

From: SCC-Vic (State Controller Health)
Sent: Mon, 30 Mar 2020 17:58:01 +1100
To: Claire Febey (DEDJTR);StateEmergencyManagementCentre SEMC (DHHS);Braedan J Hogan (DHHS);Chris B Eagle (DELWP)
Cc: Personal Information (DHHS); Personal Information (DEDJTR)
Subject: Re: Evacuation Procedures Fact Sheet - for DHHS input and approval today

Thanks Claire,

I appreciate the effort you are putting in to get these processes in place.

I think it covers requirements, i will confirm with MFB agency commander in morning just to make sure there is nothing else pertinent we have missed.

Braedan will provide final guidance on PPC requirements and feedback from DHHS.

Cheers,

Personal Info

SCC-Vic (State Controller - Health)

State Control Centre | 8 Nicholson Street East Melbourne Victoria 3002

Personal Information

Email: sccvic.sctrl.health@scc.vic.gov.au | Web: <https://cop.em.vic.gov.au>

From: Claire Febey (DEDJTR) Personal Information @ecodev.vic.gov.au>
Sent: Monday, 30 March 2020 5:44 PM
To: StateEmergencyManagementCentre SEMC (DHHS) <semc@health.vic.gov.au>; Braedan J Hogan (DHHS) Personal Information @dhhs.vic.gov.au>; Chris B Eagle (DELWP) Personal Information @delwp.vic.gov.au>; SCC-Vic (State Controller Health) <sccvic.sctrl.health@scc.vic.gov.au>
Cc: Personal Information @dhhs.vic.gov.au>; Personal Information (DEDJTR) Personal Information @ecodev.vic.gov.au>
Subject: Evacuation Procedures Fact Sheet - for DHHS input and approval today

Chris, team

As you have flagged ordinary evacuation procedures should apply in each hotel.

However we have prepared additional advice for your consideration and authorisation on process adjustments to take into account the context of quarantine arrangements.

Can you please review the document and recommend any changes, as well as completing the highlighted section on PPE.

Can I please request that you respond on this by this evening so that we can circulate.

Many thanks

Claire

Government of Victoria, Victoria, Australia.

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From: Claire Febey (DEDJTR)
Sent: Mon, 30 Mar 2020 17:44:24 +1100
To: StateEmergencyManagementCentre SEMC (DHHS); Braedan Hogan (DHHS); Chris B Eagle (DELWP); sccvic.sctrl.health@scc.vic.gov.au
Cc: Coralie Hadingham (DHHS) Personal Information (DEDJTR)
Subject: Evacuation Procedures Fact Sheet - for DHHS input and approval today
Attachments: Evacuation Procedures Fact Sheet.docx

Chris, team

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However we have prepared additional advice for your consideration and authorisation on process adjustments to take into account the context of quarantine arrangements.

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Hotel evacuation – Fact sheet

Evacuation processes

- **Evacuation processes will follow pre-existing policies of each hotel**, including agreed meeting points, order of exit, use of stairwells.
- The **Hotel Duty Manager (details below) at each hotel will oversee the evacuation process**, including instructing DHHS/DJPR and government contractors.
- **DHHS/DJPR and government contractors will assist the Hotel Duty Manager** to conduct building evacuations.
- **Evacuation processes will be adjusted** to minimise risk of COVID-19 transmission.
- The **Hotel Duty Manager should instruct security to ensure compliance** with adjusted processes and physical distancing.

Process adjustments

There will be two process adjustments to adhere with COVID-19 directives, with those in quarantine evacuating asked to:

- **Put on their P95 masks before evacuating their rooms**, if it is safe and practical to do so.
- **Observe physical distancing of 1.5m**, to the extent that it is safe and practical to do so.

All process adjustments will be included in evacuation announcements.

Personal Protective Equipment (PPE)

All people who have been quarantined have been given access to limited PPE, including P95 facemasks.

Hotel Duty Managers at each hotel are responsible for monitoring PPE levels and reporting back to the DHHS and DJPR contact.

In the case of an evacuation, each hotel will have allocated PPE to be used by hotel staff who need to interact with those who are quarantining.

[Need DHHS advice on proper use of PPE so as not to waste]

Key Contact List

[Awaiting information from DF and DG around Hotel Duty Manager contacts]

Hotel Duty Managers

First tranche (DJPR: Donna Findlay - Personal Information**)**

- Crown Promenade: **XXX**
- Crown Metropol: **XXX**

Second tranche (DJPR: Personal Information - Personal Information)

- Crowne Plaza: **XXX**

Third tranche (DJPR: **XXX)**

- Pan Pacific: **XXX**
- Park Royale: **XXX**

Fourth tranche (TBD)