

# LA TROBE UNIVERSITY

## EMERGENCY EVACUATION PROCEDURE

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### 1. POLICY AND SCOPE

- 1.1 The University Safety Policy is the enabling policy. The following statement is a specific requirement of that policy:
- The University recognises its obligation to take all reasonable precautions to protect the safety of its employees, students and visitors while they are on the premises.
- 1.2 Emergency evacuation procedures are designed to ensure the safety of people in buildings during emergencies by coordinating and controlling building evacuations until the appropriate emergency services arrive.
- 1.3 An emergency is any event, natural or man-made, which by its occurrence endangers the lives of staff, students, and visitors within the building and which requires an immediate response. Examples include fire, gas leak, bomb threat, storm, flooding or civil disturbance
- 1.4 It is University policy that every building or area controlled by the University shall have an emergency evacuation plan and shall conduct two evacuation drills per year.
- 1.5 These procedures apply to all University buildings, except the Borchardt Library, the Agora Theatre and the Colleges for which separate procedures apply.

### 2. RESPONSIBILITIES

#### 2.1 Management Responsibility

The persons responsible for the implementation and management of emergency evacuation procedures are those with appropriate management authority over a building or buildings. For these procedures the responsible persons will be Deans or the Vice-Principal according to the jurisdiction over each building. For buildings occupied by more than one School or functional division, the manager from the larger of the occupying areas shall be responsible for emergency evacuations.

#### 2.2 The Dean (or Vice-Principal) is responsible for:

- a) The effective implementation and management of the emergency evacuation procedures in buildings and areas under his or her control.
- b) Appointment of a building warden for each area or building.
- c) Ensuring that resources are available to all wardens to enable them to fulfil their responsibilities.
- d) Ensuring that fire safety recommendations made by building wardens are implemented.

The Dean has the authority to:

- e) Appoint building and floor wardens.
- f) Direct that all building occupants follow these procedures.

**2.3 The Building Warden is responsible for:**

- a) The coordination of the building evacuation in the event of an emergency or a planned drill.
- b) Appointment of floor wardens and deputy floor wardens.
- c) Nominating times and dates for at least two drills at the start of each year to the Safety Office.
- d) Conducting or coordinating regular inspections to identify fire hazards and to take appropriate action.
- e) Submitting two reports per year to the Dean (or Vice-Principal) which include the following:
  - i/ fire and evacuation hazard inspection summaries
  - ii/ unresolved fire and evacuation safety issues
  - iii/ evacuation drill reports
  - iv/ unforeseen emergencies and incidents
- f) A copy of the report shall be forwarded to the Safety Office.
- g) Choosing the locations of two Assembly Points. Assembly Points should be:
  - i/ A minimum of 300 metres from the building, or shielded by another building
  - ii/ Under cover where possible
  - iii/ Out of the way of MFB or emergency vehicles.

The Building Warden has the authority to:

- h) Direct that staff at all levels of the University structure comply with the emergency procedures following the sounding of the fire bell or alert signal or during an emergency evacuation.

**2.4 Floor Wardens are responsible for:**

- a) Carrying out their duties in the event of an emergency as described in these procedures.
- b) Reporting to the Building Warden any observed fire or evacuation hazards or unsafe conditions.
- c) Conducting regular fire and evacuation safety inspections as determined by the Building Warden.

Floor Wardens have the authority to:

- d) Direct that staff at all levels of the University structure comply with the emergency procedures following the sounding of the fire bell or alert signal or during an emergency evacuation.

**2.5 The Maintenance Superintendent is responsible for:**

- a) Adjusting or isolating building ventilation and services where necessary during an emergency.
- b) Activating the fire alarm or equivalent in the absence of security staff to enable a drill to be conducted.

**2.6 The Security staff are responsible for:**

- a) Assisting the Building Warden and emergency services in the event of an emergency.
- b) Activating the fire alarm or equivalent to enable a drill to be conducted.

**2.7 The University Switchboard Operator is responsible for:**

- a) Liaison with the emergency services.
- b) Providing a communications point for University personnel.

**2.8 The Vice-Principal is responsible for:**

- a) Community relations, contact with the media, the public, and appropriate senior members of the community.

**2.9 The University Safety Officer is responsible for:**

- a) The coordination, implementation and review of the University Emergency Evacuation Procedures.
- b) Providing advice and assistance to deans, building wardens and others on emergency evacuation matters.
- c) Liaison with emergency services to maintain emergency preparedness.
- d) Coordinating a training programme for wardens.
- e) Maintaining a master list of Building and Floor Wardens and scheduled dates for evacuation drills, and advising key personnel of the scheduled dates.
- f) Ensuring the University Switchboard Operator has access to business and after hours emergency contact numbers and relevant information.

The Safety Officer has the authority to:

- g) Direct building occupants during an emergency or planned drill where there is an immediate threat to safety.
- h) Close down any operation, which in his or her opinion represents a significant fire risk.
- i) Approve the variation of these procedures for individual buildings where circumstances warrant.

**2.10 Indemnity of Designated Emergency Evacuation Personnel**

Designated emergency evacuation personnel who work within their level of training shall not be held legally liable (including liability for personal negligence) as a result of any act or omission on their part during the course of carrying out their designated function.

**3. EMERGENCY PROCEDURES****3.1 The Building Warden shall:**

On hearing or being notified that the fire alarm has operated, proceed to the Main Emergency Control Point (MECP) or the Fire Board and operate the alert signal.

- a) Ascertain the source of the alarm.
- b) Liaise with Floor Wardens.
- c) In the event that evacuation is decided on, operate the evacuation signal (or instruct Floor Wardens to use their portable Alertronic alarms).
- d) Decide which assembly point to use, and instruct Floor Wardens to inform occupants as they evacuate their areas.
- e) Instruct switchboard operator to notify the M.F.B. by telephone of location, size and type of fire.
- f) Remain at the MECP and await reports from Wardens re evacuation.

**3.2 The Floor Wardens shall:**

On hearing or being notified that the fire alarm has operated:

- a) Proceed to their designated emergency control point.
- b) Contact or report to the Building Warden at the MECP.
- c) If evacuation is carried out, sound the "alert" alarm, and enter each accessible room and advise occupants to evacuate the building. Close all doors whilst progressing through the floor or area.
- d) Report to the Building Warden at the MECP or Fire Board when the floor has been evacuated.
- e) Following self evacuation assist other Wardens at stairway exits and/or assembly points.

**3.3 The Maintenance Superintendent shall:**

- a) Report to the fire board on being advised of the emergency situation.
- b) Adjust building ventilation where obviously necessary or instructed by the Fire Brigade.
- c) Be prepared to isolate services.
- d) Reset the ventilation after automatic cut-out resulting from activation of the alarm system.

**3.4 The Security Staff, on activation of the fire alarm:**

- a) Inform the University Switchboard Operator of the building affected.
- b) Direct the Fire Brigade or other emergency services at Central Control to the fire or emergency location.
- c) Seek out the Building Warden at the MECP or fire board and be available as a University communication channel.

**3.5 The Telephone Switchboard Operator shall:**

- a) On notification of activated fire alarm:

Notify the Maintenance Superintendent. (Ring Buildings and Grounds Enquires, extn 2017, and instruct receptionist to contact Maintenance Superintendent).

- b) On notification of an actual emergency:

Notify the following personnel, giving location and extent of fire if known:

- i/ Central Control
- ii/ Building Warden of the threatened building, or Deputy Building Warden.
- iii/ If the emergency involves fire, ring the Fire Brigade on 11441 giving location and details of fire if known.
- iv/ Maintenance Superintendent.
- v/ Vice-Principal (and Southern Campus Administration Manager if appropriate)
- vi/ Safety Officer

Be prepared to pass messages from the emergency area to the Fire Brigade or other emergency service while they are on their way.

- c) In an Emergency Evacuation Drill, take no action other than responding to telephone enquires.

## **4. EMERGENCY PREPARATION AND TRAINING**

### **4.1 Warden Training**

- a) The Safety Office shall coordinate a training session at each University campus in the first semester of each year.
- b) All wardens who have not attended a training session must attend a training session at the earliest opportunity.
- c) The programme shall include:
  - the reasons for emergency evacuation procedures
  - fire fighting equipment used within the University
  - what to do in an emergency
  - conducting an evacuation drill
  - fire and evacuation hazard inspection and reporting
  - operation of evacuation equipment

### **4.2 Fire Safety Equipment**

- a) All wardens should have bump caps in the following colours:
  - building wardens: yellow
  - floor wardens: red
- b) If the building has a fixed control and communication panel incorporating a public address system and an alert and evacuate signal, there shall be regular p/a announcements including a demonstration of the alert and evacuate signals to familiarise building occupants with the sounds.
- c) Where a fixed control panel is not installed and portable "Alertronic" alarms are issued for each floor, Floor Wardens are responsible for ensuring the alarm is maintained in good working order and for the competent operation of the unit.
- d) All exits shall be able to be secured against re-entry during an evacuation. This is normally achieved by installing a rope and hook system and incorporating a warning sign to bar re-entry.
- e) Emergency procedures on discovery of a fire shall be displayed on wall plaques throughout University buildings. There should be a minimum of two per level and should be sited close to break glass alarms and fire fighting equipment.

### **4.3 Evacuation Drills**

- a) Each building or area shall conduct two evacuation drills per year. In teaching areas at least one drill should be carried out while students are present. The Building Warden must nominate the times and dates of each drill at the beginning of each year to the Safety Office.
- b) Subsequent alterations to times and dates can only be made subject to the following conditions:
  - i/ there must be a compelling reason for alteration
  - ii/ a new date and time is given
  - iii/ the proposed new time is acceptable to the Safety Office.

- c) The Building Warden shall distribute a copy of the advance notice (Appendix F) at least three weeks prior to each drill to all sections listed.
- d) It is recommended that for the two drills per year, at least one should be without notice to occupants and wardens. Where advance notice to wardens is given, a briefing session should be held beforehand (Appendix E).
- e) Following each drill a debriefing will be conducted by the Building Warden to enable problems encountered during the evacuation to be identified and corrected.
- f) The Building Warden shall prepare a report to the Dean following each drill, including problems encountered and recommendations. A copy shall be forwarded to the Safety Office.

Approved by Council on 7/12/92 (min, ref. 277.9)  
Procedural alterations may be made by OH&S Committee.  
Changes in management authority may only be made by Council.

## APPENDIX A - EVACUATION OF MOBILITY IMPAIRED PERSONS

### Lifts must not be used for emergency evacuations.

Where a person who cannot use stairs needs to move to a different level for egress from a building, the person should wait at the door or fire-isolated stairs until most stair traffic has passed that level, and then be assisted inside the fire-isolated stairwell, on the landing, to wait there in the company of an able person. The Building Warden, who will be at the Main Emergency Control Point or Fire Board, must be informed by messenger.

Unless there is obvious danger at that location, the person should wait on the stair landing for assistance from emergency personnel. Fire-isolated stairs are rated at four hours' fire and smoke protection; in the event of a fire this location should be quite safe until assistance arrives to carry the disabled person down the stairs.

Fire-isolated stairs can be identified by (i) entry and exit via solid self-closing fire doors; (ii) fire separation from the rest of the building; i.e., not open stairways.

Persons depending on wheelchairs for mobility should make themselves aware of locations of fire-isolated stairwells in buildings where they spend a lot of time.

Undue risks must not be taken when evacuating mobility-impaired persons. During an emergency, a fall down crowded stairs, or a stuck lift, would be of such consequence that all reasonable steps must be taken to avoid such events. The above procedure is current Metropolitan Fire Brigade policy. A person must not be carried downstairs unless sufficient people with sufficient strength and knowledge are present.

## APPENDIX B - DESIRABLE QUALITIES IN WARDENS

### The person should be:

- a) *Available - i.e. present in the building for most of the time.*
- b) *Willing.*
- c) *Calm and capable of decision-making under stress, and able to communicate this air of calmness to others.*
- d) *Reasonably fit.*
- e) *Have the necessary authority to direct other members of staff in an emergency.*

## **APPENDIX C - FIRE HAZARD CHECKLIST**

### **1. Fire hazards**

- 1.1** Combustible material, flammable liquids and compressed gases are adequately stored
- 1.2** Sources of heat or ignition are properly shielded, guarded or controlled
- 1.3** Electrical equipment and wiring is in good condition
- 1.4** Portable heaters are of the fan type with automatic thermal cut out

### **2. Extinguishers**

- 2.1** Extinguishers are correctly mounted
- 2.2** Signs of vandalism or damage
- 2.3** Extinguishers and hose reels are unobstructed

### **3. Exits**

- 3.1** Adequate directions to location of exits
- 3.2** Exit signs are illuminated
- 3.3** Exit signs are clearly visible
- 3.4** Exit doors open easily from inside
- 3.5** Exits and access routes are clear of obstructions

### **4. Other**

- 4.1** Smoke or fire isolation doors are unobstructed
- 4.2** Smoke or fire isolation doors are in good working order
- 4.3** Corridor notices of emergency procedures are present and in good condition

**APPENDIX D - EMERGENCY PROCEDURES (WALL PLAQUES)**

LA TROBE UNIVERSITY

**EMERGENCY PROCEDURES**

**ON DISCOVERY OF A FIRE**

1. Rescue any person in immediate danger if safe to do so
2. Isolate fire (close doors)
3. Break fire alarm glass (if installed) and press button
4. Ring ext. 2222 and report location of fire
5. Fight fire if safe to do so
6. Obey any evacuation directions from the Floor Warden

**BUILDING EVACUATION**

**ALERT PHASE** - When an alarm bell rings or an alert tone (an intermittent "beep") is sounded.

1. Remain calm
2. Stand by to evacuate building

**EVACUATE PHASE** - When the evacuation tone (a "whooping" tone) is sounded, or instructed by a Floor Warden.

1. Do not use lifts
2. Close doors behind you (do not lock) except in bomb threats
3. Walk, do not run, to nearest exit
4. Proceed to assembly point
5. Return to building when instructed by a Warden

**ASSEMBLY POINTS**

1. ....
2. ....

Report all fire hazards or faulty equipment. To find out who the Building Warden is for this building, call the University switchboard on 479-1111.

## APPENDIX E - EVACUATION DRILL BRIEFING GUIDELINES

### 1. Preparation for fire drill

- a) Date and time to be chosen by Building Warden.
- b) Advance Notice of Emergency Evacuation Drill form to be filled in and distributed, at least three weeks in advance, to distribution list
- c) Distribute *Observer's Report to Building Warden* to observers nominated by Building Warden.

### 2. Pre-Drill Briefing Meeting

- a) Familiarisation with existing installed firefighting equipment:
  - fire extinguishers
  - break-glass fire alarms
  - fire hydrants
  - fire hose reels
- b) Choice of Assembly Point.
- c) Demonstration of "Alertronic" alarms.
- d) Distribution of bump caps.
- e) Choice of date of first fire drill with notice given.
- f) Walk-through fire drill (Wardens and Deputies only).

### 3. Debriefing meeting

- a) To be held immediately following emergency evacuation drill.
- b) Observers' reports to be reviewed.
- c) Any other comments to be reviewed.
- d) Changes in procedure to be formulated as far as possible.
- e) Choose date and time of next fire drill. (At least two per year are required.)
- f) Brief report to be forwarded to Safety Officer.

**APPENDIX F - ADVANCE NOTICE OF EMERGENCY EVACUATION DRILL**

**LA TROBE UNIVERSITY**

STRICTLY CONFIDENTIAL  
until time of emergency evacuation drill

**MEMO TO:**

1. Supervisor Mail Room, THROUGH Vice-Principal
2. Asst Manager (Maintenance & Services) for
  - a. Supervisor (Security & Traffic)
  - b. Supervisor (Maintenance)
3. Safety Officer
4. Purchasing Officer (re stores deliveries)
5. Switchboard Supervisor
6. Building Warden(s) of adjacent building(s) if appropriate.

**BUILDING**.....

**PROPOSED DATE**...../.../..... **TIME**.....am/pm

**LOCATION OF SIMULATED FIRE/EMERGENCY (Optional)**.....

NAME OF BUILDING WARDEN.....  
PHONE.....

Notice given/not given\* to occupants  
Notice given/not given\* to Wardens

**OBSERVERS:**

- Level 1.....
- Level 2.....
- Level 3.....
- Level 4.....

DE-BRIEFING LOCATION.....  
(Attendance requested by Wardens, Deputies and Observers.)

I request security personnel to activate the fire alarm at the above time and place.

(Signed)..... Building Warden Date:.....

**Security Staff use only** - forward whole of form to Central Registry 450/1/21 when complete.

Board isolated .....hrs .....(initials)

Board reconnected ..... .....

AIU Tested & OK ..... .....

\* delete one alternative

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## APPENDIX G - OBSERVER'S REPORT TO BUILDING WARDEN

**Building:** .....

**Date:** .....\.....\.....

**Observation post:** .....

**Level:** .....

**Times Noted:**

Alarm bell started ringing: .....

Floor Warden left to go to Fire Board: .....

Floor Warden returned: .....

Floor Warden completed search of floor: .....

Last person left floor: .....

All clear given: .....

Most people returned to floor: .....

From which parts of the floor could the alarm bell not be heard?:

.....

Did the Floor Warden search all rooms?: .....

Did the Floor Warden report back to Building Warden?: .....

Were measures to exclude people from your area during the emergency effective?: .....

Was the lift used?: .....

Were doors to corridors shut?: .....

**APPENDIX H - EMERGENCY EVACUATION DRILL REPORT**

**LA TROBE UNIVERSITY**

Building..... Date...../...../.....  
 Notice give to: Wardens YES/NO Occupants YES/NO  
 Copies to: Dean (FYI)  
 Building Warden.....  
 Registry File 450-1-21  
 .....  
 .....

**TIMES:** Fire Bell.....Re-occupation.....End of debriefing.....  
 Order given to evacuate.....

**A. FIRE BELL ISOLATION AND ACTIVATION**

Time of Activation.....Finish.....  
 Comments:

<b>B. WARDENS ARRIVAL TIME AT FIRE BOARD</b>	<b>LAST OCCUPANTS LEFT FLOOR</b>	<b>WARDEN REPORTED FLOOR CLEAR</b>
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Building Warden.....		
Level 1.....	.....	.....
Level 2.....	.....	.....
Level 3.....	.....	.....
Level 4.....	.....	.....
Level 5.....	.....	.....

**C. ASSEMBLY POINT**

LOCATION.....  
 NUMBER OF PEOPLE.....

ACTION

**D. OPERATION OF AUTOMATIC DOORS**

Stairwells:  
 Corridors :

**E. RE-ENTRY**

Was prohibition of re-entry effective?

**F. WALL PLAQUES** .....

**G. NEXT EMERGENCY EVACUATION DRILL** .....

**H. OPERATION OF "ALERTRONIC" ALARM**

Level 1.....	Level 2.....
Level 3.....	Level 4.....
Level 5.....	
Building.....	
Date...../...../.....	

**J. MAIN COMMENTS FROM DEBRIEFING MEETING** **ACTION**