

Elizabeth College Emergency Contact Numbers

During School Hours Contacts:

Office	500/513/586/587/599 506 (will be manned at all times)
Andrew Kerslake	592 or 0419 262 537 (Speed Dial 20)
Craig Carnes	502 or 0400 063 367 (Speed Dial 17) *
Helen Cooke	507 or 0400 063 365 (Speed Dial 15)
Karen Clark	529 or 0457 880 377 (Speed Dial 18)
Dianne Purnell	505 or 0400 063 366 (Speed Dial 16)
GETI	(03) 6233 3020
John Klapsis (Security)	572 or Speed Dial 09
Ben Hughes (Police)	572 or Speed Dial 10
Police Switchboard	6230 2290

* *Contact for International Students*

(To Speed Dial press 'Feature' → '0' → then Speed Dial number)

Out of Hours Alert Emergency Services – 000

Out of Hours Contacts:

Garry Dance until 10pm Mon -Thurs or until 7.15pm Fridays
0427 345 619 (Speed Dial 90)

Contact Julie Crawford after 10pm Mon -Thurs or after 7.15pm Fridays
0418 588 709 (m)

GETI out of hours (03) 6231 1003

*First Aid Officers

John Klapsis ext 572 or Speed Dial 09
Oliver Close ext 579 or 0409 314 878
Steve Cameron ext 579 or 0400 892 012

First Aid Kits

A Block	Main Office Staff Room (A304)
B Block	Top Prep Room (B307) Middle Staff Room (B213) Bottom Domestic Kitchen (B106)
D Block	Staff Room
F Block	First Aid Room
Gymnasium	Store Room
K Block	Playgroup Store Room Weight Room
LRC	Staff Area
FTC	Top Staff Room (T303) Middle Staff Room (T207)

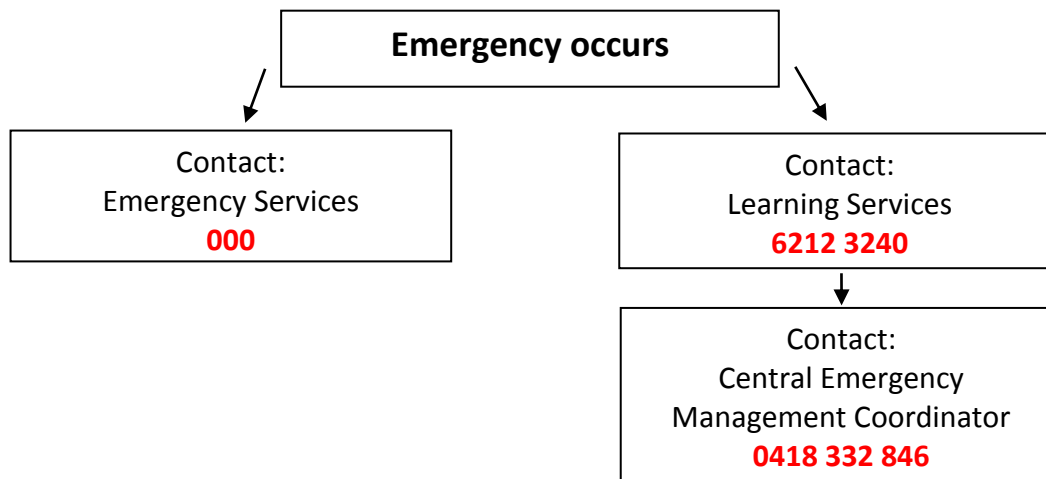
**Two spare kits in 'F' Block for college excursions.
One in the bus.**

CRITICAL INCIDENTS

Emergency Immediate Response Protocols

Key Contacts

Central Emergency Management Co-ordinator	0418 332 846
Learning Services, South	6212 3240



Responsible person	Task / Outcome
Level 1 – Local Response (Incident managed by school/college)	
Principal (or nominee)	Determine the nature of the incident and take immediate appropriate action (See Critical Incident and Emergency Checklists). Contact: (a) Police/Ambulance/Fire Brigade if appropriate. (b) Guidance Officer and Social Worker allocated to your school/college to assess needs and provide response.
Principal (or nominee)	Contact General Manager or nominee to provide summary of incident and actions taken.
General Manager (or nominee)	Decide whether incident is reported to Central Emergency Management Co-ordinator for information.
Level 2 – Emergency Requiring More Support (Incident managed by school/college with support from Learning Services and with assistance from broader departmental/State resources as required, i.e., community groups and other schools).	
Principal (or nominee)	Determine the nature of the incident and take immediate appropriate action.
Principal (or nominee)	Contact General Manager or nominee to seek additional support.
General Manager or nominee	Arrange appropriate additional support from the Learning Services. Contact Central Emergency Management Co-ordinator for the provision of any appropriate central support. Provide briefing to Secretary.
Central Emergency Management Co-ordinator	Co-ordinate appropriate central support and appropriate support from State resources (if required). Contact and provide full briefing to relevant Department officers.