



# PROCEDURES FOR EVACUATION OF BUILDINGS

## EVACUATION PROCEDURES AND RESPONSIBILITIES

### Staff & Students

On hearing an Evacuation Alarm tone or bell or on being instructed to evacuate, students and staff not performing emergency related roles should proceed as follows:

- Remain calm.
- Ensure that persons in your immediate vicinity are aware that they must evacuate.
- Unless directly involved in controlling the emergency or assisting wardens, immediately leave the building and proceed to the nearest safe assembly area.  
Note: During the hours of darkness, initially assemble in a well lit area in the vicinity of the main entrance to the building (providing it is safe to do so).
- Assist any persons experiencing difficulty with the evacuation - notify nearest warden if additional assistance is required (e.g. mobility impaired person, injured or trapped person).
- Report any missing persons to a warden or emergency services personnel.
- Remain at the assembly area until otherwise instructed.

### Wardens

On hearing an Evacuation Alarm tone or bell or on being instructed to evacuate, or if it becomes necessary to evacuate the area, floor or building:

- In applicable areas, subject to staff availability and providing it is safe to do so, designate staff to take up positions outside the entrances to the building (or area if local emergency) and prevent persons from entering.
- Progressively move through your area advising persons to evacuate - indicate their nearest safe exit and where they should assemble after the evacuation.
- If your area is large in size or complex in its layout, where possible, obtain assistance from other staff and designate particular areas for them to check and then report back to you.
- If your area includes rooftop access, then check this area as well (providing they are usually accessible and it is safe to do so).
- Providing it is safe to do so, retrace your steps checking each room/area to ensure that no one is left behind.
- If any rooms are locked, knock firmly, loudly announce the emergency, wait momentarily for any response and then move on, noting the room number or location.
- Where applicable, check with staff assisting that they have checked their designated areas and all persons have evacuated.
- Leave the area and report to the Chief Warden at the Warden Meeting Point near the Fire Indicator Panel (providing it is safe to do so). If this area is unsafe, wardens should meet at their Assembly Area.
- Inform the Chief Warden that your area has been evacuated and checked (also any rooms which could not be physically checked) and then unless otherwise required, proceed to the Assembly Area.

### Chief Wardens

Persons designated as Chief Wardens should:

- Attend to Warden duties and then meet other Warden/s at Warden Meeting Point near the Fire Indicator Panel (providing it is safe to do so). If this area is unsafe, wardens should meet at the nearest safe Assembly Area.
- If the incident is "real", call 000 and advise Emergency Services

- Confirm with Wardens:
  - That persons have been deployed to prevent access to the building
  - That their designated areas have been thoroughly checked and no persons have been left behind.
  - The location/identification of any locked rooms which could not be physically checked
- Report the results of the building evacuation (including any rooms not checked and location and identity of staff positioned outside entrances) to University Security if they attend, or advise the Security Control room (6226 7600) in their absence.
- Continue to check on well-being of staff outside entrances until the all clear has been given.
- Providing it is safe to do so, remain at Warden Meeting Point until no longer required then proceed to Assembly Area.
- Chief Wardens can initiate an evacuation if their local or specialist knowledge is appropriate to the situation.

## **Communications Officer (Control Room Security Officer on duty)**

### ***Initial Report of Emergency***

On being advised of an emergency:

- Ascertain the following information from the informant:
  - Type of emergency
  - Exact location
  - Actions being taken by persons at the scene
  - Any persons injured
  - Name of informant
- Notify:
  - Emergency Services as applicable
  - Chief Warden
  - Campus Emergency Coordinator
- Maintain a Running Sheet briefly detailing in chronological sequence messages received, directives issued, persons notified etc.
- Assist Campus Emergency Coordinator

### ***Evacuation***

On hearing an Evacuation Alarm bell or tone or being advised of an evacuation:

- Team-up with Campus Emergency Coordinator and assist as required.
- Refer to Warden List.
- If requested by the Campus Emergency Coordinator to contact Chief Wardens and instruct them to evacuate, confirm with Campus Emergency Coordinator if there are any restrictions on evacuation routes or assembly areas or any other special instructions.
- Refer to Warden List, contact Chief Wardens and pass on evacuation instructions. Remind Chief Wardens to report back to Campus Emergency Number once their building has been evacuated.
- Maintain a Running Sheet briefly detailing in chronological sequence messages received, directives issued, persons notified etc.
- Keep the Campus Emergency Coordinator updated on evacuation reports.

## **Deputy Campus Emergency Coordinator (Emergency Response Officer)**

### ***Day Evacuation***

- Proceed to scene.
- Subject to initial assessment, (ideally in consultation with Chief Warden), if necessary and not already underway, initiate local evacuation and attempt to contain and control the emergency situation and cordon off the immediate vicinity.
- Determine if:
  - Affected personnel need to assemble at the designated Assembly Area or simply move to a safe area elsewhere in or near the building and
  - The hazard restricts egress routes or exits or any consequential hazards may arise.
- As a matter of urgency, update the Campus Emergency Coordinator on the situation, advise intentions and make any recommendations regarding a partial or general evacuation of the area.

- Obtain update on number and whereabouts of contractors working on-site - ensure that any contractors working in or near the affected area are accounted for.
- Manage on-scene response either to recovery or until such time as emergency services arrive.
- Advise unaffected areas in close proximity of the situation
- Monitor progress of the evacuation and ensure relevant Chief Warden/s report when area/s is/are evacuated.
- Liaise with Emergency Services and continue to keep Campus Emergency Coordinator apprised of developments.

## **Campus Emergency Coordinator Day Evacuation**

- Proceed to Campus Emergency Control Centre (Security Control Room or alternate)
- Contact Deputy Campus Emergency Coordinator (Emergency Response Officer) and determine area affected by emergency.
- Determine whether additional buildings/areas need to be evacuated and any restrictions on evacuation routes or assembly areas.

If it is necessary to amend the Assembly Area locations or the egress routes to them, then this information should be passed on to the Communications Officer (& confirmed with that person) prior to the evacuation instructions being passed on.

- If yes, instruct Communications Officer to contact appropriate Chief Wardens and instruct them to evacuate.
- Monitor progress of evacuation and ensure that Chief Wardens from all affected buildings report when their respective buildings have been evacuated.

## **Emergency Response Priorities**

- Evacuation of non-essential personnel
- Treatment of casualties
- Control of fires
- Damage to utilities (gas, electricity, water)
- Account for all persons in affected area/s
- Restrict access to site
- Preserving the evidence
- Structural damage to building
- List of casualties
- Witnesses
- Notifying CMART Duty Officer
- Handling welfare inquiries
- Media (CMART will manage ongoing media strategies & interaction).

## **AFTER HOURS (Night & Weekends/Public Holidays)**

The first member of staff to be advised of an emergency will ensure that :

- persons are moved away from any immediate danger
- the Security Control Room (6226 7600) is immediately contacted

The first attending Security Officer on the scene will assume the role of Deputy Chief Warden and assist in controlling or containing the emergency and initiating an evacuation if appropriate. The Deputy Chief Warden must not enter buildings that may contain hazards e.g. Chemistry Building, Life Sciences. Apart from the fact that they may contain hazards, communications may be lost with the Control Room if the Deputy Chief Warden enters the building or they may become a casualty.

In the event of an evacuation, occupants should leave via the nearest safe exit and initially assemble in a well lit area at a safe distance away from the vicinity of a main entrance to the building. Remain there (providing it is safe to do so) and await instructions from the security officer or emergency services personnel.

Where practicable, the Security Officer should check the building exterior to ensure that persons are not gathering in unsafe areas and to check for any missing persons. The Security Officer will then meet and brief emergency services on their arrival.

Staff in charge of students will ensure that all students stay together until it is determined if lectures will resume.

The Security Officer will ensure that the Security Control Room is informed of the situation at the first reasonable opportunity. The Control Room Operator on duty shall then contact the CEC and advise them of the situation.

## **PERSONS WITH DISABILITIES - HELPFUL STRATEGIES**

- Keep offices and passageways clear of obstructions.
- Discuss with persons who have disabilities how they can best be assisted in an evacuation (e.g. lifting, carrying, escorting from the building).
- Ideally, involve the person's colleagues in the planning process so that if it does become necessary to evacuate, they can directly assist the individual.
- Don't assume that lifting techniques will be similar for all disabled persons.
- If unsafe to use a lift and unable to evacuate a person immediately and safely, position the person in a fire isolated stairwell (in buildings so equipped) where practicable, with someone to remain with them, and obtain assistance.
- In the case of hearing impairment, discuss communication requirements with the individual and determine communication techniques which best suit the individual.

In the event of an emergency and/or evacuation, ensure that the person is personally informed of the situation.

- Ensure that a blind person takes someone's arm (guide dogs should be put on the leash)
- In the case of persons who are intellectually impaired, explain evacuation procedures carefully and clearly, asking for feedback to ensure understanding.
- Schools/Sections that have disabled person within their area should liaise as soon as possible to determine the best means of assistance for any evacuation procedures. This will also determine the best means to communicate the type of emergency. When the evacuation involves the main teaching areas and it has not been possible to establish such plans in advance, unless the person is in immediate danger, it may be necessary to wait for the Fire Service. It may also be necessary to use horizontal evacuation through adjoining buildings to evacuate any persons from the building.

## **EXAMINATIONS FOR DEGREES & DIPLOMAS**

Special evacuation procedures relating to examinations are held by the Examinations Officer.

For any emergency situation occurring in the examination room during an examination, contact the relevant examinations supervisor on each campus. They have immediate contact with an on-duty University Executive for such situations because if the exam room has to be evacuated there are other issues to be considered. They have also undertaken precautions in advance for bomb threat in association with security that is based on training/ advice and assessment from Tasmania Police.

- \* Notify Communications Officer (Security Control Room)
- \* Notify Examinations Supervisor
- \* Campus Emergency Coordinator