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EMERGENCY EVACUATION GUIDELINES

PURPOSE

These guidelines support the Health and Safety Policy and Health and Safety Management Standards.

The **aim** of these guidelines are to:

- provide advice and guidance to all Curtin staff, students and visitors enabling a safe and efficient evacuation during an emergency situation
- minimise the adverse impacts of an emergency evacuation on people, the environment and property
- ensure regulatory requirements are fully met.

The **objectives** of these guidelines include to:

- maintain a high level of preparedness amongst all Curtin staff, students and visitors
- respond quickly and efficiently to limit the impacts of an emergency situation
- protect Incident Response Teams, general staff, students and visitors from harm.

The **scope** of these guidelines include:

Locations These guidelines are prescribed for Curtin University Bentley campus, Kalgoorlie campus, Perth campus and Technology Park.

Audience These guidelines are designed to assist staff, students and visitors make informed decisions regarding their personal safety during an emergency evacuation. They are also designed to assist Incident Response Teams and Curtin Safer Community Team to efficiently conduct their roles during an emergency evacuation.

Limitations These guidelines **do not** provide advice regarding areas such as server rooms, electrical or mechanical plant rooms or spaces with a unique hazard. These locations are referred to as 'areas of special consideration'. Also, these guidelines **do not** provide advice relevant to an Active Armed Offender situation. For information on these locations or an Active Armed Offender situation please refer to Curtin University Emergency Response Plan. Furthermore, these guidelines **do not** provide information or advice how to evacuate people with disabilities, for further information please refer to '*Evacuation Guidelines for People with Disability*' or the Curtin University Emergency Management Plan.

DEFINITIONS

ECO	Emergency Control Organisation
Evacuation	A risk management strategy that may be used to mitigate the effects of an emergency. It involves the movement of people to a safer location and their return.
Incident Response	Multi-skilled teams suitably trained to direct and control the implementation of



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Teams (IRT) Curtin University's emergency response procedures.

1. INTRODUCTION

The decision to evacuate either a building/s or all/part of the campus will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing for the needs of those being evacuated to ensure their safety and on-going welfare. Evacuation off site may be a necessity and therefore effective communication with external agencies and in particular surrounding local governments is essential.

An evacuation may be either pre-warned or immediate.

- **A pre-warned evacuation** is where the nature of the hazard allows for the receipt of sufficient and reliable information to prompt a decision to evacuate ahead of a hazard impact (e.g. cyclones and storm).
- **An immediate evacuation** is where a hazard impact forces immediate action, allowing little or no warning and limited preparation time (e.g. hazardous materials emergencies, air crashes, or fires).

Shelter in Place

An alternative risk management strategy to an evacuation during an emergency is to shelter in place. Sheltering in place is a defensive action and is an alternative to an evacuation where occupants can take direct action to protect themselves e.g. Active Armed Offender situation. Shelter in place is an emergency response decision that allows occupants and visitors to remain inside a facility on the basis that an evacuation to an external location might reasonably expose evacuated people to a greater level of danger.

2. INCIDENT RESPONSE TEAMS (IRT)

IRT's are building specific teams otherwise referred to as an Emergency Control Organisation (ECO) in AS 3745-2010 - Planning for emergencies in facilities.

It is the responsibility of Facility Managers/Head of School/Head of Department to ensure an IRT exists and has adequate staffing levels to facilitate its function. In the event a building is shared between school(s)/departments, those school(s)/departments must cooperate and coordinate these arrangements and jointly share the responsibility.

Training and exercising the IRT will be directed by Curtin University Emergency Management. The capacity and capability of the IRT will be assessed appropriate to the facility or building. Considerations during assessment include –

- the size of the building or facility
- the number of occupants and visitors
- the abilities and/or limitations of occupants
- the installed occupant warning equipment
- the fire engineered and life safety features of the building or facility
- the hazards contained within the building or facility

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2.1. OBJECTIVES OF THE INCIDENT RESPONSE TEAM

The primary objective of Incident Response Team members is to ensure their own personal safety and survival during an emergency situation. Life safety shall take precedence over asset protection during an emergency. Other objectives include –

- taking a leadership role during an emergency evacuation directing building occupants to a safe place of assembly
- protecting people endangered by an emergency situation
- protecting property endangered by an emergency situation if safe to do so
- assisting the emergency services
- assisting to restore normality after an emergency situation

2.2. IRT ROLES

All members of an Incident Response Team will be identifiable by a coloured tabard issued by the University. These tabards are used to enable quick identification of IRT members by staff, students and Emergency Services. This will greatly assist situational control and timely emergency response activities.

- Chief Warden – White Tabard
- Deputy Chief Warden – White Tabard
- Warden – Red Tabard
- First Aid – Green Tabard



2.3. TRAINING AND COMPETENCE

Chief Warden and Deputy Chief Warden

- Complete Curtin Chief Warden Training every 2 years
- Complete Curtin Fire Awareness Training every 2 years
- Complete Curtin Evacuating People with Disability Training every 2 years
- Participated in one emergency exercise annually

Warden

- Complete Curtin Warden Training every 2 years
- Complete Curtin Fire Awareness Training every 2 years
- Complete Curtin Evacuating People with Disability Training every 2 years
- Participated in one emergency exercise annually



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First Aid

- Complete HLTAID003 Provide First Aid Training every 3 years
- Complete HLTAID001 Provide Cardiopulmonary Resuscitation every other year
- Complete Curtin Warden Training every 2 years
- Complete Curtin Fire Awareness Training every 2 years
- Complete Curtin Evacuating People with Disability Training every 2 years
- Participated in one emergency exercise annually

3. EMERGENCY EVACUATION PROCEDURES

3.1. ALL STAFF

- a) Remain calm
- b) Collect small personal belongings (e.g. wallet/car keys) DO NOT take computers and other large items
- c) Ensure persons in your immediate vicinity are aware they are to evacuate
- d) Assist people with disabilities in your immediate area
- e) Immediately leave the building by the first available emergency exit and proceed to the designated assembly area/muster point
- f) DO NOT congregate around the exit doors
- g) Remain at the assembly area/muster point until otherwise directed by a Warden, emergency services personnel or a member of the Safer Community Team
- h) In a fire, DO NOT use the lifts
- i) DO NOT carry hot liquids or food when evacuating a building. This will slow your evacuation and could cause a danger to another person i.e. spillage
- j) DO NOT re-enter the building until the Warden, emergency services personnel or Safer Community Team have given the all clear

3.2. CHIEF WARDEN

Pre - Emergency

- a) Maintain current contact details for all IRT members
- b) Ensure IRT members are trained in accordance with training and competence requirements
- c) Identify people with disabilities in your area and discuss the Emergency Evacuation Guidelines for People with Disability
- d) Conduct regular exercises/drills
- e) Ensure staff on the IRT are aware of their roles and responsibilities

During an Emergency

- a) Put on White tabard and remain calm
- b) Ensure the safety of yourself and other personnel
- c) Ascertain the nature of the emergency (refer to Fire Indicator Panel in the event of a Fire Alarm)
- d) Establish communications with your team and determine the most appropriate course of action
- e) Assume control of the situation and initiate a safe evacuation of the area if necessary
- f) If there are any people with disabilities in the building direct nearest Warden to assist the individual to evacuate (if required)



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- g) Notify the appropriate emergency services / Safer Community Team and wait for your teams status reports
- h) If appropriate, brief the emergency services and standby for their direction
- i) Monitor the evacuation process and assess any potential need to move assembly area/muster point to a safer location
- j) Ensure a log is maintained throughout which can be used during the debrief and secured for future reference

Post - Emergency

- a) When the emergency incident is rendered safe and authority is given by the emergency services, or Emergency Management Team, or Safer Community Team, instruct Wardens to direct occupants back to their building
- b) If there are any people with disabilities at the assembly area/muster point ensure they are made aware of the situation and direct wardens to assist them to return to work/study area (if required)
- c) Compile a report of the incident
- d) Liaise with the Emergency Planning Manager regarding a debrief for entire IRT involved in the incident

3.3. DEPUTY CHIEF WARDEN

The deputy chief warden shall assume the responsibilities normally carried out by the chief warden if the chief warden is unavailable, otherwise assume the role of Warden and assist as required.

3.4. WARDEN

Pre - Emergency

- a) Ensure you are trained in accordance with training and competence requirements
- b) Identify people with disabilities in your area and discuss the *Emergency Evacuation Guidelines for People with Disability*.
- c) Participate in regular exercises/drills

During an Emergency

- a) Put on Red tabard and remain calm
- b) Ensure the safety of yourself and other personnel
- c) Ascertain the nature of the emergency
- d) Establish communications with your team and determine the most appropriate course of action
- e) If immediate evacuation is required, initiate controlled evacuation, otherwise wait for instructions from the Chief Warden
- f) If safe to do, search your designated area to ensure all persons are accounted for (staff, students, visitors and contractors)
- g) Assist people with disabilities to evacuate safely in accordance with '*Emergency Evacuation Guidelines for People with Disability*'
- h) Ensure orderly flow of persons during an evacuation
- i) Ensure that all fire and smoke doors are closed
- j) On successful evacuation report to the Chief Warden, provide status report and await further instructions
- k) Direct persons to relevant assembly area/muster point



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- l) Prevent persons from re-entering the evacuation zone or building
- m) Control and account for personnel at assembly point if directed to do so by the Chief Warden

Post Emergency

- a) When the emergency incident is rendered safe and authority is given by the emergency services, or Emergency Management Team, or Safer Community Team, and upon instruction of Chief Warden assist building occupants to return to their building
- b) If there are any people with disabilities at the assembly area/muster point ensure they are made aware of the situation, ask them if they require assistance to return to work/study area and inform Chief Warden
- c) Compile a report of your actions during the incident to provide to the Chief Warden
- d) Attend debrief as directed by Chief Warden / Emergency Management Team

3.5. FIRST AIDER

Pre – Emergency

- a) Ensure you are trained in accordance with training and competence requirements
- b) Identify people with disabilities in your area and discuss the *Emergency Evacuation Guidelines for People with Disability*
- c) Participate in regular exercises/drills

During an Emergency

- a) Put on Green tabard and remain calm
- b) Ensure the safety of yourself and other personnel
- c) Ascertain the nature of the emergency
- d) Establish communications with your team and determine the most appropriate course of action
- e) If immediate evacuation is required, collect your first aid kit and assist initiating a controlled evacuation, otherwise wait for instructions from the Chief Warden
- f) Report to the Chief Warden who will direct you to provide first aid care to any injured personnel

Post Emergency

- a) When the emergency incident is rendered safe and authority is given by the emergency services, or Emergency Management Team, or Safer Community Team, and upon instruction of Chief Warden assist building occupants to return to their building
- b) If there are any people with disabilities at the assembly area/muster point ensure they are made aware of the situation, ask them if they require assistance to return to work/study area and inform Chief Warden
- c) Compile a report of your actions during the incident to provide to the Chief Warden
- d) Attend debrief as directed by Chief Warden / Emergency Management Team

EXEMPTIONS

Nil



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RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

AS 3745-2010 - Planning for emergencies in facilities

Emergency Evacuation Guidelines for People with Disability

CONTACT DETAILS

Contact	Health, Safety and Emergency Management – Emergency Planning Manager Ph: (08) 9266 2653 emergency_management@curtin.edu.au
Approval Authority	Chair Emergency Planning Committee

REVISION HISTORY

Revision #	Date	Amendment Description
1	30/01/2018	New Guideline
1.1	12/02/2018	Administrative Update