

# Evacuation Procedures

<b>Subject</b>	Evacuation procedures
<b>Reference</b>	AS 3745-2010 - Planning for emergencies in facilities
<b>Review Date</b>	August 2014
<b>Responsibility</b>	Curtin Emergency Planning Committee (EPC)

## Background

For the purposes of evacuating a building for all hazards, do so immediately upon hearing the:

- alert or alarm from the Emergency Warden Intercommunication System (EWIS),
- fire alarm bell or
- via verbal directive from a warden, Security staff or emergency services personnel.

## Procedure(s)

Where it has been identified there is the need to evacuate, the following procedure(s) should be followed:

### Chief Warden

- put on white tabard and ensure the safety of yourself and other personnel;
- ascertain the nature of the emergency,
  - determine the most appropriate action,
  - assume control of the situation and
  - initiate a safe evacuation of the area if applicable;
- notify the appropriate emergency services / Security and wait for the Warden's status reports;
- if appropriate, brief the emergency services team(s) and standby for their direction;
- monitor the evacuation process and assess any potential need to extend the evacuation area;
- ensure a log is maintained throughout which can be used during the debrief and secured for future reference;
- brief / update either Security / Emergency Management Team (EMT) depending on the incident who will inform or escalate to the Critical Incident Management Team (CIMT);
- implement the initial phase of recovery.

## Warden

- put on red tabard, remain calm, ascertain type and location of emergency if safe to do so;
- if immediate evacuation is required, initiate controlled evacuation, otherwise wait for instructions from the Chief Warden;
- operate the intercommunication system if available;
- search (perform sweep) of designated area to ensure all persons are accounted for (staff, students, visitors and contractors);
- assist mobility impaired persons to designated safe holding area.
- ensure orderly flow of persons into protected areas, e.g. stairwells;
- ensure that all fire and smoke doors are closed;
- on successful evacuation report situation to the Chief Warden;
- direct persons to relevant assembly area/muster point;
- prevent persons from re-entering the evacuation zone or building;
- control and account for personnel at assembly point if directed to do so by the Chief Warden;
- compile a report of your actions for the debrief and keep for future reference.

## First Aid

- collect first aid kit if possible;
- provide care to injured personnel;
- make way to the muster point and report to a Warden;
- ensure first aid equipment is restocked;
- attend and participate in the debrief, if applicable.

## Employees, Visitors and Contractors

- remain calm;
- collect small personal belongings (e.g. wallet/car keys) **DO NOT** take computers and other large items;
- ensure persons in your immediate vicinity are aware they are to evacuate;
- assist disabled persons in your immediate area as per their Personal Emergency Evacuation Plan (PEEP);
- immediately leave the building by the first available emergency exit and proceed to the designated assembly area/muster point;
- **DO NOT** congregate around the exit doors. Remain at the assembly area/muster point until otherwise directed by a Warden.
- **DO NOT** use the lifts. This is not permitted in an emergency evacuation.
- **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.
- **DO NOT** re-enter the building until the Warden or emergency services personnel have given the all clear.