EVACUATION PROCEDURES: PERTH VOSE CAMPUS

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1. PURPOSE

This procedure is to outline the emergency procedures that are to be followed in the event that an evacuation is required, such as in response to threats such as fire, natural disasters and criminal activity or as a step for mitigating against a threat to the safety of people on the site.

2. DEFINITIONS

Key Term or Acronym	Definition
MC	Morling College

3. SCOPE

This procedure fits within the scope of the *Health and Safety Policy* and relates to the Morling College Perth Vose Campus buildings including offices, classrooms and public spaces as illustrated in the map at *Appendix 1: Emergency Evacuation Map*.

4. CONTEXT STATEMENT

4.1   Morling College (MC) will inform staff of this procedure at the time of their induction and students at the time of their orientation.

4.2   MC will provide training and a labelled protective hat for Wardens.

5. PRINCIPLES

WARDEN DETAILS

5.1   There is ONE (1) Chief Warden:

Lloyd Porter (Campus Director)
Contact number: 0420 920 074

5.2   Backup Chief Warden:

Hannah Moore
Contact number: 0451 168 658

5.3   The Chief Warden oversees all Area Wardens.

5.4   In addition to the Chief Warden there is one (1) Area Warden for the Chief buildings:

AREA	WARDEN NAME	CONTACT NUMBER
Admin Building	Lloyd Porter	0420 920 074
All other areas (Thomas Bailey Building, Dining Room and John Olley Centre)	Hannah Moore	0451 168 658 (Ext 200)

STAFF AND STUDENT RESPONSIBILITIES

On hearing the Evacuation Alarm (Fire Alarm) or on being instructed to evacuate, students and staff not performing emergency related roles should proceed as follows:

5.5   Remain calm.

5.6   Ensure that persons in your immediate vicinity are aware that they must evacuate.

5.7   Unless directly involved in controlling the emergency or assisting Wardens, immediately leave the building and proceed to the *Evacuation Meeting Point* near the Hayman Road entrance of the car park (See *Appendix 1: Emergency Evacuation Map*).

5.8   Assist any persons with disabilities or who are experiencing difficulty with the evacuation and notify the nearest Area Warden if additional assistance is required e.g. an injured or trapped person.

5.9   Report any missing persons to an Area Warden or Emergency Services.

5.10   Remain at the *Evacuation Meeting Point* until otherwise instructed.

WARDEN RESPONSIBILITIES

Initial Report / Response to Emergency

The Chief Warden or Area Warden on being advised of an emergency:

5.11   Ascertains the following information from the informant:

5.11.1   Type of emergency

5.11.2   Exact location

5.11.3   Actions being taken by persons at the scene

5.11.4   Any persons injured

5.11.5   Name of person reporting

5.12   Acts as necessary to address the immediate threat.

5.13   Notifies:

5.13.1   Emergency services, as applicable.

5.13.2   Any applicable Area Warden/s (if an evacuation is required beyond your area).

5.13.3   The HR Officer to maintain a Running Sheet briefly detailing in chronological sequence messages received, directives issued, persons notified etc.

5.14   If evacuation is necessary, sounds the Evacuation Alarm. Note that the campus has an automated alarm and speaker system.

5.15   Communicates further as needed through the intercom system, telephone OR WOL App.

5.16   An evacuation alarm and one-page summary of evacuation procedures can be found in the Vose Campus Reception.

Chief Warden Responsibilities

After the initial report of/response to the emergency, the Chief Warden is to:

5.17   Contact Area Wardens and pass on evacuation instructions, confirming with them if there are any restrictions on evacuation routes or with the _Evacuation Meeting Point_ area, or any other special instructions.

5.18   Alert the On-Campus First Aid Officer to the emergency.

5.19   Communicate with the Area Wardens to ascertain that their area has been evacuated to the _Evacuation Meeting Point_, and all spaces checked, including any rooms which could not be physically checked. Determine the number and location of any people remaining behind.

5.20   Confirm with Area Wardens:

5.20.1   That persons have been deployed to prevent access to the building.

5.20.2   That their designated areas have been thoroughly checked and no persons have been left behind (unless an active refuser).

5.20.3   A list of active refusers is provided to the Chief Warden.

5.20.4   The location/identification of any locked rooms which could not be physically checked.

5.21   Liaise with Emergency Services.

5.22   Report the results of the building evacuation (including any rooms not checked and location and identity of staff positioned outside entrances) to the Emergency Services.

5.23   Continue to check the well-being of staff outside entrances until they are no longer required.

5.24   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.

5.25   Manage on-scene response either to recovery or until such time as emergency services arrive.

5.26   Advise unaffected areas in close proximity of the situation.

5.27   Monitor progress of the evacuation and ensure relevant Area Wardens report when areas are evacuated.

Area Warden Responsibilities

5.28   As an Area Warden becomes aware of an emergency they should contact the Chief Warden. If evacuation is urgent, or on direction from the Chief Warden, they may carry out the _Initial Report / Response to Emergency_ steps above.

5.29   On hearing the Evacuation Alarm or on being instructed to evacuate, the Area Wardens for the respective areas are to:

    5.29.1   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/s and prevent persons from entering.

    5.29.2   Progressively move through the area advising persons to evacuate and indicate their nearest safe exit and to assemble at the _Evacuation Meeting Point_. Wardens are to make a note of any refusals (name, location and signature of refuser) and notify the Chief Warden and Emergency Services of their whereabouts.

    5.29.3   Providing it is safe to do so, retrace their steps checking each room/area to ensure that no one is left behind.

    5.29.4   If any rooms may be occupied and locked, knock firmly, loudly announce the emergency, wait momentarily for any response and then move on, noting the room number or location.

    5.29.5   Where applicable, check with staff assisting that they have checked their designated areas and all persons have evacuated.

    5.29.6   Leave the area and report to the Chief Warden at the _Evacuation Meeting Point_.

    5.29.7   Inform the Chief Warden that their area has been evacuated and checked, including any rooms which could not be physically checked.

First Aid Officer Responsibilities

5.30   The first aid officer is to carry the portable first aid to the *Evacuation Meeting Point* and treat any first aid injuries there.

5.31   Any casualties will then be handed on to the Emergency First Aid Responders or to other appropriate health care professionals as needed.

AFTER EVACUATION/EMERGENCY (CHIEF WARDEN)

5.32   Ensure appropriate critical incident report is completed.

CONTINGENT EVACUATION DETAILS

Night Evacuations

5.33   In the event of an evacuation after hours, it is critical to ensure that all persons have vacated the affected areas.

5.34   A battery powered light (e.g. mobile phone with inbuilt light) is necessary for night evacuations.

5.35   On being advised of an emergency and/or evacuation:

    5.35.1   Alert the Chief Warden to the emergency.

- Assist persons to leave the affected area. Lecturers are responsible for evacuating their own classrooms; Library personnel are responsible for evacuating the Library.

- Providing it is safe to do so, ensure that affected building/s are methodically checked during or immediately following the evacuation.

    5.35.2   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 and any refusals to evacuate.

    5.35.3   Check the *Evacuation Meeting Point* and confirm that area where persons have gathered is safe and no missing persons. Lecturers and Library personnel are to report to the Chief Warden.

    5.35.4   Liaise with Emergency Services.

Assisting Persons with Disabilities

5.36   Keep offices and passageways clear of obstructions.

5.37   Prior to emergency events, discuss with persons who have disabilities how they can best be assisted in an evacuation (e.g. lifting, carrying, escorting from the building).

5.38   *Personal Emergency Evacuation Plans* (PEEPs) are to be compiled for each employee identified with a disability, and risk assessed by the Emergency Committee (which meets as needed, and at least once p.a). The approved PEEP is to be disseminated to all people responsible and held by the relevant Warden.

5.39   In the case of hearing impairment, determine communication techniques which best suit the individual.

5.40   In the case of visual impairment, take someone's arm (guide dogs should be put on the leash).

5.41   In the case of intellectual impairment, explain evacuation procedures carefully and clearly, asking for feedback to ensure understanding.

5.42   Area Wardens that have disabled persons 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.

During Examinations

5.43   For any emergency situation occurring in the examination room during an examination, invigilators are to evacuate the room in accordance with the measures outlined above and ensure that they:

     5.43.1   Notify Chief Warden

     5.43.2   Notify Examinations Supervisor

6. SUMMARY OF EVACUATION PROCEDURE

When the Evacuation Alarm sounds, or when instructed to evacuate by an Area Warden, the following steps are to be taken by any affected people on campus:

6.1   Remain calm.

6.2   Notify the Chief Warden:

     Lloyd Porter, 0420 920 074

6.3   Ensure that all persons in your immediate vicinity are aware that they must evacuate.

6.4   Unless directly involved in controlling the emergency or assisting Wardens, immediately leave the building and proceed to the *Evacuation Meeting Point*, providing it is safe to do so (See *Appendix 1: Emergency Evacuation Map*).

6.5   Assist any persons with disabilities or who are experiencing difficulty with the evacuation and notify the nearest Area Warden if additional assistance is required e.g. an injured or trapped person.

6.6   Do not try to collect personal items or valuables.

6.7   Go straight to the *Evacuation Meeting Point* which is near the Hayman Road entrance of the car park.

6.8   Report any missing persons to a Warden or Emergency Services personnel.

6.9   Remain at the *Evacuation Meeting Point* until otherwise instructed.

7. EMERGENCY AND SUPPORT SERVICE CONTACT DETAILS

7.1   For emergency call **000** (fire, ambulance, police)

7.2   Those with hearing or speech impairment call 106

7.3   For State Emergency Services (SES) assistance call 132 500

7.4   Power emergencies and interruption (Western Power) call 13 13 51

7.5   Gas emergencies and faults (ATCO Gas) call 13 13 52

7.6   Water emergencies, faults and security (Water Corp.) call 13 13 75

7.7   Further information at https://perth.wa.gov.au/live-and-work/community-services-and-facilities/emergency-and-disaster-relief

8. RELATED DOCUMENTS AND LEGISLATION

INTERNAL

- Critical Incident Policy
- Critical Incident Procedure
- Health and Safety Policy

EXTERNAL

- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022 (WA)

9. REFERENCES

Nil

10. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2.00	COO	29 April 2024	29 April 2024	Contacts updated, processes revised. Converted to purely procedure.
1.10	COO	24 March 2023	24 March 2023	Emergency and support services contact details added (section 6)
1.01	Policy Coordinator	Feb 2023	Feb 2023	Transferred to Morling policy template
1.00	COO	20 Dec 2022	20 Dec 2022	Document created

Download this document anew with each use, as it may have changed.

APPENDIX 1: EMERGENCY EVACUATION MAP