

DOCUMENT REFERENCE: PPP069

RESPONSIBLE MANAGER: Manager Audit, Risk & Compliance

CATEGORY: Occupational Health and Safety

APPROVED DATE: 20/06/2025

DATE OF NEXT REVIEW: June 2026

RELATED DOCUMENTS:

Legislation: Building Regulations 2018
 Australian Standards AS 3745-2010 Planning for emergencies in facilities
 Occupational Health & Safety Act 2004
 Occupational Health & Safety Regulations 2017

Documents: PPP008 OHS Policy
 PPP068 Emergency Guidelines
 PPP072 Organising Evacuation Drills Procedure
 OHS019 First Aid Officers List
 OHS004 Teachers Checklist – Emergency
 OHS055 All Campus Emergency Evacuation Checklists
 OHS056 CRIB Sheets – All Emergency Wardens
 PPP275 Business Continuity Framework
 SWTAFE Business Continuity Plan
 Emergency Management Plans (EMP) for the 6 campuses
 Bushfire Plans for Hamilton (Ballarat Rd), Sherwood Park, Pound Road and
 Glenormiston campuses

1. Introduction

This procedure must be followed in the event that a South West TAFE (SWTAFE or the 'Organisation') fire alarm system is activated, or where there is a direction given to evacuate SWTAFE buildings.

As part of its commitment to occupational health and safety, SWTAFE will conduct emergency drills or exercises to ensure that evacuation procedures and resources at all campuses are sufficiently adequate in the event of an actual emergency.

2. Scope

This Procedure is based on relevant sections of AS3745-2010 Planning for emergencies in facilities, and applies to all SWTAFE employees, contractors, students, visitors and members of the Emergency Control Organisation (ECO) – Wardens and First Aid Officers.

3. Definitions

All clear	a verbal signal given by the Chief Warden when it is safe to re-enter SWTAFE buildings.
Emergency evacuation	an event which requires all occupants (staff, students, participants, contractors and visitors) to leave a SWTAFE building or other area under threat from the emergency.
Fire alarm	In the event of a fire being detected at Warrnambool, Portland, Glenormiston (GA and GL Buildings) and Hamilton campuses – the Emergency Warning and Intercommunication System (EWIS) will emit an alert tone, followed 2 minutes

	later by the evacuation tone. At other campuses – an air horn, bell or verbal command will alert those on the premises of the need to evacuate from a SWTAFE building.
Communication	Communication options during an emergency evacuation may include 2-way radios (set to channel 14 unless otherwise advised), text messages through SWTAFE’s Message Media program WholesaleSMS , and/or a web-based team collaboration platform (eg. Microsoft Teams)
Chief Warden	Warrnambool Campus – The Facilities Manager, or in their absence, the Deputy Chief Warden. The Chief Warden assumes overall control, liaises with Emergency Services personnel and is identified by wearing a white cap or helmet and a white vest with the words “Chief Warden” on the front and back. Other Campuses – The Campus Manager, or in their absence, the Deputy Chief Warden.
Deputy Chief Warden	Assists the Chief Warden, liaises with Area Wardens and is identified by wearing a white cap or helmet and a white vest with the words “Deputy Chief Warden” on the front and back.
Area Warden	A suitably trained Warden, assigned to a designated building, floor level or area, who liaises with and coordinates the Wardens in that area, reports to the Chief Warden and is identified by wearing a yellow cap or helmet and a yellow vest with the words “Area Warden” on the front and back.
Warden	A SWTAFE employee who has completed formal Warden training, or in their absence any SWTAFE staff member who assumes responsibility for ensuring the building is evacuated. Wardens are identified by wearing a red cap or helmet and a red vest with the word “Warden” on the front and back.
First Aid Officer	A SWTAFE employee who has completed formal First Aid training, is named in the OHS019 First Aid Officers list and is identified by wearing a green cap and vest with a white cross.

4. Role of Wardens

In the event of an emergency, or emergency exercise, Wardens will ensure that SWTAFE buildings are evacuated promptly and that people move to the designated Emergency Assembly Areas (Clause 6).

Due to operational hours where a Warden is not available at the time of an emergency evacuation, staff members who are present on site are expected to act as Wardens.

In the event of an emergency evacuation, the Chief Warden will immediately meet with Emergency Services personnel on arrival at the site and will convey any instructions to Wardens and other people on site as appropriate. Where the Chief Warden is not available, the Deputy Chief Warden will assume this role.

5. Evacuation procedures

When the fire alarm sounds, or there is an order to evacuate, all those on the premises must prepare to evacuate the applicable SWTAFE building/s, then move to, and remain at, the Emergency Assembly Area (EAA) until given the all clear by the Chief Warden or Emergency Services personnel to re-enter the building/s.

In the event that an emergency situation renders evacuation to a designated EAA impractical, the Chief Warden may, through the Area warden/s, direct evacuees to an alternative safe assembly area, EG: a fire escape stairwell within the building, and notify Emergency Services personnel of the changed arrangements.

Particular responsibilities are as follows:

5.1 All those on the premises:

- 5.1.1 Close (but do not lock) windows and doors. Secure personal items.
- 5.1.2 Ensure all people in the vicinity are aware of the evacuation alarm or order to evacuate.
- 5.1.3 Leave the premises by the nearest exit and avoid passing through other buildings wherever possible. Do not use the lift.
- 5.1.4 Move immediately to the nearest designated Emergency Assembly Area (EAA).
- 5.1.5 Follow any specific instructions given by Wardens or emergency services personnel.
- 5.1.6 Remain at the Emergency Assembly Area until given the all clear to return to buildings.

5.2 Teachers:

- 5.2.1 Immediately prior to evacuation:
 - Record the number of students in class
 - Instruct students in class to report to the nearest Emergency Assembly Area.
- 5.2.2 Arrange assistance for students with disabilities or medical conditions, in accordance with Personal Emergency Evacuation Plans (PEEPs) where applicable.
- 5.2.3 Ensure all students have left the classroom.
- 5.2.4 Take class roll or number of students, for checking students at Emergency Assembly Area.
- 5.2.5 Assume Warden responsibility if required.
- 5.2.6 Notify the relevant Warden or in their absence the Chief Warden of any persons unaccounted for.

5.3 Specialist Staff:

- 5.3.1 Ensure all persons have left the immediate vicinity.
- 5.3.2 Follow specific department requirements for evacuation (such as securing money or checking remote locations).
- 5.3.3 Assume Warden Responsibility if required.
- 5.3.4 Notify the relevant Warden or in their absence the Chief Warden of any persons unaccounted for.

5.4 Chief Warden and Deputy Chief Warden:

- 5.4.1 Locate and wear white Chief/Deputy Chief Warden's vest and white cap/helmet, collect 2-way radio (channel 14 unless advised otherwise)
- 5.4.2 Liaise with Emergency Services personnel and pass on instructions to Area Wardens and others as appropriate.
- 5.4.3 Keep a written record of times and events as they occur throughout the various stages of the evacuation
- 5.4.4 Give the all clear signal for re-entry to the premises when safe to do so, or when instructed by Emergency Services personnel.

5.5 Area Warden:

- 5.5.1 Locate and wear yellow Area Warden's vest and yellow cap/helmet, collect 2-way radio (channel 14 unless advised otherwise), and move to the designated area.
- 5.5.2 Receive confirmation from Wardens that the designated areas/premises are fully evacuated and any missing persons are identified. Assume the role of Warden where Wardens are not present.
- 5.5.3 Report to the Chief Warden when check is complete, via 2-way radio, face to face or send a messenger.

5.6 Warden:

- 5.6.1 Locate and wear red Warden's vest and red cap/helmet.
- 5.6.2 Conduct systematic check of designated area/s or building/s to ensure premises are fully evacuated.
- 5.6.3 Assist and instruct building occupants where necessary to evacuate to the relevant EAA.
- 5.6.4 Identify any persons unaccounted for and report to the Area Warden.
- 5.6.5 Assume the role of Area Warden where Wardens are not present.

5.7 Regional Warden:

- 5.7.1 Locate and wear red Warden's vest and red cap/helmet, collect 2-way radio (channel 14 unless advised otherwise)
- 5.7.2 Conduct systematic check of designated area/s or building/s to ensure premises are fully evacuated
- 5.7.3 Assist and instruct building occupants where necessary to evacuate to the relevant EAA
- 5.7.4 Report to the Chief Warden when check is complete, via 2-way radio, face to face or send a messenger

5.8 First Aid Officer:

- 5.8.1 Locate and wear green First Aid Officer's vest and green cap.
- 5.8.2 Provide first aid assistance to any injured or ill building occupants or evacuees. Report to Chief Warden details of all first aid provided.
- 5.8.3 Attend the EAA with other evacuees unless engaged in providing first aid in another location.
- 5.8.4

5.9 Post Evacuation

- 5.9.1 Immediately following an emergency evacuation, a SWTAFE online OHS incident report must be completed by the Chief Warden, even for a false alarm.
- 5.9.2 Any SWTAFE staff affected by the incident are encouraged to access the Employee Assistance Program (EAP) via the People & Culture Staff Intranet page.
- 5.9.3 Any SWTAFE student/s affected by the incident are encouraged to access the Student Counsellor via Student Services.
- 5.9.4 The Chief Warden will coordinate a post-emergency debrief meeting in consultation with relevant parties following an emergency evacuation and provide a report to the Emergency Management Committee.

6. Emergency Assembly Areas (EAA)

Designated assembly areas are as follows:

Warrnambool – 197-205 Timor Street

- 1. On the footpath and lawn in front of building K (former Courthouse), corner of Timor and Gilles Streets
- 2. On the footpath and lawn in front of building G (former Customs House), Gilles Street
- 3. Alternative EAA – On the footpath adjacent the Fleet Car park, 25 Kepler Street

Warrnambool – 168 Timor Street

- 1. Creative Arts Centre – Timor Walk laneway, Timor Street

Warrnambool – 8 Robson Street

- 1. Industry Skill Centre – Western driveway entry, Robson Street

Sherwood Park – Aitken Drive, 10635 Princes Highway

- 1. Lawn area north side of access road just outside front gate of campus

Hamilton – 200 Ballarat Road (former RMIT)

OFFICIAL

1. Grass area on west side of driveway between the HA main reception building and front (north) boundary

Hamilton – 39 Hammond Street

1. Grass area at rear of car park adjacent building D
2. Front nature strip North of building A main reception entry

Portland – 150 Hurd Street

1. Rear car park, eastern side near Beverley Street boundary fence
2. Hurd Street, footpath and lawn between Main Reception and Engineering Workshop

Colac – 89 Bromfield Street

1. Front footpath on Bromfield Street, beside driveway entry to the public car park
2. Alternative EAA, accessed via rear lane – On the footpath in Hesse Street adjacent the Comfort Station (Senior Citizens Centre)

Colac – 96 Pound Rd

1. East side of front entry gate

Glenormiston – 333 Glenormiston Road (corner of Blacks Road)

1. Car park beside the Swimming Pool
2. Main car park in front of GH Building (the Hall)