Marjorie Menzies Hall • Merton Exam Centre. 	Nominated staff will be assigned the role of Area Warden.
Assembly Area Wardens	Front Lawn (South Road)	ASJ staff
Area Warden	Hawkes Sport Centre	ASJ staff
Area Warden	Music Room	ASJ staff
Area Warden	Senior School Cafeteria	SS Cafeteria Manager
Access/Egress for Emergency vehicles	South Road main entrance	Facilities Manager (or their delegate) will facilitate.

Note #1: The Director of Music Performance will appoint nominated positions of responsibility prior to the Jazz competition.

Note #2: Other St Leonard's staff who are at the performance are to report to the Assembly Area Warden on the front lawn to assist if requested

Evacuation Instructions

When an announcement is given to evacuate:

Emergency Evacuation Duties

Chief Warden

- Ascertain the nature and location of the emergency involving the College
- Move to the Emergency Command Post following the announcement of the emergency
- Ensure buildings are evacuated
- Ensure staff members are assigned to meet and direct arriving emergency services at the South Road gate
- Gather relevant information regarding status of the emergency and keep emergency services informed
- Liaise with Emergency Services personnel when they arrive.

Deputy Chief Warden

Responsible for supporting the Chief Warden as directed. Tasks may include:

- Move immediately to the Emergency Command Post to assist the Chief Warden
- Contact Emergency Services if required
- Ensure that the Area Wardens have implemented their emergency evacuation procedure and are moving people from the building
- Evacuate people from their area (if applicable)
- Liaise with Area Wardens on their arrival at the muster point and receive emergencies (i.e. someone trapped in the building)
- Report to the Chief Warden on the progress of the evacuation (i.e. If people are trapped in the building) and the progress of the evacuation.

Area Wardens

Area Wardens are responsible for the final check to ensure their areas/buildings are evacuated.

On hearing or raising the alarm Area Wardens will:

- Assist people in immediate danger
- Raise alarm (shout FIRE, FIRE, FIRE or similar)
- Attempt to extinguish fire ONLY if safe to do so
- Implement evacuation of their assigned area
- Perform a methodical search of their areas to ensure that all persons have been notified of the emergency and have left, or are leaving, to assemble on the front lawn
- Assist mobility impaired persons
- Prevent persons from re-entering the building while the evacuation alarms are sounding by placing a staff member at each exit
- Communicate with Chief Warden
- An Area Warden is not responsible for physically removing someone who refuses to evacuate – report the incident to the Chief Warden

Evacuation Checklist

Receive reports from the following

- Front Lawn Assembly Warden
- Area Wardens - performance venues
- Area Warden – Music room (for warmup room only)
- Area Warden – HSC (for musical instruments storage only)
- Assign duties to other staff at performance

Name	Duty