



PP-21 Evacuation Policy and Procedures

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Policy

1. The purpose of this procedure is to define the system used to ensure AIST members of staff, families and students are prepared and know what actions to take in the event of fire or other emergency as per aspects of 'Duty of Care' provisions of the Occupational Health and Safety Act 2004.
2. Duty of Care and safety provisions aim to:
 - identify, and eliminate where possible, risks (e.g. fire) which exist within AIST.
 - make students aware of the dangers of hazardous situations such as fire
 - ensure AIST regularly takes part in evacuation drills
 - provide instruction for staff, students and families/guardians on evacuation procedures.
 - ensure staff, students and families/guardians are aware of the fire warning signal.
 - provide instruction for staff, families and students on how best to cope with emergencies (such as fire), escape techniques, and alternative exits.
3. Each evacuation drill will be evaluated regarding the efficiency of the operation and if areas are deemed to be unsatisfactory, procedures should be amended and implemented.
4. All evacuation drill activities will be documented and placed in the Incident Folder held by the CEO.
5. In the event of a fire, or other emergency, the closest teacher will send a responsible person to advise the nearest Manager or CEO of the fire and its probable location.
6. The fire bell will then be sounded and all evacuation procedures enacted.
7. No attempt will be made to extinguish the fire.
8. No-one will enter the building until approval is given by the fire brigade.

Responsibility

1. The CEO is responsible for the implementation of this policy/procedure and to ensure that staff members are aware of its application and that staff implement its requirements.
2. Managers are also responsible for the implementation of this policy/procedure and to ensure that staff, students and families/guardians are aware of its application and that staff implement its requirements.



Definitions

1. Floor Warden is a person designated with the responsibility for coordinating evacuation procedures on a particular building floor level.
2. Chief Warden is a person designated with the responsibility for coordinating evacuation procedures across all floor levels in collaboration with each Floor Warden.
3. Emergency Service means Fire, Police or Ambulance service.
4. Duty of Care is the legal responsibility managers have for the health and safety of employees under their supervision.

Procedure

Evacuation Drill Procedure

1. The delegated staff member at AIST will:
 - organise an evacuation drill at least bi-annually
 - organise the first evacuation drill of the year within the first 2 weeks of the academic year, so that staff, families and students new to AIST can be made aware of evacuation drill procedures early
 - inform staff, families and students of the sound of the fire alarm.
2. Teachers will:
 - instruct students prior to evacuation drills on the possible causes of fire, possible areas where fire might originate, fire evasion techniques and alternative escape routes.

Evacuation Notification

In the event that an incident occurs requiring the evacuation of the floor or building (ie fire, bomb threat or other threat to the safety of the occupants:

- then the person identifying the incident will:
Inform the nearest Manager or other senior staff member immediately
- The CEO or other senior staff member will:
 - Inform the Chief Building Warden or Deputy Chief Building Warden of the imminent danger and the need for evacuation
 - Call the Police and/or Fire Brigade
 - Inform the AIST Wardens for each level
 - Authorise the evacuation as per the evaluation procedures

Evacuation Procedure

1. If an evacuation of a floor and/or an area of the entire structure/complex is ordered, all occupants are required to:
 - proceed to the nearest emergency exit and move to the Assembly area as noted in the Assembly Point section, below



- ensure all internal doors, except fire exit door, are left open, if possible and ensure that no one re-enters the building
 - In the event of a bomb threat, visually check the area for any suspicious articles as they leave their floor, room or area
 - stop what they are doing immediately when the fire warning is sounded, stand and move from room/s in single file along designated routes
 - take with them the current roll for checking off names (if a Teacher, Supervisor or Receptionist)
2. The Floor Warden will:
- direct all people within their area of responsibility to the exits
 - report back to the Chief Warden once they have exited the building, depending on the instructions when notice was received
 - ascertain the location of any person with a disability in the area and arrange for the person with a disability to be removed with the responding Emergency Service
3. Staff, parents and students should:
- walk in an orderly way to the assembly area as indicated on Evacuation Procedures placed around the building
 - check rolls for any staff or students missing (in the case of teachers or supervisors)
 - wait for the all clear signal to be given (when all staff, families and students are satisfactorily accounted for)
4. Assembly Point: Corner of Holden and Norton Streets, Ashfield