



**MANNINGHAM**  
UNIVERSITY OF THE THIRD AGE

# **Tutors Handbook 2021**

## **U3A MANNINGHAM - SPECIAL BULLETIN TO TUTORS**

We have had a challenging time and are now enjoying getting back to our classes in our various venues in a safe and measured way. It will take time and patience to get everything in place. As usual, our Tutors are central to almost everything we do at U3A Manningham and this will certainly be the case in 2021.

Everything we put in place for 2021 will be in accordance with the Victorian Government regulations. Our COVID Safe Plan, which has been lodged with, accepted and endorsed by Manningham Council, gives the basic procedures that we will follow at all times. Copies of this Plan may be obtained from the Office. I am very grateful for all the assistance I have received from Council Officers.

### **Special Bulletin No 2 to Members dated 11<sup>th</sup> January 2021**

Please read this carefully. This Bulletin sets out the general requirements for our return to The Pines and other venues.

### **Classes not commencing at the beginning of Term 1**

See U3A Manningham website for this list. Our COVID Safe Plan does not allow for these classes to be conducted.

### **QR Codes and maximum numbers in rooms**

We have a U3A Manningham QR Code and all members entering our rooms at The Pines will be required to register on the QR system. We will therefore be able to have one person per 2 square metres in each room. (A paper rather than QR record would mean that the capacity of each room would have to be halved.)

We have quite a number of classes with enrolment numbers above these maximums. Many are only slightly over but a few are well over the maximum allowed.

Tutors of classes in rooms with more class members than allowable spaces should consider the following:

1. Keeping the class on Zoom for the time being.
2. Seek a room change to obtain a larger room- providing one is available.
3. Divide the class into two groups and have one week and one the next.

The classes not commencing at the beginning of Term 1 may enable some classes to move to larger rooms.

Curriculum Manager, Milly Ching, will assist Tutors in these matters.

David Jensz  
PRESIDENT

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## IMPORTANT DATES

<b>TERM DATES 2021</b>	<b>Term 1</b>	1 February	1 April
	<b>Term 2</b>	19 April	18 June
	<b>Term 3</b>	12 July	17 September
	<b>Term 4</b>	4 October	3 December

<b>TUTORS' MEETINGS</b>	Tutors' Meetings	Wednesday, 27 January. 9am and 10.30am	Pines Function Room
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## HOLIDAYS & SPECIAL DATES

### TERM 1

Labour Day Holiday	Monday, 8 March
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### TERM 2

Annual General Meeting	Date to be advised.
Class Representatives Meeting	Wednesday, 12 May 3.pm – 4.20pm
Queen's Birthday Holiday	Monday, 14 June.

### TERM 3

Senior Citizens Celebrations	Date to be advised
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### TERM 4

Melbourne Cup Holiday	Tuesday, 2 November
Artistic Showcase	Wednesday, 17 November 10am - 3pm
uniFEST	Thursday, 25 November 12noon - 3:30pm

## NEWSLETTERS

Copy Deadline - Friday	12 February	23 April	23 July	8 October
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**Note: 'Thank You' luncheons for Tutors will probably not be held this year because of COVID restrictions. If there is any change to this, Tutors will be advised.**

**U3A Office Telephone: 9894 5955**

Email: [manunipines@gmail.com](mailto:manunipines@gmail.com)

Website: [www.u3amanningham.org.au](http://www.u3amanningham.org.au)

## COMMITTEE OF MANAGEMENT

David Jensz	President	Conflict resolution and OH&S
David McNamara	Vice President	Accommodation and external venues
Alita Mossop	Secretary	Member records and correspondence
Quintin Coutinho	Treasurer	Management of financial affairs
Milly Ching	Curriculum Manager	Curriculum, new room bookings
Tanya Gogorosis	New Courses	Assist with new courses
Robyn Buttlng	Office Manager	Manages the U3A Manningham office
Jillian Gange	Communications Manager	Communication, newsletter editor and publicity
Terry Smith	Equipment Manager	Equipment purchases and repairs
Warwick Wright	Enrolment and Data Manager	Oversees enrolment and data management

## OTHER CONTACTS

The following members may be contacted via U3Amanningham e-mail or the pigeon holes in the office.

Barbara Spagnolo	Tutor Coordinator	Maintain and update tutor records. Liaise with tutors to appoint associate tutors, dance assistants and substitute tutors Maintain a database for tutors for priority enrolment levels. Update years of service for preparation of tutor certificates. Organise tutor meetings Gather and collate tutor forms for courses (Tutor forms given to Milly)
	Assistant Tutor Coordinator	Assist Tutor Coordinator in updating Tutor Handbook. Take minutes of Tutors Meetings. Assist Tutor Coordinator as needed.
Colleen Danaher	Computer Tutor Coordinator	Meet with Computer Tutors and handle their queries and problems. Liaise with Tutors to appoint Computer Tutor Assistants. Maintain database of computer tutors, assistants and substitute tutors for priority enrolment levels
Heather Johnson	Class Representative Coordinator	Liaise with tutors re the appointment of class reps and deputy class reps. Maintain database of class reps and deputy class reps for priority enrolment levels. <del>Hold meetings for Class Reps and Deputy Class Reps</del>
Cynthia Fan	Deputy Class Rep Coordinator	Assist Class Rep Coordinator in the duties described above.
<del>Shirley Fung</del>	New Course Coordinator	Develop new courses; contact potential new course tutors.
Pauline Dinatale	Seminar and Workshop Coordinator	Develop workshops and seminars, contact potential presenters.
Foong Sim Chin	Migrant English Tutor Coordinator	Coordinate, teach and evaluate the Migrant English Course. Match students to appropriate tutors. Organise meetings with Migrant English Tutors. Maintain data base of these tutors for priority enrolment levels.
Greg Johnson	Technology Support	Support for computer class tutors.
Heather Ambrose	Volunteer Coordinator	Seeks to identify volunteers with appropriate skills to fill vacant management positions (including deputies). Makes recommendations to COM regarding volunteers with managerial skills. Contributes recommendations regarding priority listings.
Ken Hosking	Mobile Phone and iPad Coordinator.	Coordinate one-on-one iPad and Mobile phone course. Match student to appropriate tutor, one-on-one. Organise regular meeting with tutors. Liaise with computer coordinator for priority enrolment levels.

## ROLE OF THE TUTOR

U3A Manningham follows the general pattern of most U3As in its organisation and approach to the running of courses. It invites offers from people willing to be tutors, negotiates details of the courses then offers the courses to members. A class is conducted if enough enrolments for it are received.

### Tutors:

- Determine course content in response to members' needs and interests.
- Volunteer their time and expertise for which no payment of any kind is made to them.
- Are asked to refrain from using this organisation for any private business or commercial gain.
- Complete an enrolment form so they are registered as members for insurance purposes.
- Will receive newsletters, may vote and may participate in other classes.
- It is your responsibility to read and understand the following policies that can be found on website [www.u3amanningham.org.au](http://www.u3amanningham.org.au) under 'About Us'. Particularly those in bold type.

## OUR CONSTITUTION AND POLICIES

[Constitution](#)

[Code of Conduct Policy](#)

[Privacy Policy](#)

[Anti-Discrimination Policy](#)

[Accommodation Policy](#)

[Assistance to Outside Entities Policy](#)

[Bullying Policy](#)

[Conflict of Interest Policy](#)

[Enrolment Policy](#)

[Grievance Policy](#)

[Health & Safety Policy](#)

[Membership Policy](#)

[Member Awards Policy](#)

[Risk Management Policy](#)

[Sexual Harassment Policy](#)

[Class Reps Booklet](#)

[Emergency Procedures](#)

## COPIES OF THE ABOVE DOCUMENTS & POLICY INFORMATION

are kept in the U3A Office for your information.

## ACCESS TO WI-FI

Tutors and Class Reps can now access Wi-Fi for U3A matters. It is not to be used for personal use. To gain access to the password required, please email [office\\_manager@u3amanningham.org.au](mailto:office_manager@u3amanningham.org.au) Include your name and class with this request. The password will be emailed to you.

## CLASS OPERATION

### CHANGES TO CLASSES

Changes to class times and venues may be made if:

- Curriculum Manager approves
- Class members are informed in advance and agree
- The U3A office is informed
- The Class Representative informs members.

### CLASS REPRESENTATIVES

Tutors appoint a Class Representative and Deputy Class Representative at the first session to help in running the class. Their role is outlined in the Class Reps Guidelines (found online - refer page 6). The Tutor explains the role then asks for volunteers. **Both must be computer literate and be able to complete attendance lists online.**

### GETTING STARTED

The Tutor returns Class Rep nominations form to the Class Rep Coordinator after the second class. Appointed Class Reps will receive notification that they can access MyU3A to mark attendances. Class Reps log-in with their current Member Log-in when indicated at Tutors Log-in.

Further information:

Courses page: <http://u3amanningham.org.au/courses.html>

Scroll to bottom to find three buttons.

[Tutors Log-in](#) [Tutor Help](#) - [Class Reps Booklet](#)

[Tutor Help](#) describes how to mark attendance on the MyU3A system

### ATTENDANCE RECORDS

Attendance records are essential for emergency evacuation and administration purposes.

Two copies of a list of enrolled class members will be placed in each Tutor's pigeonhole at the beginning of each term (one for Tutor and one for Class Representative).

It is important that:

- Class Rep records attendance, no matter where the class is held. Class Rep must use the paper class roll to record attendances for that class online.
- If the Class Rep and Deputy Rep don't attend a class then the Tutor marks attendance.
- Class Reps check for new enrolments online before each session.  
Any new class members can then be entered on the class list.
- Only the Enrolment Team can add new members.

The **original** copy of the attendance record must be returned to the class pigeonhole after the last class of each term, including Term 4. Please ask your Class Rep to do this.

Priority levels will not be given to Class Reps and Deputy Class Reps who do not complete the online attendance records.

### PRIVACY GUIDELINES

U3A must now comply with privacy legislation requirement. Tutors are advised that any details of members may be used **only** for U3A purposes. Tutors will find a privacy statement at the bottom of all documents with member details. When Tutors send emails to class members, use bcc (blind carbon copy) to maintain privacy of email addresses.



## **NAME TAGS**

U3A requires all members (including Tutors) to wear the issued name tag, which must have emergency contact person and medical details on reverse side. The tags are to be worn while attending U3A activities at all venues. This also makes it easier for members to get to know each other.

## **MOBILE PHONES**

Tutors and/or Class Reps are asked to remind class members to switch off their phones or put them on silent mode.

## **OPEN CLASSES**

From time to time, particularly during Senior Citizens' Week, we are called upon to offer an opportunity for the wider community to access U3A. It is hoped that, where appropriate, Tutors will agree to have visitors to their classes or to arrange for guest speakers.

## **ASSISTANCE FOR TUTORS**

The Tutor Coordinator is happy to discuss issues or difficulties Tutors may have with class organisation, accommodation, equipment or any other matters relevant to the conduct of classes.

## **ASSISTANTS**

Three types of assistants are available to Tutors:

- **Substitute Tutors** can be appointed by Tutors to cover an absence.
- **Associate Tutors** are used in Strength Training and Tai chi classes to assist the Tutor. They are also trained to run the class in their own right throughout the year
- **Computer and Dance Assistants** are used in computer classes and dance classes. They also should be able to run the class in their own right.

At the end of each term, the Tutor Coordinator will email you asking you if any **Substitute Tutors** have been used in your class. If so, please provide the names, ID's of the substitutes used and the name and number of the classes. Without this, Substitute Tutors will not receive priority for the following year.

Please ensure that you liaise with the Tutor Coordinator prior to appointing **Tutor Assistants** and **Associate Tutors**.

## **NEW TUTORS**

All new Tutors will be inducted by the Tutor Coordinator and mentoring will be offered as required.

## USE OF FURNITURE AND FACILITIES

### FURNITURE

Chairs and tables need to be put away at the end of each session unless you have an agreement with the following class.

At the end of the day all furniture must be put away as community groups use these rooms.

### DAMAGE

Because the rooms will be leased to other users after hours, Tutors are asked to be vigilant in regard to any damage to the building, furniture or to equipment. If you have a class at the start of the day, please take a few moments to examine the classroom for any obvious signs of damage or misuse. This is particularly important if you are using the PFR (Pines Function Room) where the surface of the floor occasionally shows signs of ill-usage.

Please report anything significant to the President via the office - details on page 3.

Record any equipment faults in the book in the office. For urgent requirements put a note in the Equipment Officer's pigeonhole.

### CLASS MATERIALS AND EQUIPMENT

Class equipment is available through the equipment officer. A booking diary is kept in the office. Items include overhead projector, portable speaker & microphone, television, video player/recorder, and CD players. Materials such as whiteboard markers are available at the office. If major items of equipment are required, please complete a requisition form and submit to the Curriculum Manager (via pigeon hole) for consideration by the Committee of Management. Do not purchase prior to receiving approval.

Special class materials for use by Tutors (up to the value of \$100 per year) may be purchased. The \$100 limit includes phone calls from home. Please complete a reimbursement claim form, attach receipt/s and/or the phone call record sheet and pass these on to the Curriculum Manager. A copy of this form is included in your manual. Banking details must be provided for every claim.

**Please note: all purchases exceeding \$100 must receive prior approval from the COM via the Curriculum Manager.**

Class members will cover costs for photocopying of class notes and all expendable materials such as video hire, texts for language classes, art and craft materials plus equipment such as tennis racquets and balls, plus playing cards. Costs for tokens of thanks to tutors and guest speakers will also be covered by class members. The Class Rep will collect this money.

### EQUIPMENT

If you wish to use any of the classroom equipment provided, please fill in the Equipment Bookings book located in the office. If the equipment is already booked, please contact the Equipment Officer (via office- page 3). Support is available for Tutors using equipment. A daily roster of helpers is kept at the office to assist with equipment if needed.

### PHOTOCOPYING

- is not for private use
- is only carried out by Tutors, Class Reps, Deputy Class Reps or office staff.

To request instructions on using the photocopier, please email [office\\_manager@u3amanningham.org.au](mailto:office_manager@u3amanningham.org.au).

**All photocopying must be recorded in the 'Class Photocopying' folder located near the photocopier.**

Photocopying for class purposes will be paid by class members at 5c per printed side. The Tutor or Class Rep is responsible for calculating the costs for each class member and for collecting this money and keeping a record. Payments are to be made at the office at the time of photocopying. A receipt will be issued to you for amounts over \$5.

## **MIGRANT EDUCATION PROJECT**

Members of U3A volunteer to train as tutors of English Conversation. The training consists of six 2½ hour sessions and on completion the Tutors make themselves available to migrants who apply for tuition through U3A. Sessions usually run for an hour a week, are on an individual basis and are arranged by the Tutor and the student at a time and venue that is mutually acceptable.

Members of U3A are welcome to volunteer for training as a tutor and are also encouraged to pass on names of any migrants they know who would benefit from the program and wish to undertake it.

**This can be done by contacting Coordinator of Migrant Education or leaving a message with your name and telephone number at the U3A Office (9894 5955).**

## **HEALTH AND SAFETY GUIDELINES**

Tutors, particularly those who take Health and Fitness classes, are advised to caution members and give general advice on how to minimise risk to themselves during class activities.

Hence members:

- should participate according to their own estimation of their capability
- be participating at their own risk
- might not be able to participate fully in some movements or exercises
- need to understand that in the event of a health incident or injury a call may be made to 000 for emergency assistance unless the member concerned indicates otherwise
- are responsible for completing the emergency details on the back of their name tags and
- wear their name tag at every class.

By complying with the above, Tutors will satisfy the 'best endeavors' and 'duty of care' requirements of U3A insurance.

Tutors and office staff workers need to be aware of the location of the First Aid kit and the nearest fire extinguisher in the building you are in. Also, in the event of an emergency evacuation you will need to move to a chosen assembly point away from the danger zone. Take a walk with your class to the safe zone. Do this at the start and middle of the year. Ensure new members to your class are made aware of this information when they join your class.

## **IN THE EVENT OF AN INCIDENT**

Any incident regarding a member's health no matter how simple or complicated, should be entered in the Incident Book kept in the U3A office. All incidents must be reported within 24 hours.

Tutors who take classes outdoors should ensure that they or someone in the group has a mobile phone. If you are unable to enter the incident in the Incident Book that day before the U3A Office closes, notify a member of the Committee of Management and then enter it in the Incident Book as soon as possible. Please take an Incident/Accident form with you to external venues to complete in case of accident. A basic First Aid Kit would also be useful at these venues. For the complete policy refer to online policies.

## INCIDENT REPORT PG 1.

### Manningham U3AInc. Incident / Accident Report

(to be completed on day of incident / accident)

Male / Female

U3A Report Number : \_\_\_\_\_

U3A Member

Yes / No

Date and Time of Accident: \_\_\_\_\_

Name of person involved: \_\_\_\_\_

Address: \_\_\_\_\_

TEI

:

Place / Location: \_\_\_\_\_

Details of Incident: \_\_\_\_\_

Action Taken (e.g. Treatment, Doctor, Ambulance, Hospital etc.).

Next of Kin Advised: \_\_\_\_\_

NOTE: In the event of an accident / injury, general members must use their own medical insurance. If someone else is legally liable for the injury, public liability insurance may be activated.

SIGNATURES: \_\_\_\_\_

Person Reporting: \_\_\_\_\_

Tel: \_\_\_\_\_

(Tutor/ Asst. Tutor/ Asst. Leader)

Witness: \_\_\_\_\_

Person/ patient Affected: \_\_\_\_\_

DATE AND TIME THIS REPORT WAS

COMPLETED: \_\_\_\_\_ TIME: \_\_\_\_\_ ~

DATE: \_\_\_\_\_

FOR OFFICE USE ONLY:

Report ORIGINAL:

To be filed in the U3A Incident Report Folder

using next Report Number in sequence

4 photocopies required: - One copy given to person involved

- One copy forwarded to President

- Two copies forwarded to Secretary

PTO

## INCIDENT REPORT PG 2

MANNINGHAM U3A Inc.

### INCIDENT REPORT PROCEDURES.

		LOCATIONS.	ACTIONS	
TIME	VENUE		FRONT OFFICE	EXECUTIVE
FRAME	OFFSITE !CLASSROOM			or
COMMITTEE	OFFSITE			
	INCIDENTS CLASSROOM			
	REPORTED TO TUTOR.			
SAME DAY	INCIDENT REPORT COMPLETED BY TUTOR AND MEMBER AND DULY SIGNED.		Incident report returned to front	
			office Incident report allocated next in sequence report number	
			report photocopied for 3 copies	
Within 24 Incident hours			Original filed in Office Report Folder	
			One copy given to member	
			Involved One copy forwarded	
			to President One copy forwarded to	
			Secretary	
				Incident report copy reviewed
				Recommended action noted, dated, signed
				A copy of the report then forwarded to Secretary for action
Within one				

## **PHYSICAL/SENSORY IMPAIRMENT**

**Tutors please note and let class members know these simple rules.**

- Independence is of vital importance to all members. Please respect the efforts of members with special needs to be independent.
- If you believe members need assistance, introduce yourself and ask them how you can assist them. If they want to clear up after a class do not try to stop them.
- Check that everyone is sharing the work, as it is everybody's responsibility.
- If you are able to assist with transport please inform the Tutor.

**To assist those with vision impairment**

- Face the person. Get his/her attention.
- Introduce yourself so that they are aware that you are there.
- Do not cover your mouth.
- Speak in a normal voice. Do not shout.
- Do not speak too quickly.
- Do not turn away when you are talking.
- Ask how they prefer to be assisted. For example, ask if you should hold their arm or they prefer to hold your arm whilst you are guiding them so that they feel comfortable and safe.
- A guide dog is trained to ensure a vision impaired person's safety. Do not pat or distract the dog while it is working. A guide dog must keep his/her eyes on the road and his/her mind on the job.
- Please do not touch the person. Introduce yourself and ask him/her if you can be of assistance to him/her.

**To assist those with hearing impairment:** (1 in 3 aged 60+ will be in this category!)

Hearing Enhancement Equipment has been purchased by Manningham U3A. Instructions will be with the equipment, but Tutors who present lecture type classes are asked to avail themselves of the training which will be provided.

**To assist people using special equipment such as a wheelchair, walking frame or walker**

If the above equipment needs to be moved, introduce yourself to the owner and explain why it needs to be moved. Do not begin to move the member without their permission, as they may prefer to move without assistance. Ask how you can be of assistance.

## **RECOMMENDED PROCEDURE IN AN MEDICAL EMERGENCY**

### **AMBULANCE:**

### **Call 000**

**Advise location of U3A.....**

**Is it at another location?**

**REFER TO FOLLOWING LIST**

**The Pines Living and Learning Centre  
Unit 2 / 520 Blackburn Road  
Doncaster East. 3109**

### **1<sup>st</sup> traffic lights on Blackburn Road north of Reynolds Road**

If ambulance officers are required, they like to speak directly with someone on the scene.

It is best if the "000" call is made close to the patient for an accurate account of the patient's current medical status.

i.e.     Is the patient conscious?  
          Is the patient breathing?  
          Is the patient responsive? (Sometimes these questions need clarification.)

### **U3A MEMBERS**

Assistance from class members: (dependent on type of incident)

- Two people should remain with and assist the patient
- Two others to help (gofers)
  - To – call "000"
  - To – inform the office
  - To – request attendance of a 'first aider' if one is available
  - To – obtain articles to assist if required – defibrillator, first-aid kit, blanket, pillow, etc.
  - To – guide the paramedics to the patient
  - To – raise the correct Incident Report information (Tutor or Class Rep).

**Anyone without an active role should leave the area.**

**Tutor to dismiss class.**

**The patient's privacy should be respected at all times.**

**Spectators asked to move away.**

If the patient is to be transported to another location, their belongings should accompany them. Hand bags and brief case may contain needed medications.

Next of kin or 'Significant Other' should be notified by the Tutor or Class Rep.

## EMERGENCY EVACUATION PROCEDURES

In the event of an emergency at the Pines the order to evacuate the building will be announced over the PA system and delivered via speakers in the classrooms and the Pines Function Room.

**A staff member of Pines Learning will act as Chief Fire Warden.**

The U3A trained fire wardens are David Jensz, Geoff Sheldon and Terry Smith. If one of them is on the premises they will oversee the evacuation of U3A area. If they are not present, a member of the office staff on duty at that time will take the role. The fire wardens will be wearing a **red** or **white** hard hat and should be clearly identifiable.

Evacuation of individual classrooms and the PFR will be the responsibility of the Tutor in the room at the time the evacuation order is given. The Tutor's role can be summarized as follows:

**In order to be in a position to effect a successful evacuation, it is important for all Tutors to acquaint themselves with the emergency evacuation diagrams posted in the building in which their class operates.**

**The evacuation diagram for the Pines building is shown in this Tutor Manual. Comparable evacuation diagrams and information are to be found in all other venues used by U3A Manningham.**

### IN THE EVENT OF A FIRE AT THE PINES

1. Tell everyone to proceed to one of the emergency exit(s). The emergency exit(s) to be used will be broadcast over the PA system depending on the location of the fire. Tell the class to remain together and to assemble at the emergency assembly area specified over the PA system. Ensure that you have the class attendance sheet and that the classroom door is **closed** after the last person has exited.
2. The Tutor should ensure that the class group remains together at the designated assembly area while the Tutor and the Class Rep check that all class members have been accounted for.
3. The Tutor or Class Rep will then report this information to the person overseeing the evacuation.

### IN THE EVENT OF A BOMB THREAT AT THE PINES

1. Tell everyone to take their bags and proceed to a safe area about 200 metres from the building. If possible, evacuate to an area behind other buildings. Tell everyone to remain together so that everyone can be accounted for. Take the class attendance sheet and ensure that the classroom door is left **open** after the last person has exited.
2. The Tutor and Class Rep will then check that all members of the class have been accounted for.
3. If it is safe to do so, the Tutor or Class Rep will report this information to the person overseeing the evacuation.

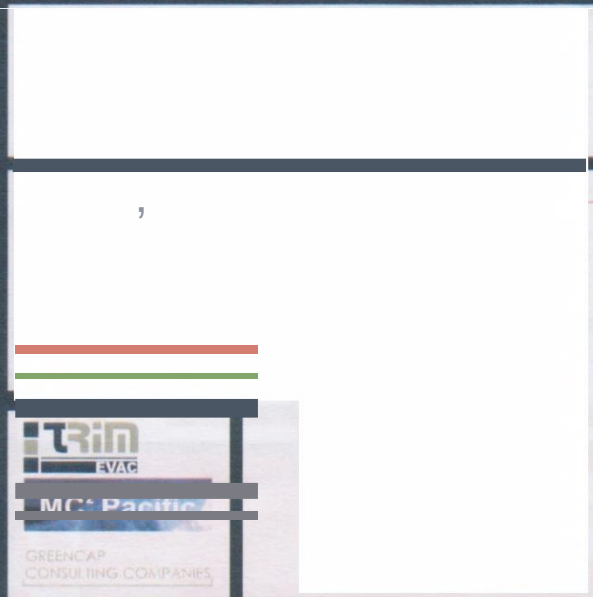
These are the **only** responsibilities that the Tutor is asked to accept. Tutors are **not** expected to take control of the emergency, fight fires or attempt to contain a fire. Your individual safety is paramount. Tutors are requested only to ensure the orderly evacuation to a safe place for all members of their class.

**PEEP's** are individualised emergency plans designed for mobility impaired occupants or visitors who may require assistance during an emergency. The forms are available on the U3A website under newsletters and forms

**WHATEVER VENUE YOU FIND YOURSELF IN, THE ONLY PRIORITY IS FOR YOU AND YOUR CLASS MEMBERS TO EXIT THE BUILDING SAFELY.**



# EVACUATION DIAGRAM

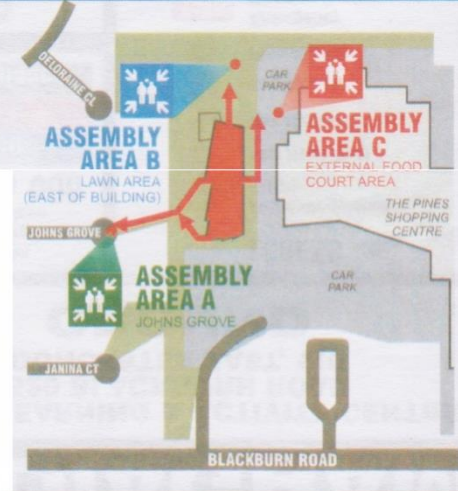


## EVACUATION PROCEDURES

### FIRE AND EMERGENCY OPTIONS IN CASE OF FIRE

- |          |  |  |
|----------|--|--|
| <b>R</b> | <b>REMOVE PEOPLE FROM IMMEDIATE DANGER AREA</b><br>Continually assess the situation, do not put yourself or others risk (Do not obstruct Exits and/or Exit Routes) |  |
| <b>A</b> | <b>ALERT OTHER PEOPLE IN VICINITY OF THE FIRE/ EMERGENCY</b><br>Dial 000 and ask for Fire Brigades/Service   |  |
| <b>C</b> | <b>CONFINE FIRE/SMOKE</b><br>Close doors behind you and where practicable, windows also (To contain smoke/fire)  |  |
| <b>E</b> | <b>EVACUATE</b><br>(Extinguish/Contain Fire. If trained and if safe to do so, operate appropriate extinguishers)   |  |

## SITE PLAN



CIM5510 DATE ISSUED: 15/08/2013

VALIDITY DATE: 15/08/2018

VERSION 1.1

## EVACUATION DIAGRAM U3A MANNINGHAM

<b>Requestor's Full Name</b>	<b>MEMBER'S ID:</b>			
Items and Reason for Purchase				
Items	Reasons (25 <sup>th</sup> anniversary, tutor, office supplies, petty cash, etc)	Cost \$	Qty	Amount Claimed
1.				
2.				
3.				
4.				
<b>TOTAL AMOUNT CLAIMED:</b>		<b>\$</b>		

Please attach ALL receipts and records of your payments & expenses incurred to support your claim.

**AUTHORISATION TO PAY**

Your claim MUST be signed by the relevant CoM Delegate listed below (tick the box):

<input type="checkbox"/> Tutors – Course/Curriculum Coordinator <input type="checkbox"/> Office/Admin Personnel – Office Manager/Purchasing Officer <input type="checkbox"/> Equipment/Repairs – Equipment Officer <input type="checkbox"/> Kitchen/Function Supplies – Catering Coordinator	<hr/> <hr/> <hr/> <hr/>
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Please nominate your preferred payment method (choose/tick only ONE):

☐ directly into my bank account (details below)

Name of Bank	Account Name	Bank BSB	Account Number

☐ By Cheque

Name on Cheque	Address to send cheque to:	Self-addressed envelope attached (Y/N)?

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lodge this reimbursement claim to the U3A Office during business hours.

**FOR OFFICE USE ONLY:**

1. Inspect AUTHORISATION TO PAY panel above.
2. This MUST be signed off.
3. If there is no signature, place this form into the (ticked) Delegate's pigeon-hole.
4. If signed, place this form with attached self-addressed envelope (if it is cheque payment) in the Treasurer's pigeon-hole.

**TREASURER:**

Claim Received: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Record: ☐ EFT or ☐ Cheque No.: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into Accounts ☐ Signature: \_\_\_\_\_

## Reimbursement Form