

Mechanical & Materials and Civil Engineering

Emergency Evacuation Procedure

Roles and Responsibilities

- 1. Chief Fire Warden** – is in charge of an emergency evacuation from the point where the alarm is raised until the emergency services arrive. On becoming aware of an emergency this person will:
 - a) Retrieve Walky Talky from Reception counter, Room 2.02;
 - b) Retrieve microphone and Warden's hats from top shelf in Reception;
 - c) Relocate to Fire Panel;
 - d) Liaise with Deputy Chief Fire Wardens on location of alarm;
 - e) Liaise with Deputy Chief Fire Wardens to ascertain the nature of the emergency and determine appropriate action;
 - f) Ensure that evacuation of building has commenced;
 - g) Ensure that appropriate emergency services have been notified;
 - h) Brief emergency services on arrival;
 - i) Continue communication with Deputy Chief Fire Wardens to ascertain ongoing nature of emergency.
- 2. Deputy Chief Fire Warden** – is responsible for reporting the progress of the emergency evacuation to the Chief Fire Warden. On becoming aware of an emergency this person will:
 - a) Ascertain the nature of the emergency and report to the Chief Fire Warden and Fire Wardens in his area;
 - b) Ensure that the Fire Wardens have implemented their emergency evacuation procedure and are moving people from the building;
 - c) Evacuate people from their area (if applicable);
 - d) Move to their cluster point;
 - e) Liaise with Fire Wardens on their arrival to the cluster point. Receive reports on the progress of the evacuation and whether there are additional emergencies (i.e. someone stuck in the building);
 - f) Report to the Chief Fire Warden on the progress of the evacuation (i.e. if people are stuck in the building, progress of evacuation).
- 3. Wardens** – are responsible for individual workplaces or areas of a workplace. On hearing or raising the alarm these people will:
 - a) Assist people in immediate danger;
 - b) Raise alarm (break glass alarm, shout FIRE, FIRE, FIRE);
 - c) Attempt to extinguish fire if safe to do so;
 - d) Implement evacuation of their workplace;
 - e) Perform methodical search of their area to ensure that all persons have been notified of emergency and have, or are leaving, the workplace to the safe location;
 - f) Assist mobility impaired persons;
 - g) Prevent persons from entering the building while the evacuation alarms are sounding by placing a staff member at their exit;
 - h) Communicate with Deputy Fire Warden; and

Methodical search of their area – A fire warden should check each area/room in their designated area to ensure that everyone has been notified that an emergency exists and that they exit the building. A fire warden is not responsible for physically removing someone from his or her area. If a person decides not to vacate the building report this incidence to the deputy Fire Warden on arrival at the cluster point.

If a door is closed touch the door before opening to see if hot. If hot the fire maybe on the other side. Open door slowly to prevent exposure to fire (backdraft).

A methodical search should begin at the furthest point of the designated area and the fire warden to should work towards the exit. This will ensure that the Fire Warden will complete search close to the exit.

All people of the Emergency Control Organisation should wear the appropriate firewarden hats at all times during an emergency.

NOTE: Only attempt to extinguish if the fire is small, you are not in danger and you have been trained in the correct use of extinguishers.

4. General and Academic Staff and Students – On hearing the alarm these people should:

- a) Turn off all electrical equipment;
- b) Close all windows;
- c) Leave work area and close door behind ensuring no-one is left in the workplace;
- d) Proceed to the closest exit at a fast walk (do not run) and make your way to the predetermined assembly area; and
- e) Perform duties as instructed to do so by the Wardens (e.g. help mobility impaired persons).

5. First Aid Officer – On hearing the alarm will perform the duties as required by general and academic staff and makes his or her way to the muster point. At the muster point the First Aid Officer will perform duties as required.

NOTE: No person is to enter the building until the fire brigade has issued the all clear.

On hearing the alarm or discovering fire

- 1) Help people in immediate danger;
- 2) Sound alarm (break glass and shout FIRE, FIRE, FIRE);
- 3) Turn off all electrical equipment (if possible) ;
- 4) Collect personal valuables;
- 5) Move to closest exit. Closing all doors and windows behind you;
- 6) Leave building via closest exit and make way to cluster point;
- 7) Report to your area fire warden.

6. Muster Points

The James Oval and on the edge of Student Carpark 14 between Fairway entrances 3 and 4. Observe directions and do not block off the movement of emergency vehicles.