

# EMERGENCY EVACUATION Procedures



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RESPONSIBLE MANAGER: Health and Safety Coordinator  
CATEGORY: Occupational Health and Safety  
DATE ENDORSED BY THE DIRECTOR: 8 June 2005  
RELATED POLICIES AND DOCUMENTS: [Occupational Health and Safety Policy](#)  
[TAFE Safe website](#)  
[Organising Evacuation Drills – Procedures](#)

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## Introduction

These procedures must be followed in the event of an emergency that causes the Institute's fire alarm system to be activated, or if you are otherwise directed to evacuate.

In addition, as part of its commitment to occupational health and safety, the Institute will conduct emergency evacuation drills to ensure that evacuation procedures at all campuses are adequate to cope with a real emergency such as fire or bomb threat, or any other emergency that requires all staff, students and visitors to leave the premises.

## Scope

These procedures apply to all Institute staff, students and visitors.

## Definitions

<b>All clear</b>	a verbal signal given by the most Senior Warden when it is safe to re-enter Institute buildings
<b>Emergency evacuation</b>	an event which requires all staff, students and visitors to leave Institute buildings
<b>Fire alarm</b>	electronic "whoop whoop" tone which alerts those on the premises of the need to evacuate from Institute buildings
<b>Warden</b>	any member of the Institute staff who assumes responsibility for ensuring the building is evacuated
<b>Senior Warden</b>	Health and Safety Coordinator, Property Services staff member, Department Manager, Executive Manager or Campus Manager who assumes responsibility for ensuring the building is evacuated
<b>Most Senior Warden</b>	the most senior person on campus who assumes overall responsibility and liaises with Emergency Services personnel

## Role of wardens

Wardens will assume responsibility for the safety of others by ensuring that everyone evacuates the premises promptly and moves to the designated Emergency Assembly Area (Attachment 1).

Since the Institute operates extended hours and it is not possible to guarantee that a Senior Warden will be present at the time of an evacuation, any staff member is expected to act as a Warden if the need arises (during evening classes, for example).

Senior Wardens are identified by wearing an orange vest with the words "Fire Warden" on the front and back. The vests are allocated to Senior Wardens who must keep them in an easily accessible location. Vests are to be worn for emergency evacuation purposes only.

In the event of an emergency evacuation, the Most Senior Warden will immediately undertake to meet with Emergency Services personnel and will convey any instructions to other wardens and people on site.

## **Evacuation procedures**

When the fire alarm sounds, or the order to evacuate is given, all those on the premises must evacuate Institute buildings until given the all clear to re-enter the premises.

Particular responsibilities are as follows.

### **All those on the premises:**

1. Close (but do not lock) windows and doors where appropriate and secure personal items.
2. Ensure all people in the vicinity are aware of the evacuation alarm.
3. Leave the premises by the nearest exit and avoid passing through other buildings wherever possible.
4. Move immediately to the nearest nominated Emergency Assembly Area.
5. Follow any specific instructions given by Senior Wardens.
6. Remain at the Emergency Assembly Area until given the all clear to return to the building.

### **Teachers:**

7. Immediately prior to evacuation, instruct students in class to report on arrival at the nearest Emergency Assembly Area.
8. Arrange assistance for students with disabilities.
9. Ensure all students have left the classroom.
10. Take class roll for checking students at Emergency Assembly Area.
11. Assume Warden responsibility if required.
12. Notify Senior Warden of any persons unaccounted for.

### **Support staff:**

13. Ensure all persons have left the immediate vicinity.
14. Follow specific department requirements for evacuation (such as securing money or checking remote locations).
15. Assume Warden responsibility if required.
16. Notify Senior Warden of any persons unaccounted for.

### **Senior Warden:**

17. Locate and wear orange Warden's vest.
18. Conduct systematic check of buildings to ensure premises are fully evacuated.
19. Report to most Senior Warden when check is complete.
20. Identify any persons unaccounted for.
21. Report to Most Senior Warden.

### **Most Senior Warden:**

22. Liaise with emergency services personnel and pass on instructions to Senior Wardens and others.
23. Give all clear signal for re-entry to the premises when safe to do so, or when instructed by emergency services personnel.

## **Attachment 1: Emergency Assembly Areas**

The designated assembly areas as at May 2005 are as follows.

### **Warrnambool**

- On the lawn in front of (north side) old Courthouse, in Timor Street
- On the lawn in front of (south side) of the Customs House, between the Customs House and F Block

### **Hamilton**

- Rear car park, southern side
- Hammond Street, to the right of the visitor's car park

### **Portland**

- Rear car park, eastern side
- Hurd Street, west side (opposite the campus)

### **Fletcher Jones**

- Gardens in Flaxman Street

Lava Street, south side