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<b>RESPONSIBLE MANAGER:</b>	Manager Facilities
<b>CATEGORY:</b>	Occupational Health and Safety
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<b>RELATED DOCUMENTS:</b>	CORP011 SWTAFE Business Continuity Plan PPP008 OHS Statement of Intent PPP068 Emergency Guidelines PPP072 Organising Evacuation Drills Procedure OHS004 Teachers Checklist – Emergency Australian Standards AS 3745-2010 Planning for emergencies in facilities

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## 1. Introduction

These procedures must be followed in the event that SWTAFE's fire alarm system is activated, or where there is a direction to evacuate SWTAFE buildings.

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

## 2. Scope

These Procedures apply to all SWTAFE employees, contractors, students and visitors.

## 3. Definitions

<b>All clear</b>	a verbal signal given by the Chief Warden when it is safe to re-enter SWTAFE buildings.
<b>Emergency evacuation</b>	an event which requires all occupants (staff, students, contractors and visitors) to leave a SWTAFE building.
<b>Fire alarm</b>	Siren or verbal command which alerts those on the premises of the need to evacuate from a SWTAFE building.
<b>Chief Warden</b>	Facilities Manager, Facilities department staff member, Department Manager, Executive Manager or Campus Leader who assumes overall control, and liaises with Emergency Services personnel. The Chief Warden is identified by wearing a white helmet and an allocated orange vest with the words "Chief Warden" on the front and back. Vests are to be worn for emergency evacuation or emergency exercise purposes only.
<b>Warden</b>	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 helmet and an allocated orange vest with the word "Warden" on the front and back. Vests are to be worn for emergency evacuation or emergency exercise purposes only.

## 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 (Attachment 1).

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

In the event of an emergency evacuation, the Chief Warden will immediately meet with Emergency Services personnel and will convey any instructions to Wardens and other people on site as appropriate.

## 5. Evacuation procedures

When the fire alarm sounds, or there is an order to evacuate, all those on the premises must 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 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.
- 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, 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 Support 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:

- 5.4.1 Locate and wear Chief Warden's vest and white helmet
- 5.4.2 Liaise with Emergency Services personnel and pass on instructions to Wardens and others as appropriate.
- 5.4.3 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 Warden:

- 5.5.1 Locate and wear orange Warden's vest and red helmet.
- 5.5.2 Conduct systematic check of building/s to ensure premises are fully evacuated.
- 5.5.3 Identify any persons unaccounted for.
- 5.5.4 Report to the Chief Warden when check is complete, via Warden Intercom Point (WIP) phone, 2-way radio, face to face or send a messenger.

## 6. Attachment 1: Emergency Assembly Areas (EAA) Designated assembly areas as at October 2019 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

### Sherwood Park – Aitken Drive, 10635 Princes Highway

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

### Hamilton – 200 Ballarat Road (former RMIT)

1. Grass area between car park and front (north) boundary

### 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)

### Glenormiston – 333 Glenormiston Road (corner of Blacks Road)

1. Car park beside Swimming Pool
2. Sports Oval, near brick Pavilion