



**EAST PRESTON ISLAMIC COLLEGE**

**EMERGENCY  
ACTION FOR  
VCE EXAMINATION  
CENTRE**

## Emergency Action Sheet for VCE Examinations

The EPIC emergency alarm system will make a sound like three long beeps when it is necessary to evacuate to the emergency assembly area.

- 1.** Stay calm, follow these instructions and take this laminated sheet and the attendance rolls with you when you leave the room.
- 2.** Note the time and quietly tell the students to put down their writing instruments and turn their response materials face down.
- 3.** Tell the students it is necessary to evacuate the examination room but they will not be disadvantaged and should listen carefully to your instructions.
- 4.** Tell them that when you instruct them to leave the room, they should do so without talking to each other or any other students and move in a quiet and sensible way to the either the Front Car Park: Assembly Area A or the College Oval Assembly Area B depending on which direction the threat is coming from (please see map below).
- 5.** Instruct the students to leave the room and wait until they have all departed. If you have time, inspect desks to verify students have left materials as instructed. Lock the doors as you leave and accompany the students to the assembly area. Try and ensure the students do not communicate with anyone.
- 6.** At the assembly area, monitor their behavior and, if necessary, remind them it is a breach of Examinations Rules not to follow your instructions to remain quiet. They must not consult books or notes.
- 7.** The school's Principal, Vice Principal and VCE Coordinator will liaise with the VCAA and advise you of when the examination can be resumed or otherwise.
- 8.** Please try and keep a record of events for inclusion in your Incident Report at the conclusion of the day. The VCAA will be keen to know exact times the events occurred, instructions given by you and the school, questions asked of you by students and your answers, names of individuals who disobeyed instructions and in what ways and for how long, and your observations of how individual students and the group as a whole seemed to handle the event.
- 9.** The Vice Principal and VCE Coordinator will assist with students in the Assembly Areas.

