

# AFTRS Emergency Evacuation Procedures

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## **AFTRS EMERGENCY EVACUATION PROCEDURES**

The AFTRS Emergency Evacuation procedures outline the steps to be taken in the event of an emergency situation including evacuating all building occupants in a timely manner. The procedures identify all position holders and their roles and responsibilities. Weekend procedures, Special Event procedures and Interstate Office procedures are also included.

The Chief Warden is the Facilities Services Manager.

The Deputy Chief Wardens are the Building Maintenance Manager and the Head of Production Technology

The after hours Chief Warden is the Security Guard.

## **WARDEN'S EQUIPMENT**

### **Evacuation Plan**

#### **Helmet**

- |                                          |        |
|------------------------------------------|--------|
| 1. Chief Warden and Deputy Chief Wardens | White  |
| 2. Area Warden                           | Yellow |
| 3. Warden                                | Red    |
| 4. First Aid                             | Green  |

**Plan of building with Areas, exit routes, location of extinguishers, and break glass alarms marked.**

**Evacuation procedure checklist**

**Two Way Radio**

# EVACUATION PROCEDURE

## SEQUENCE OF RAISING ALARM

Any staff member who identifies an emergency situation must do the following.

1. Press Red Emergency Alarm Button located throughout the building.(this will trigger an automatic call to the Fire Brigade) See locations on Maps of Areas, **THEN**
2. Dial the Information Desk: x 900; **or**
3. Contact Security Front Desk(after hours) x 577

In the event the desk is unattended or the alarm does not sound, Dial Emergency x 0 000

## ALARM SIGNALS

There are 2 alarm signals that may sound throughout the building. The Alert tone, (**BEEP BEEP BEEP**) and the Evacuation tone (**WHOOO WHOOP WHOOP**).

The Alert tone, (**BEEP BEEP BEEP**) identifies all building occupants of an impending emergency. This tone indicates **PREPARE** to evacuate. People are not required to leave their workstations and are to await further instructions.

The Evacuation tone, (**WHOOO "Evacuate" WHOOP "Evacuate now" WHOOP**) indicates that building evacuation is required. This tone requires that everyone leave the building immediately.

## EVACUATION PLAN (Sydney Campus)

1. Immediately after the activation of the alarm or notification of an emergency situation the Chief Warden will take control of the building. The Chief Warden will need to appraise the situation to the best of his/her ability and take whatever action seems to be most appropriate in the circumstances.
2. On being alerted of an evacuation situation (**BEEP BEEP BEEP**) all Area Wardens and Wardens are to put on their hats and gather their equipment. They must proceed to their designated marshalling area which is located

in their designated Area and await two way radio instructions from the Chief Warden.

3. Everyone else is to prepare for evacuation but not leave their work area.
4. If an evacuation is ordered, the (**WHOOP “Evacuate” WHOOP “Evacuate now” WHOOP**) tone will sound and everyone should do the following.
  - a) **WALK** to the nearest safe external **EXIT. DO NOT RUN.**
  - b) In the event of a general evacuation where a staff member is in another area, he or she is to evacuate with people in that area. People should **NOT** attempt to return to their own work area.
5. Evacuation will be by means of the nearest safe EXIT door to the outside of the building. Everyone should proceed immediately to the base of the stairs leading from Heritage Park.
  - a) When evacuating the building people must not stop to retrieve dropped articles.
  - b) When evacuating the building in the case of a fire, people must close all doors behind them as they leave.
  - c) When evacuating the building in the case of a bomb threat, people must leave all doors open.
6. The Chief Warden will announce over the Public Address System if it is a false alarm and for everyone to return to their work areas.

## **ASSEMBLY POINTS**

When ordered to evacuate the building by the Deputy Chief Warden everyone must proceed to the following Assembly Point:

**Primary Assembly Point: at the base of the Stairs from Heritage Park, EQ**

When ordered to evacuate further, everyone must proceed directly to the secondary Assembly point.

**Secondary Assembly Point: at the Showring, EQ**

**DO NOT PANIC**

**DO NOT RUN**

**DO NOT USE LIFT**

**DO NOT RE-ENTER THE BUILDING FOR ANY REASON**

**UNTIL THE CHIEF WARDEN SAYS IT IS SAFE TO DO SO.**

### **FALSE ALARMS**

If no fire / emergency is found, the Chief Warden must:

- inform staff/students of the false alarm using the public address system, and
- meet the emergency service on arrival and inform them of the situation.
- Do not clear the Fire Indication Panel unless instructed by Emergency Services.

**THE CHIEF WARDEN**  
(Facilities Services Manager)  
(White Hat)

OBJECT

1. In the event of an emergency/incident assume control of all activities in connection with the emergency organisation and evacuation procedures until the hand over to the Emergency Service Personnel.
2. Take appropriate action during an emergency to ensure the safety and well being of all building occupants.

ACTION

1. Immediately after the activation of the emergency evacuation alarm or notification of an emergency situation, immediately proceed to the Emergency Control Point located at the Back Dock Security Office and assume control of the emergency incident.
2. Contact the appropriate Warden(s) from the Area where the alarm has been activated, and assesses the situation.
3. If necessary, evacuate the appropriate Area(s) and/or building.
4. Make sure that the relevant authorities have been notified, e.g. Fire Brigade, Police and/or Ambulance.
5. Assist the authorities, i.e. Fire Brigade, Police etc. as required.
6. Ensure everyone has been evacuated from the building. As Area Wardens report cleared Areas mark off a list of Areas on the whiteboard in the Back Dock Security Office.
7. Maintain communication with the Deputy Chief Warden(s) as to the situation.
8. Advise everyone when it is safe to re-enter the building following a fire or other emergency or when a drill has concluded.

The External Emergency Coordinating Officer will advise the Chief Warden on re-entry to the building.

## **DEPUTY CHIEF WARDEN**

(Building Maintenance Manager or Head of Production Tecnology)  
(White Hat)

### **OBJECT**

1. The Deputy Chief Warden assists the Chief Warden with the overall control procedure during any emergency/incident. During the absence of the Chief Warden the Deputy Chief Warden assumes control. The Deputy must be familiar with the responsibilities of the Chief Warden. The Deputy Chief Warden is the coordinating officer at the Assembly point at the base of the stairs leading to Heritage Park.

### **ACTION**

1. On being alerted of an emergency/incident, the Deputy Chief Warden immediately contacts the Chief Warden.
  - a. If the Chief Warden is absent the Deputy assumes the role of Chief Warden and activates the back up Deputy Chief Warden (Building Maintenance Supervisor/Electrician).
2. The Deputy Chief Warden proceeds directly to the Marshalling Point at the front Reception Desk in the Foyer to await further instructions from the Chief Warden.
3. On the Evacuation order or alarm from the Chief Warden, the Deputy Chief Warden
  - a. gives the Incident First Aid kit to a Senior First Aid Officer and instructs all Senior First Aiders to proceed to the Assembly point,
  - b. hand a wardens list to any warden to take a warden roll call at the assembly point.
  - c. proceeds to the Assembly point at the base of the stairs leading to Heritage Park to coordinate everyone and the First Aid response.

## **AREA WARDENS** (Yellow Hat)

### OBJECT

Area Wardens will, in the event of an emergency/incident, assume control of his/her allocated area.

### ACTION

Upon hearing the Alert tone:

- a) proceed to the designated marshalling area within their Area, gather their equipment, activate the two way radio and await instructions from the Chief Warden;
- b) if contacted by the Chief Warden, check their designated Area and report back to the Chief Warden via two way radio;
- c) when ordered to evacuate by the Chief Warden or when the Evacuation signal sounds, facilitate the evacuation of the area;
- d) search the Area to ensure everyone has left the area and physically check each office, studio, and toilet within their Area (if a door is locked, knock loudly, yell and if no answer, move on);
- e) ensure all doors are closed as people are evacuated;
- f) when the Area is cleared of people, report to the Chief Warden on the two way radio, and
- g) carry out any other instructions as requested by the Chief Warden.

## **WARDEN** (Red Hat)

### OBJECT

In the event of an emergency/incident, the Warden will assist the Area Warden and ensure that everyone from the area is evacuated.

### ACTION

Upon hearing the Alert tone:

- a) proceed to the designated marshalling area within their Area, gather their equipment (including hat) and await instructions from the designated Area Warden, and
- b) provide assistance to people in the Area to prepare for evacuation.

Upon hearing the evacuation signal:

- a) assist people in the evacuation via the nearest emergency evacuation exit;
- b) assist in the evacuation of people with disabilities;
- c) if instructed by the Chief Warden, proceed to another Area and take up the role of Warden for that Area;
- d) carry out any other instructions as requested, and
- e) in the event that further assistance is required during evacuation, contact the Chief Warden using the two way radio.

## **SENIOR FIRST AID OFFICERS** (Green Hats)

### OBJECT

1. To render first aid to the injured, or those in need of assistance.

### ACTION

On hearing the Alert Tone:

- a) proceed to the Marshalling point at the Front Information Desk in the Foyer;
- b) await further instructions from the Deputy Chief Warden;
- c) in an emergency attend to the first aid requirements as directed by the Deputy Chief Warden until professional medical attention is available and/or services are no longer required, and
- d) on the Evacuation signal proceed to the Assembly point at the base of the stairs leading to Heritage Park and stand by for instructions from either the Chief Warden or the Deputy Chief Warden.

The Triage area is near the Morphew Photos building near the Heritage Park. All first aid officers should meet in this area.

## **INFORMATION/SECURITY OFFICERS FRONT DOORS (White Hat)**

### **OBJECT**

1. To ensure emergency egress at all times
2. To secure the site to prevent illegal removal of property.

### **ACTION**

1. (Security) Conduct daily checks at shut down to ensure all fire exits are not locked and all main passageways and fire exits are clear from obstructions. In the event that Fire Exits are locked and/or passageways are blocked, attempt to unlock/clear exits if possible and then send an email to [building@aftrs.edu.au](mailto:building@aftrs.edu.au) relaying the issue. Report the issue to the Chief Warden and Deputy Chief Warden/s.
2. In the event of the alert tone Information Officer/Security at Front reception is to stand outside the glass airlock doors to ensure no one (except emergency personnel) re-enters the building.
3. Direct everyone to the Assembly point at the base of the stairs leading from Heritage Park.
4. In the event of an alert outside standard staff working hours see Weekend Emergency Procedures.

## **Information Officer**

### **ACTION**

1. On notification of an emergency/incident from the Chief Warden immediately switch the main AFTRS number to Voicemail and await instructions from the Area Warden.
2. On the evacuation signal assist the Area Warden in evacuating the Area.

## WEEKEND OPERATIONS

### OBJECT

1. To evacuate all building occupants in a timely manner.
2. In the event of an incident the Security Officer is the Chief Warden.

### ACTION

1. Security distributes the After Hours Fire Emergency Evacuation Information Sheet to all lecturers.

Upon hearing the Evacuation signal:

2. The Security Guard collects the Visitor Register/Sign in sheet from the Front Information Desk in the foyer. The Security Guard distributes the register to a staff member and instructs them to do a roll call at the Assembly point at the entry stairs to Heritage Park. The Security Guard also instructs the staff member in the event of a missing person at the evacuation point to notify the Security guard who will search the building.
3. The Security Guard proceeds directly to the outside glass airlock doors and directs everyone to the entry stairs to Heritage Park. The Security Guards ensure that no one re-enters the building.
4. The Security Guard remains at the Marshalling Point until Emergency Service Officer provides advice for re-entry into the building.
5. The Security Guard instructs everyone when it is safe to re-enter the building.

## **AFTER HOURS EMERGENCY EVACUATION INFORMATION SHEET**

**(To be given to everyone visiting the School after hours)**

1. Familiarize yourself with the nearest Emergency Exit in the area you are in upon entering the building. There are evacuation plans on each level. In the event of an emergency please be aware that there are no Wardens to direct you. You will need to exit the building directly.
2. In the event of the alert tone (**BEEP BEEP BEEP**), prepare to evacuate the building.
3. In the event of the evacuation signal (**WHOOP “Evacuate” WHOOP “Evacuate now” WHOOP**) or announcement of an emergency over the Public Address system, proceed directly to the nearest exit and walk to the Assembly point located at the base of the stairs at Heritage Park and remain until advised otherwise by the Chief Warden.
4. Follow the instructions of the Chief Warden (Security Guard).
5. The Chief Warden will do a roll call at the Assembly point.
6. Once the emergency has passed you will be advised when to re-enter the building by the Chief Warden (Security Guard).

**DO NOT PANIC**

**DO NOT RUN**

**DO NOT USE LIFT**

**DO NOT RE-ENTER THE BUILDING FOR ANY REASON**

**UNTIL THE CHIEF WARDEN SAYS IT IS SAFE TO DO SO.**

## **AFTRS VICTORIAN OFFICE**

### **EVACUATION PROCEDURES**

#### **IN CASE OF EMERGENCY**

Rick Leathem is the floor warden and is a qualified first aid officer for AFTRS. In the event of a building evacuation, he will direct you to the stairwell and instruct you when it is safe to walk single file down the stairs and to the designated assembly point. He will check that the floor has been fully evacuated and whether anyone needs assistance.

In Rick Leathem's absence, call 0411 761 505 to report an emergency in the building. This will prompt the chief warden to activate the building's alarm system.

The first alarm signal you should hear when there is an emergency sounds like a truck reversing. This is to alert you to listen for instructions to be broadcast over the PA system (AFTER HOURS PLEASE EVACUATE IMMEDIATELY ON FIRST ALARM SIGNAL).

The second alarm has longer, higher pitched notes and is your cue to evacuate the building.

There is only one exit door from level one. This leads out to the hallway. From the hallway, take the staircase situated to the left of the lifts.

#### **DO NOT USE THE LIFTS**

The stairs lead to the front of the building (Russell Street). From here, turn left towards Flinders St. At Flinders St, turn left. Oliver Lane is the first lane on the left. On the corner of Oliver Lane and Flinders St is Tourism House. This is the assembly point, as indicated on the Evacuation Plans displayed around the office.

In case of a bomb threat, do not stay at the assembly point. In such cases, an announcement will be made as to where to assemble.

Wait for the all clear before re-entering the building.

Here are some useful emergency numbers:

Chief Building Warden

Police/Fire/Ambulance 000

Victoria Police Centre

637 Flinders Street, MELBOURNE, 3005 (open 24 hours)

Phone: (61 3) 9247 6666

Fax: (61 3) 9247 5727

Central Medical Clinic

114 William St, Melbourne, 3000 - (03) 9670 2020

Freemasons Hospital

Albert Street, Melbourne, 3000 - (03) 9483 3500

Royal Dental Hospital of Melbourne

711 Elizabeth St, Melbourne, VIC 3000 - (03) 9341 0222

RACV Roadside Assistance (24 hours)

13 11 11

Poisons Infoline

13 11 26

State Emergency Service

9696 6111

CVA building manager Anna Mahovich 0411 761 505

## **BOMB THREAT CHECKLIST**

### **QUESTIONS TO ASK**

1. When is the Bomb going to explode?
2. Where did you put the Bomb?
3. When did you put it there?
4. What does the Bomb look like?
5. What kind of Bomb is it?
6. What will make the Bomb explode?
7. Did you place the Bomb?
8. Why did you place the Bomb?
9. What is your name?
10. Where are you?
11. What is your address?

### **EXACT WORDING OF THREAT?**

### **ACTION**

Report call immediately to: 000

### **THREAT LANGUAGE?**

1. Well spoken:
2. Incoherent:
3. Irrational:
4. Taped:
5. Message read by caller:
6. Abusive:
7. Other:

### **BACKGROUND NOISES?**

1. Street noises:
2. House noises:
3. Aircraft:
4. Voices:
5. Music
6. Machinery:
7. Local call:
8. Long distance:
9. Other:

### **CALLER'S VOICE?**

1. Accent (specify):
2. Any impediment (specify):
3. Voice (loud, soft, etc):
4. Speech (fast, slow, etc):
5. Diction (clear, muffled, etc):
6. Manner (calm, emotional, etc):
7. Did you recognise the voice?
8. If so who do you think it was?
9. Was the caller familiar with the area?

### **OTHER?**

1. Sex of caller:    male    female (please circle)
2. Estimated age:

### **CALL TAKEN?**

1. Date & Time:
2. Duration of call:
3. Number called:

### **RECIPIENT**

1. Name (print):
2. Phone number:
3. Signature:

**REMEMBER: KEEP CALM - DON'T HANG UP**

## CHEMICAL AND BIOLOGICAL EMERGENCIES

# IMPORTANT NOTICE

### CHIEF WARDEN, DEPUTY CHIEF WARDEN, AREA WARDENS & WARDENS

Should a possible biological and/or chemical incident be brought to your attention you should take the following steps.

1. Call 000 – ask for Fire Hazmat and report:
  - exact location;
  - building floor;
  - estimated number of victims;
  - wind direction (if chemicals suspected);
  - directions to approach upwind (if chemicals suspected), and
  - description of package and action taken (e.g. covered with cardboard box).
2. Secure scene, prevent others from entering, and evacuate building.
3. Turn off ventilation systems and any fans in immediate area. Telephone Building Maintenance on ext. 449 to get air-conditioning closed down.
4. Keep area secure until help arrives.

# **IMPORTANT NOTICE**

## **ALL OCCUPANTS OF THIS BUILDING**

Should you suspect you have been involved in a biological and/or chemical incident it is important you take the following steps.

### **CHEMICAL**

1. Hold your breath and move out of the area.
2. If you think the chemical is on you, remove outer clothing and wash exposed skin with cold water.
3. Wait as quietly as possible for medical assistance – try not to panic.

### **BIOLOGICAL**

1. Do not disturb the package further.
2. If possible cover the package without disturbing it (e.g. large waste bin or cardboard box).
3. Stay in the area and try to prevent others from entering.
4. Call for HELP or trigger FIRE ALARM.

## EMERGENCY PROCEDURES – FLOW CHART

### HANDLING OF MAIL & PACKAGES

If you receive a package or letter that you believe is suspicious, follow the procedures outlined below.

#### **What to do if you receive a suspicious package or mail item?**

- If not open place item in a plastic bag and seal it. Then place all items in a second plastic bag and seal that bag.
- If open do not disturb the item any further. Do not pass it around. If any material has spilt from the item do not try to clean it up or brush it from your clothing. If possible place an object over the package without disturbing it e.g. a large waste bin.
- Stay in your office or immediate work area (this also applies to co-workers in the same room) and prevent others from entering the area and becoming contaminated.
- Call for help. This may be your supervisor or to 000 to ask for Fire HAZMAT. Advise:
  - exact location of incident – street address, building, floor;
  - number of people potentially exposed;
  - description of the package/device, and
  - action taken e.g. package covered with coat, area isolated.
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible (without leaving your work area) wash your hands.
- If possible have the building ventilation system shut down and turn off any fans or equipment that is circulating air around your workplace.
- Wait for help to arrive.

#### **What do you do if you suspect the mail item may contain an explosive device?**

- Ring 000 and report the package.
- Evacuate the area through your normal emergency procedures.

# EMERGENCY PROCEDURES – FLOW CHART

