



Schools Safety Statement

We look forward to welcoming your school to State Library Victoria!

The Library is committed to offering a safe and welcoming experience for schools whether you're attending a self-guided excursion, coming along to an onsite workshop, or joining us for a virtual program!

Below is some key information we've prepared to help you and your student's plan for your visit.

General information

- State Library Victoria is a **Child Safe Organisation**. We are accessible to everyone and welcoming to all. We are committed to being a child safe organisation with zero tolerance for child abuse, always acting in the child's best interests. Here you can find our [Child Safe Code of Conduct](#).
- We are a **COVID-safe Library** complying with Victorian Government guidelines. Please refer to our [COVID-Safe Library](#) to help prepare for your visit.
- All State Library staff have a valid Working with Children check or VIT registration.
- Teachers/group leaders will receive a booking confirmation and reminder email via Eventbrite. Here you will find clear and comprehensive information outlining what to do day of your booking.
- State Library Victoria has an active risk assessment register for onsite & online school programs which we continuously revise to reflect the Library's COVID-safe plan, by-laws and policies.

Onsite School Programs and Self-guided Schools Groups

- We offer scheduled session for both our facilitated and self-guided school programs. **Bookings are essential** for all school groups. Please refer to our [School programs](#) for further information.
- The Library provides a First Aid room and trained First Aid Officers (Security staff). In the event of a medical emergency, it is Library practice to contact Ambulance Victoria for assistance if required. Provision of adequate student and staff medical information always remains the responsibility of the teacher.

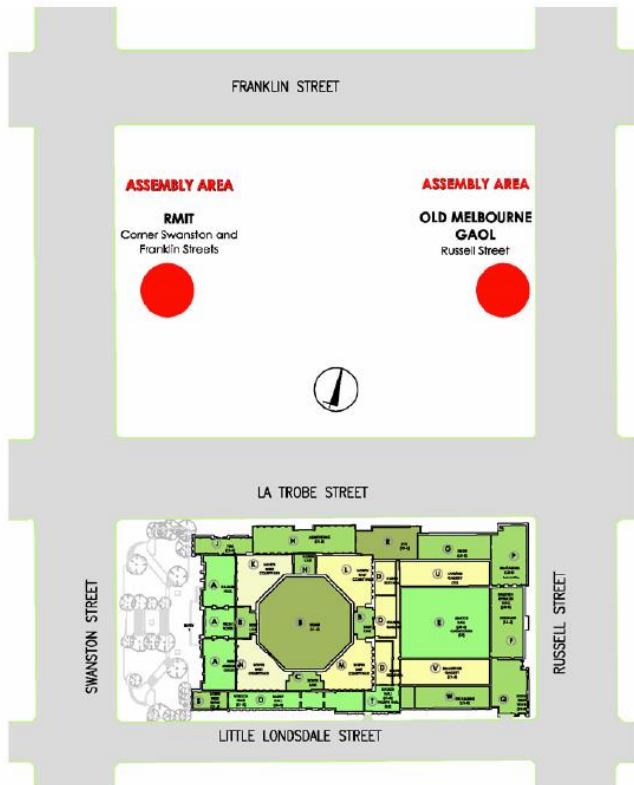
- In the case of a 'near miss' or an incident, the teacher in charge is to immediately report this to Library staff, who will file an Incident Report.
- In the case of an emergency, emergency alert and evacuation systems are in place. Library staff will advise and direct all visitors on appropriate action. Your class will be briefed about the Emergency Evacuation alert on arrival to the Library.
- Teachers always have Duty of Care responsibilities for their students. Please ensure your school brings enough Teachers or Supervisors to account for the number of students attending the library excursion. *Visiting schools must have 1 teacher per 10 students from Prep to Year 8 for the self-guided portion of your visit. Secondary Schools should follow the 1:20 DET staff-student ratio and have a minimum of 2 staff members accompanying the group.*

Online school programs: Student Guidelines

- State Library Victoria's programs celebrate all levels and abilities. Our programs are non-judgemental and respectful of all people. Sexism, racism, homophobia and discrimination of any form are not tolerated. Our guidelines for student participation are below:
- Respect other people's privacy. Please do not screen shot, photograph, or record any part of an SLV online event. Please note that we do not provide recordings of these sessions for IP and privacy reasons.
- Screen sharing and private chat functions will be disabled during the online event.
- Students are expected to engage respectfully with other students during the online event.
- Violent, aggressive, or intimidating behaviour is not permitted.
- If your students are Zooming in from home or their own device, please ensure that only the students participating have the Zoom details.

If you have any further questions regarding your upcoming excursion, please contact us at education@slv.vic.gov.au

Emergency procedures and evacuation information



**For ALL emergencies, contact the
Security Control Room
Dial 8664 7300
Ext 7300 if using internal phone**

The State Library of Victoria complex at 328 Swanston Street, Melbourne and its occupants are protected by an Emergency Warning Intercom System (EWIS).

The Emergency Warning Intercom System (EWIS) has two tones: the ALERT TONE and the EVACUATE TONE.

The **ALERT TONE** is designed to alert, either within a specific area or areas, or simultaneously throughout the complex. The Alert Tone is identified as:

BEEP BEEP BEEP BEEP ...

Upon hearing the Alert Tone, await instructions from the Public Address System.

At this stage of operations ALL OCCUPANTS of the complex should be on the ALERT for further instructions. The Alert Tone **does not** indicate immediate evacuation.

The Evacuate Tone is designed to notify all occupants of the complex to begin an immediate evacuation of their area, or in some cases, the entire complex. The Evacuate Tone is identified as:

WHOO WHOO WHOO WHOO ...

When you hear the Evacuation Tone, evacuate the building (unless the signal has been announced as a weekly test).

Follow the directions given by Staff or announced over the Public Address system and move to an external assembly area.

Anyone within the Library complex should immediately evacuate their area whenever the Evacuation Tone has been activated. In such cases, they should proceed to an external Assembly Area*.

WAIT AT THE ASSEMBLY AREA until the Chief Emergency Coordinator, delegate or uniformed Security Guard advises THAT IT IS SAFE TO RETURN.

*Assembly Area locations are shown on the back of these instructions

STAFF WORKING OUTSIDE NORMAL HOURS, should follow all directions given over the public address system and immediately evacuate the building if the Evacuation Tone sounds in their area.

IMPORTANT POINTS TO REMEMBER

- If you are in doubt about these procedures and the alarm sounds or if you believe you are in danger, **DO NOT WAIT** for instructions. Leave the building via the exit routes identified by EXIT signage.
- Go to an Assembly Area and wait there until the Chief Emergency Coordinator, delegate or uniformed Security Guard advises that it is safe to return.
- Where possible evacuate the building in a group, proceed in that group to the Assembly Area and stay in the group until the Chief Emergency Coordinator, delegate or uniformed Security Guard advises that it is safe to return.
- Take care when you enter the stairwells to ensure that you do not injure or impede any persons already in the stairwell.

ESSENTIAL STEPS:

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| 1. | ALERT TONE | Be prepared to evacuate the building |
| 2. | EVACUATE TONE | Evacuate the Building

Follow the directions given via the Public Address System and go outside to an ASSEMBLY AREA |
| 3. | ASSEMBLY AREA | Wait at the Assembly Area advised that it is safe to return. |