Improvements to Evacuation Procedures

Since Robert Cross commenced with us in the Fire Services team, he and John Hudson have been busy upgrading the University’s arrangements associated with emergency response. For example they have updated the Emergency Procedures Manual. [http://mams.rmit.edu.au/zsddvhg3iyb8.doc](http://mams.rmit.edu.au/zsddvhg3iyb8.doc) Some of the other important changes they have organised and of which staff should take note are:

- the relocation as far as practicable of Assembly areas to ensure evacuated persons do not need to cross major roads
- the systematic installation of Emergency Control Organisations (ECOs) for each building throughout the University
- a comprehensive program to train new and to re-train existing Wardens (refresher training now on an annual basis)
- the provision of high-resolution vests and caps to identify Wardens
- improvements to Warden procedures (for example that, where possible, Wardens operate in pairs)
- an Emergency Procedures website is underway
- Evacuation Drills are now always preceded by a Warden briefing and followed with a de-brief. Evacuation Drill Reports are prepared and distributed as appropriate

REMINDERs : “Golf-style” or ‘stick umbrellas and food/drink are not allowed to be taken into stairwells during an evacuation. Do NOT chock doors open. The names of persons who refuse to evacuate a building will be passed to the Fire Engineer.
Staffing Issues

<table>
<thead>
<tr>
<th>Appointment: Andrew Hicks</th>
<th>Senior Project Manager</th>
<th>Projects Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillip Hinkley</td>
<td>Service Assistant</td>
<td>Maintenance Operations – Facilities Services</td>
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**P.S. Have You Heard** sends best wishes to everyone with a **Birthday** in October….Jim Tigas, Alan Hart, Glen Wright, Ian Heywood, Laurie Hill, Graham Bell, Bonnie Pratt, Chris Box, and anyone we’ve missed.

**GET WELL WISHES** to any staff or to the family members of staff who may not be in the best of health at the moment or are recovering from operations or accidents.

http://www.rmit.edu.au/pc/openprogram

A selection from the University’s Open Program schedule of training courses for (late) **October & November**:

- O H & S Risk Assessment Training
- Risk Management
- Time Management
- Workplanning and Supporting General Staff Performance and Career Progression
- First Aid CPR Refresher
- Sharpen your editing and proofreading skills

Senior Project Officer **John King** was honoured recently when awarded Life Membership of the **North Melbourne Football Club**. The Award recognises John’s contributions to the Club for over two decades where he served as Assistant and then Head Trainer to the team.

His Membership puts him in illustrious company including football luminaries Dr Allen Aylett, Ron Barassi, Keith Greig, Ross Smith and Denis Pagan but also, from other walks of life, politician Arthur Caldwell, sports commentator and television producer Ron Casey and jazz great Frank Trainor.

John’s dedication to fitness and his support and development of the Club are to be admired and his Life Membership is a fantastic achievement – Well Done John!
Janet Burton presents Brad Bartlett with the Peter Wilson Memorial Golf Trophy to celebrate Brad’s win in last year’s Golf Day. Well Done Brad! Speaking of Golf Days …… see following notice for the 2007 Annual Golf Day and BBQ Event.

And yet another Award winner ….. this time, Space Management’s Terry Lawler has bagged a bronze for her part in the successful Women’s Over 45’s basketball team (“Myths and Legends”) which secured third place in the 2007 Master’s Games. Well Done Terry!

Terry has actually played basketball for quite some time, over 30 years in fact and her involvement in the Master’s competition encouraged her to break out of a ‘retirement’ from the game – after 13 years with Dandenong, which led to her team’s entry in the Masters Games.

The Games encourages extended participation in sport by people over 35.

Now that the winner of the 2006 Golf Day competition (Brad Bartlett) has been awarded with the trophy, it is time to organise the 2007 event.

Given that it is already October and that December is often consumed with other activity, Wednesday the 7th of November has been suggested.

This is the day after Cup Day. Prizes offered for categories other than just the winner.

Additionally, the Albert Park Golf Course has been recommended since it is closer and players may knock over the holes faster.

The course has BBQ facilities. Fees are $19 for 9 holes, (payable in advance).

Please advise me if you are interested in playing golf and/or attending the BBQ on the 7th by c.o.b. Tuesday 23 October.

I will need to make a booking on the 24th.

Thanks.

Chris Box
ext 52797
Roy ("the Italian") Notini, Nicole ("Legs") Eaton and Chris ("the Architect") White don’t seem too concerned about their incarceration at a Melbourne Gaol recently!

Launch of the Crime and Justice Museum

Chris White, Graeme Martin, Roy Notini and Nicole Eaton were summoned to appear at the former Police Watch House on 16th October to celebrate with the National Trust of Australia the launch of their newest attraction the Crime and Justice Experience. The new experience combines a visit to the Old Melbourne Gaol, former City Watch House (an RMIT owned Building) and the former Magistrates’ Court (Court 1 in Building 20). On arrival, each guest was charged with an offence and processed which included having a photo taken. Following formalities the National Trust put on some Ned Kelly re-enactments.

There was a ribbon cutting ceremony in the morning undertaken by the Lord Mayor John So, where Janet Burton and Roy Notini represented RMIT.

Source: Nicole Eaton

Networking like it’s 1975 ....

Brad Bartlett, DSC’s Peter Datson and Chris Box let their hair down after the TEFMA Conference in Canberra recently.

The Conference ~ “Look to the Future” included a celebration of the 70’s as the theme for the last night’s Dinner.