School of Ecosystem and Forest Sciences

Creswick Campus
Student Induction
All roads on campus are subject to Victorian Road Rules, including one-way roads and speed limits as signposted around campus.

Parking is available in the main car park outside reception, in the small gravel car park near the Green Shed, and in front of the library building.
Campus Facilities

- The campus has a gym that you can use while studying on campus. The cost is $7.50 per week. If you would like to join the gym you need to contact Reception and complete the necessary paperwork.

- The student recreation centre is available for you to use 24hrs a day. This is located opposite the north end of AVG. The entry code is: C1894

- The student computer laboratory is available for you to use 24hrs a day. You will need your student card to gain entry.

- Please contact reception if your student card is not working on campus.

- All students must read and sign the Student and Residents Code of Conduct and return it to Reception today.
• The reception building is open from 8:30am to 5:00pm; outside these hours you will need your student card to gain access.

• Reception is open from 9:00am to 5:00pm. Payments are preferred prior to 4:00pm.

• The library is open from 1:00pm to 5:30pm Monday to Friday. Out of hours the 24/7 Study Space is accessed via the key pad (C1894).

• Tea and coffee making facilities are available in the stage 1 common room. You will need your student card to gain entry. Other tea and coffee making facilities on site are only used for catering purposes.
Accommodation blocks are equipped with fire alarms.

When you hear an alarm:
- Dial 0 - 000
- Clear the building immediately
- Move to the evacuation point in an orderly fashion.
- Do not go back into the building unless directed by emergency services.

- Treat all alarms as real.

Note: You may hear the Creswick town siren sounding regularly during the bushfire season.
The Emergency Assembly Point is located at the north end of the main car park. In the event of an evacuation, please proceed calmly to this area.

**In An Evacuation:**
Campus Emergency Controller wears a **Yellow Helmet**. Wardens wear a **Red Helmet** and you must follow any instructions given by these people.
• On Code Red days we will close the campus as soon as we are aware that the day has been declared.

• We will advise you of a Code Red situation. You should make arrangements to leave the campus on these days and work from elsewhere if possible.  *Leave early.*

• Days of Total Fire Ban – be aware that these are high risk days but they are different from Code Red days – the campus will be open.

• If you need to take refuge in the case of an emergency, the AVG lounge can be used as a place of last resort.
• If we have to evacuate the campus during the day, then the usual procedures will apply but we will assemble in the **Stage 2 Lecture Theatre** rather than at the Emergency Assembly Point.

• You will be briefed of the situation at hand and advised on what to do.
• First Aid Kits – There are numerous first aid kits located around the campus. In AVG House accommodation block the first aid kit is located on the ground floor in the foyer.

• Incident Reports – Copies of Incident Report (S3) Forms are located in all of the first aid kits. If an incident or near miss occurs, please complete an S3 form and submit it to reception. Please remember to inform your subject coordinator in the event of any incident or near miss.

• Emergency Phone – In the event of an emergency, please dial 14333 from any campus extension. During office hours, this line will be answered by staff at reception. After hours, or if campus staff are not able to answer, the line is diverted to Parkville campus security.

• If a life threatening Emergency please ring 000, or 0-000 if using a Campus phone.

• Please ensure that you do not become complacent about your personal safety because of the campus size and location.

• If you notice any maintenance issues around campus please report them immediately to reception.
Smoking on Campus

Staff, students, contractors, honoraries and visitors are prohibited from smoking on University-controlled property, except for those areas established as designated smoking areas.

The University is also implementing support programs for staff and students to assist those wishing to quit smoking.

For further information on Smoke Free Campuses visit http://www.tobaccofree.unimelb.edu.au
PLEASE……

ALWAYS use the ashtrays provided in these areas.
• ITS (Information Technology Services) can be contacted during business hours on 8344-0888

• Wireless internet is available in most locations on campus.

• All computer usage should be limited to University business.

• Further IT information can be found at: http://www.its.unimelb.edu.au/support/networks
The University offers a variety of services for students, including:

- Financial Aid
- Academic Skills Unit
- Disability Liaison
- Student Housing
- Careers and Employment
- International Student Services

Information on these services is available at http://services.unimelb.edu.au/.

We also have a dedicated Facebook Page for DFES students: www.facebook.com/groups/DFESadmin

Please also note that as a part of your ‘terms and conditions’ you MUST check your UniMelb student email address at least weekly.