

<p>Goulburn Ovens Institute of TAFE</p> <p>Procedure no. CS15-P78</p> <p>Refer OHS Policy No. CS15 <small>(Copy on Web Site)</small></p>	<p>Emergency Evacuation Procedure OHS Committee approved: 18/08/2005 Reviewed: 19/11/2007, 14/11/2011, 4/07/2013, 03/08/2016</p> <p><i>Responsible Officer: Manager Safety and Wellbeing</i> <i>Authorising Officer: Executive Manager Human Resources</i> Review: <i>Biennial (3rd August 2018)</i></p>
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EMERGENCY EVACUATION PROCEDURE

1. PURPOSE

To outline the procedures required within the Institute to ensure a rapid and effective response to emergency situations that require evacuation of Institute buildings.

2. SCOPE

This procedure applies to all staff, students and other users of Institute facilities.

3. DEFINITIONS

Emergency

According to Australian Standard 3745-2010 Planning for Emergencies in Facilities an emergency is any event that arises internally or from external sources, which may adversely affect persons or the community generally, and requires an immediate response.

Persons with Disabilities

Persons having physical, intellectual, visual or auditory disabilities or impairments, either temporary or permanent (AS 3745-2010).

Emergency Warning and Intercommunication System (EWIS)

A combined emergency warning and intercommunication system that facilitates both way communications and control during an emergency.

Emergency Control Organisation (ECO)

A structured organisation that will initiate response to emergency situations. Within the Institute, the Chief Emergency Warden, Deputy Emergency Warden, Emergency Wardens and delegated Communications Officer for each site comprises the ECO for that site.

Emergency Planning Committee (EPC)

A committee responsible for establishing an emergency plan, emergency response procedures and an ECO.

4. PROCEDURE

4.1 Emergency Evacuation Procedure

If a continuous alarm bell is heard, Emergency Warning Intercommunication System (EWIS) is activated, or Institute Emergency Wardens direct the evacuation of an Institute Building, the following general procedure is to be followed:-

- 4.1.1 Assist any person in immediate danger if safe to do so
- 4.1.2 Close the door and Raise the Alarm
- 4.1.3 Notify the site Chief Warden / Emergency Warden.
- 4.1.4 In the absence of the above contacts being available notify the most senior staff member on site.
- 4.1.5 In instances of immediate danger that require emergency service to be called onto site call the following numbers for assistance
Police Ambulance Fire – 000
Deaf / Speech Hearing Impairment - 106

- 4.1.6 If it is a fire emergency, attack the fire if safe to do so
- 4.1.7 Do NOT use elevators or lifts
- 4.1.8 Evacuate to the Assembly area displayed on Evacuation Procedure maps, using the closest emergency exit.
- 4.1.9 Persons with physical disabilities who are unable to use the fire stairs or exits, should be evacuated to designated fire stair landings with an accompanying Emergency Warden or Staff member. Another Emergency Warden must advise the Chief Emergency Warden &/or Emergency Services of this situation so that further evacuation can be arranged if required.
- 4.1.10 Remain at the Assembly area until further advised
- 4.1.11 Keep clear of the Building to permit emergency access if required
- 4.1.12 Do not reenter the building until advised it is safe to do so by an Institute Emergency Warden or Emergency Services

4.2 Emergency Control Organisation (ECO) - Primary Roles & Responsibilities

It must be noted that in terms of emergency situations, the Institute Emergency Control Organisation team (ECO) has specific authority. In emergencies, instructions given by ECO personnel over-ride normal management structure.

The responsibilities outlined within Section 4.5 are adapted from AS 3745 (2010).

- 4.2.1 Chief Emergency Warden
 - On becoming aware of an emergency, the Chief Warden is to take the following actions:-
 - (i) ascertain the nature of the emergency and determine appropriate action
 - (ii) ensure that the appropriate emergency service has been notified
 - (iii) ensure that other Emergency Wardens and Communications Officer are advised of the situation
 - (iv) if necessary, initiate evacuation and control entry to affected areas
 - (v) ensure that appropriate evacuation procedures are followed for persons with physical disabilities who are unable to use the fire stairs or exits. People with physical disabilities preventing them from exiting the building should be evacuated to designated fire stair landings with an accompanying Emergency Warden or Staff member, and notification made to the Chief Emergency Warden.
 - (vi) ensure that a suitable centralised meeting place has been identified and that all Wardens report to this location for directions and to report back
 - (vii) ensure the progress of the evacuation and any action taken is recorded
 - (viii) brief emergency services personnel upon arrival of the emergency and status of the evacuation. From that point, the Chief Warden acts on Emergency Services instruction.
- 4.2.2 Deputy Chief Emergency Warden
 - The deputy chief warden assumes the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assists as required.
- 4.2.3 Delegated Communications Officer
 - On becoming aware of an emergency, the delegated Communications Officer is to:-
 - (i) ascertain the nature and location of the emergency
 - (ii) confirm that the appropriate emergency service has been notified
 - (iii) notify appropriate ECO personnel either by EWIS or other means

- (iv) transmit and record instructions & information between the Chief Warden, Wardens and Building Occupants
- (v) maintain a log of events
- (vi) act as directed by the Chief Warden

4.2.4 Emergency Wardens

On hearing an alarm or on becoming aware of an emergency, Emergency Wardens are to take the following actions:-

- (i) Implement the emergency procedures for their floor or area
- (ii) Ensure that appropriate emergency services have been notified
- (iii) Operate the intercommunications system (if in place)
- (iv) Check the floor or area for any abnormal situation
- (v) Commence evacuation if the circumstances warrant this
- (vi) Persons with physical disabilities who are unable to use the fire stairs or exits, should be evacuated to designated fire stair landings with an accompanying Emergency Warden or Staff member. Another Emergency Warden must advise the Chief Emergency Warden &/or Emergency Services of this situation so that further evacuation can be arranged if required.
- (vii) Communicate with the Chief Warden by whatever means available and act on instructions
- (viii) Attack the fire if safe to do so, using first attack fire fighting equipment
- (ix) Advise the Chief Warden as soon as possible of the circumstances and action taken. This involves ensuring that a suitable centralised meeting place has been identified and that all Wardens report to this location for directions.
- (x) Check that fire doors and smoke doors are properly closed
- (xi) Search the floor or area to ensure that all persons have evacuated
- (xii) Ensure orderly flow of persons into protected areas, eg: stairwells
- (xiii) Assist persons with disabilities
- (xiv) Act as leader of groups moving to nominated assembly areas
- (xv) Co-opt persons as required to assist as wardens during an emergency
- (xvi) Report to the Chief Warden on completion of required warden activities

4.3 Emergency Evacuation Drills

- Are to be arranged by the Assets TLO or senior most person on the site.
- The timing of Emergency Evacuation Drills should be arranged following consultation with senior personnel on that site/in the building. The co-operation and active participation of senior personnel in a building is essential to ensure support of staff.
- The organisation of emergency evacuation drills should also consider the needs of other occupiers of Institute buildings, for example; tenants/lessors of Institute premises.
- The relevant Assets TLO must be contacted when arranging a Drill to ensure that alarm isolation has been arranged if necessary.
- It is recommended that drills be initially conducted WITH NOTICE of approximate date & time to Emergency Wardens and relevant Institute personnel. Once Emergency Personnel are more experienced, a drill may be arranged with less notice to further develop their skills in a potential emergency. It is recommended that any proposal to hold an emergency evacuation drill without notice, is first discussed with the Assets Manager or OHS Coordinator .

- At least two (2) Emergency Evacuation Drills are to be conducted in a calendar year. It is strongly recommended that Drills be arranged for the first 2-3 weeks of Semester 1 and from May to October to commence with the risks of bush fire season and the commencement of students at the Institute. Drills should be held at such times to gain maximum exposure to staff and students.
- Institute campuses involved in delivery of evening/night classes should also plan to hold at least one (1) emergency evacuation drill in the evening in order to capture this group of staff, students and visitors.
- After each Emergency Evacuation Drill, a debriefing meeting of Emergency Wardens should be held to evaluate the success of the drill and to discuss resolution of issues that may have arisen.

4.4 Emergency Evacuation Records

- Records are to be maintained of all Emergency Evacuations (including drill or trial evacuations, false alarms as well as real emergencies) using the Institute Building/Site Evacuation Report.
- Drills are to be observed by the Institute Facilities Manager or OHS Coordinator. In the event that the Facilities Manager and OHS Coordinator are not available to attend scheduled drills, the Building/Site Evacuation Report is to be completed by the Chief Emergency Warden, Deputy Chief Emergency Warden or the Senior Institute manager on site.
- A copy of the Building/Site Evacuation Report is to be sent to the Institute OHS Manager / OHS Coordinator for record keeping purposes, and also as part of the Institute's continuous improvement process in emergency management. The OHS Manager / OHS Coordinator is to present these reports to the Institute Emergency Planning Committee (EPC).

4.5 Emergency Evacuation Training

Emergency Evacuation Training is to be arranged for Institute Emergency Wardens on an annual basis. This training is to include:-

- emergency evacuation procedures – ECO roles as well as localised procedures
- use of the EWIS system if in place
- use of portable fire extinguisher equipment

5. DOCUMENTATION

- AS 3745 (2010) – Planning for Emergencies in Facilities
- Occupational Health and Safety Act (2004)
- [OHS Policy – CS15](#)
- [Building/Site Evacuation Report – FOH-11](#)
- [Emergency evacuation responsibilities – Staff guidelines – ODOH-16](#)