



## EVACUATION POLICY AND PROCEDURES

### BACKGROUND

This policy is part of MC's overall risk management framework, and the more comprehensive Work Health and Safety policy and procedures

MC will inform staff of this policy and the procedures at the time of their induction and students at the time of their orientation

### POLICY

- Morling College (MC) is committed to the provision of safe evacuation for all its staff, students and visitors in the event of an emergency.
- This MC policy satisfies clause 43 of the NSW Work Health and Safety Regulations (2011) regarding the duty to prepare, maintain and implement emergency plans. From time to time, MC will conduct evacuation drills.
- Work health and safety (WH&S) is the responsibility of all staff, students of and visitors to MC. Consequently, all people at MC have a duty of care to ensure the safety of themselves and others.
- The Board fulfils its duty of care in controlling the MC premises through its policies and review of procedures and incidents at meetings. Particular people have delegated responsibility and accountability for evacuation procedures as detailed below.

### SCOPE

- Emergency evacuations can occur as a response to threats such as fire, natural disasters and criminal activity or as a step for mitigating against a threat to the safety of people on the College site.
- This policy relates to the campus buildings including offices, classrooms and public spaces as illustrated in the map (appendix 1).

## PROCEDURES AND RESPONSIBILITIES

### STAFF AND STUDENTS

On hearing the Evacuation Alarm (**Fire Alarm**) or on being instructed to evacuate, students and staff not performing emergency related roles should proceed as follows:

- Remain calm

- Ensure that persons in your immediate vicinity are aware that they must evacuate
- Unless directly involved in controlling the emergency or assisting Wardens, immediately leave the building and proceed to the Evacuation Meeting Point at the end of Saunders' Close, opposite the MRC entrance. [See Emergency Evacuation Diagrams in Appendix 1 for the overall campus and Appendix 2 for the following buildings: Administration and Dining Room]
- Assist any persons with disabilities or who are experiencing difficulty with the evacuation and notify the nearest Area Warden if additional assistance is required e.g. an injured or trapped person. People unable to walk downstairs are asked to wait in the stairwell.
- Report any missing persons to an Area Warden or Emergency Services
- Remain at the Evacuation Meeting Point until otherwise instructed.
- If instructed, the group will move to the off-campus Evacuation Assembly Area (moving along the path between 4 and 6 Saunders close to the open grass area on the other side of the Saunders Close apartments)

## WARDENS

There is ONE (1) Chief/Campus Warden:

Steve Sherriff (Property Maintenance Officer)

Contact number: 0425 286 742 (m) or **123** (via 3cx)

Backup Chief/Campus Wardens:

Linda Corner: 0417 659 479 (m) or **120** (via 3cx)

Peter McCrindle 0481 506 000 (m) or **107** (via 3cx)

*The Chief Warden oversees all Area Wardens.*

In addition to the Campus Warden there are Seven (7) Area Wardens for the campus buildings (with backup if staff not on campus 5 days/week):

AREA	WARDEN NAME	CONTACT TEL. M/3cx
Level 3 - MALC	Peter McCrindle	0481 506 000 / 3CX 107
Library - Levels 1 & 2, MALC	Gabrielle Fury	0422 267 171 / 3CX 601
Level 4 - BMC	Bu Lu Kareng / Joseph Lam	0423 839 187 / 3CX 4255 0425212640 / 3CX 4221
Level 4 - BFS	Carly Aliberti/ Rob Ellis/ Janice So	0412 039 464 / 3CX: 4217 0401 696 687 0421 389 878
Dining Area; Archives; Horizons Office; Macquarie Baptist Church Office	Giselle Tan	0418 979 833 / 3CX 861
Counselling Department	Liz Crocombe/ Shelley Fairgrieve	0417 311 679 / 3CX 803
MRC & Morling Village	David Sullivan / SRA	0490 458 726 / 3CX 150

Morling College will provide training and a labelled protective hat for College Wardens.

## INITIAL REPORT / RESPONSE TO EMERGENCY:

The Area Warden or Chief/Campus Warden on being advised of an emergency:

1. Ascertains the following information from the informant:
  - a. Type of emergency
  - b. Exact location
  - c. Actions being taken by persons at the scene
  - d. Any persons injured
  - e. Name of person reporting
2. Acts as necessary to address the immediate threat,
3. Notifies:
  - i. Emergency services, as applicable
  - ii. any applicable Area Warden/s (if an evacuation is required beyond your area)
  - iii. Communication Officer (Dean of Students) to maintain a Running Sheet briefly detailing in chronological sequence messages received, directives issued, persons notified etc.
4. If evacuation is necessary, sounds the **Evacuation alarm**. Note that the MRC and MALC building have an automated alarm and speaker system. However, the renovated Eldridge & Gilbert-Wright buildings' or Ezra Centre's evacuation alarm is 3 long blasts of a portable air horn.
5. Communicates further as needed through the intercom system, telephone OR WOL App.

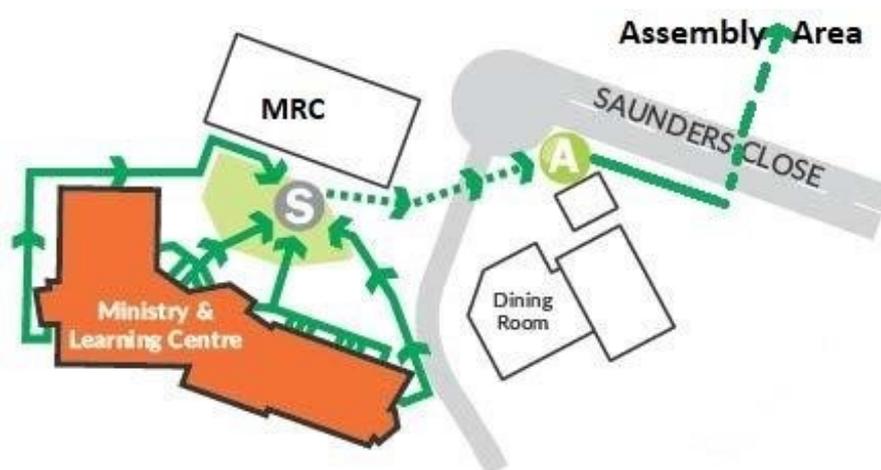
## RESPONSIBILITY OF AREA WARDENS:

As an Area Warden becomes aware of an emergency they should contact the Campus Warden. If evacuation is urgent, or on direction from the Campus Warden, they may carry out steps 1-4 above.

On hearing the Evacuation Alarm or on being instructed to evacuate, the Area Wardens for the respective areas are to:

1. In applicable areas, subject to staff availability and providing it is safe to do so, designate staff to take up positions outside the entrances to the building/s and prevent persons from entering
2. Progressively move through the area advising persons to evacuate and indicate their nearest safe exit and to assemble at the Emergency Evacuation Meeting Point. *Wardens are to make a note of any refusals (name, location and signature of refuser) and notify the Chief/Campus Warden and Emergency Services of their whereabouts*
3. Providing it is safe to do so, retrace their steps checking each room/area to ensure that no one is left behind

4. If any rooms may be occupied and locked, knock firmly, loudly announce the emergency, wait momentarily for any response and then move on, noting the room number or location
5. Where applicable, check with staff assisting that they have checked their designated areas and all persons have evacuated
6. Leave the area and report to the Chief/Campus Warden at the Emergency Evacuation Meeting Point.
7. Inform the Chief/Campus Warden that their area has been evacuated and checked, including any rooms which could not be physically checked.
8. In the case of a campus-wide evacuation, everyone on campus will be instructed to evacuate to the off-campus Evacuation Assembly Area (moving along the path between 4 and 6 Saunders close to the open grass area on the other side of the Saunders Close apartments)



#### **RESPONSIBILITY OF CHIEF/CAMPUS WARDEN:**

After the initial report of/response to the emergency, the Chief/Campus Warden is to:

- Contact Area Wardens and pass on evacuation instructions, confirming with them if there are any restrictions on evacuation routes or with the evacuation meeting point area, or any other special instructions
- Request that the Communication Officer (Dean of Students) maintain a Running Sheet briefly detailing in chronological sequence messages received, directives issues, persons notified etc....
- Alert the On-Campus First Aid Officer to the emergency
- Communicate with the Area Wardens to ascertain that their area has been evacuated to the meeting point, and all spaces checked, including any rooms which could not be physically checked. Determine the number and location of any people remaining behind.
- In the case of a campus-wide evacuation, communicate that everyone on campus

will be further evacuated to the off-campus Evacuation Assembly Area (moving along the path between 4 and 6 Saunders close to the open grass area on the other side of the Saunders Close apartments)

#### **AFTER EVACUATION/EMERGENCY:**

*An evacuation alarm and one-page summary of evacuation procedures can be found in the Morling College Library.*

- Confirm with Area Wardens:
  - That persons have been deployed to prevent access to the building
  - That their designated areas have been thoroughly checked and no persons have been left behind (unless an active refuser)
  - A list of active refusers is provided to the Chief Warden
  - The location/identification of any locked rooms which could not be physically checked
- Liaise with Emergency Services
- Report the results of the building evacuation (including any rooms not checked and location and identity of staff positioned outside entrances) to the Emergency Services
- Continue to check the well-being of staff outside entrances until they are no longer required
- Obtain update on number and whereabouts of contractors working on-site, ensure that any contractors working in or near the affected area are accounted for
- Manage on-scene response either to recovery or until such time as emergency services arrive
- Advise unaffected areas in close proximity of the situation
- Monitor progress of the evacuation and ensure relevant Area Warden/s report when area/s is/are evacuated

#### **RESPONSIBILITY OF FIRST AID OFFICER:**

The first aid officer is to carry the portable first aid to the Evacuation Meeting Point and treat any first aid injuries at the Meeting Point.

Any casualties will then be handed on to the Emergency First Aid Responders.

## CONTINGENT EVACUATION DETAILS

### NIGHT EVACUATION

In the event of an evacuation after hours, it is critical to ensure that all persons have vacated the affected area/s. A battery powered light (E.g. Mobile Phone with inbuilt light) is necessary for night evacuations. On being advised of an emergency and/or evacuation:

- Alert the Chief/Campus Warden to the emergency
  
- Assist persons to leave the affected area. Lecturers are responsible for evacuating their own classrooms; Library personnel are responsible for evacuating the Library, MRC personnel are responsible for evacuating MRC and Morling Village.
  - Providing it is safe to do so, ensure that affected building/s are methodically checked during or immediately following the evacuation
  
  - If any rooms are locked, knock firmly, loudly announce the emergency, wait momentarily for any response and then move on, noting the room number or location and any refusals to evacuate
  
- Check Evacuation Meeting Point and confirm that area where persons have gathered is safe and no missing persons. Lecturers and Library personnel are to report to Chief Warden.
  
- Liaise with Emergency Services

### ASSISTING PERSONS WITH DISABILITIES

- Keep offices and passageways clear of obstructions
  
- Prior to emergency events, discuss with persons who have disabilities how they can best be assisted in an evacuation (e.g. lifting, carrying, escorting from the building) Personal Emergency Evacuation Plans (PEEPs) are to be compiled for each employee identified with a disability, and risk assessed by the Emergency Committee (which meets as needed, and at least once p.a). The approved PEEP is to be disseminated to all people responsible and held by the relevant Warden. *If unsafe to use a lift (assuming a fire evacuation) and unable to evacuate a person immediately and safely to the assembly area, then position person in fire isolated stairwell (in buildings so equipped) where practicable, with someone to remain with them, and notify that assistance is required.*
  
- In the case of hearing impairment, determine communication techniques which best suit the individual
  
- In the case of visual impairment, take someone's arm (guide dogs should be put on the leash)

- In the case of intellectual impairment, explain evacuation procedures carefully and clearly, asking for feedback to ensure understanding Areas that have disabled person should liaise as soon as possible to determine the best means of assistance for any evacuation procedures. This will also determine the best means to communicate the type of emergency

## **EVACUATION PROCEDURES DURING EXAMINATIONS**

For any emergency situation occurring in the examination room during an examination, invigilators are to evacuate the room in accordance with the measures outlined above and ensure that they:

- Notify Campus Warden
- Notify Examinations Supervisor

## **LOCKDOWN ALARM AND PROCEDURES**

A separate alarm and notice indicate a lock-down emergency. In MALC and MRC an announcement will be made through the PA in the first instance and via the WOL app. in the second instance. In the renovated Eldridge & Gilbert-Wright buildings used by CCSC/Ezra Centre, the lockdown alarm is 5 short blasts of a portable air horn.

The summarised procedures for MALC and MRC follow:

1. Contact the IT Manager (3cx: 110 or 0284582318) who will remotely lock the external doors to the buildings.
2. Contact the Campus Warden (3cx: 123 or 0425 286 742) and MRC Duty Manager (0432 117 429)
3. Staff/faculty are responsible to ensure that their students or guests remain inside the classroom or office buildings and that all external doors remain locked.
4. The Campus Warden and Area Wardens are responsible to communicate by phone or email the nature of the emergency and instructions including when it is safe to exit buildings.

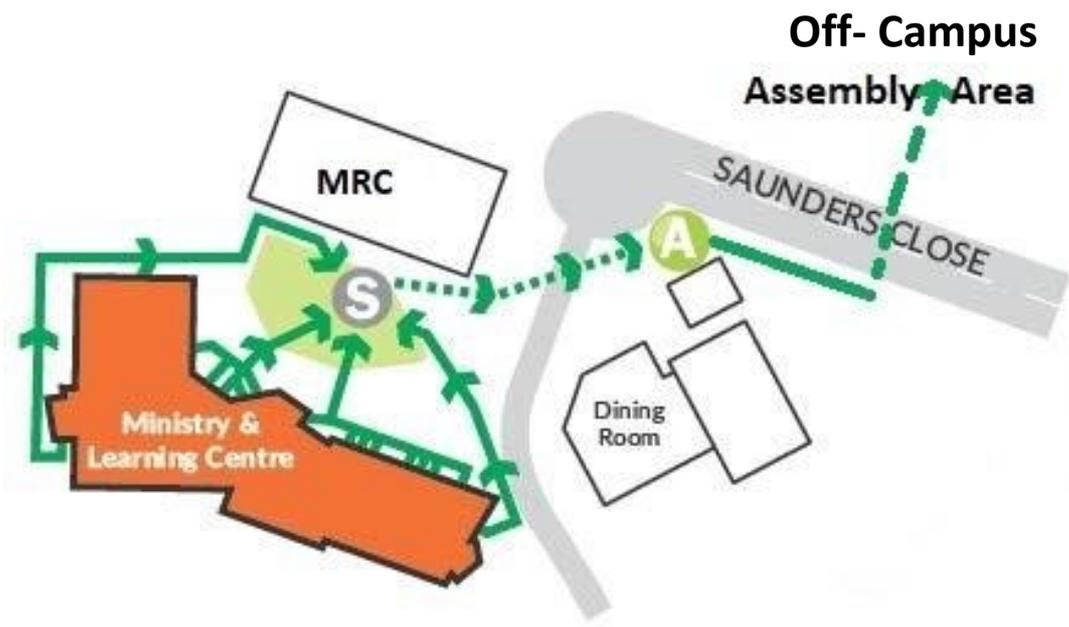
## SUMMARY: INSTRUCTIONS IN CASE OF EVACUATION

When the Fire Alarm sounds, or when instructed to evacuate by an Area Warden, the following steps are to be taken by any affected people on campus:

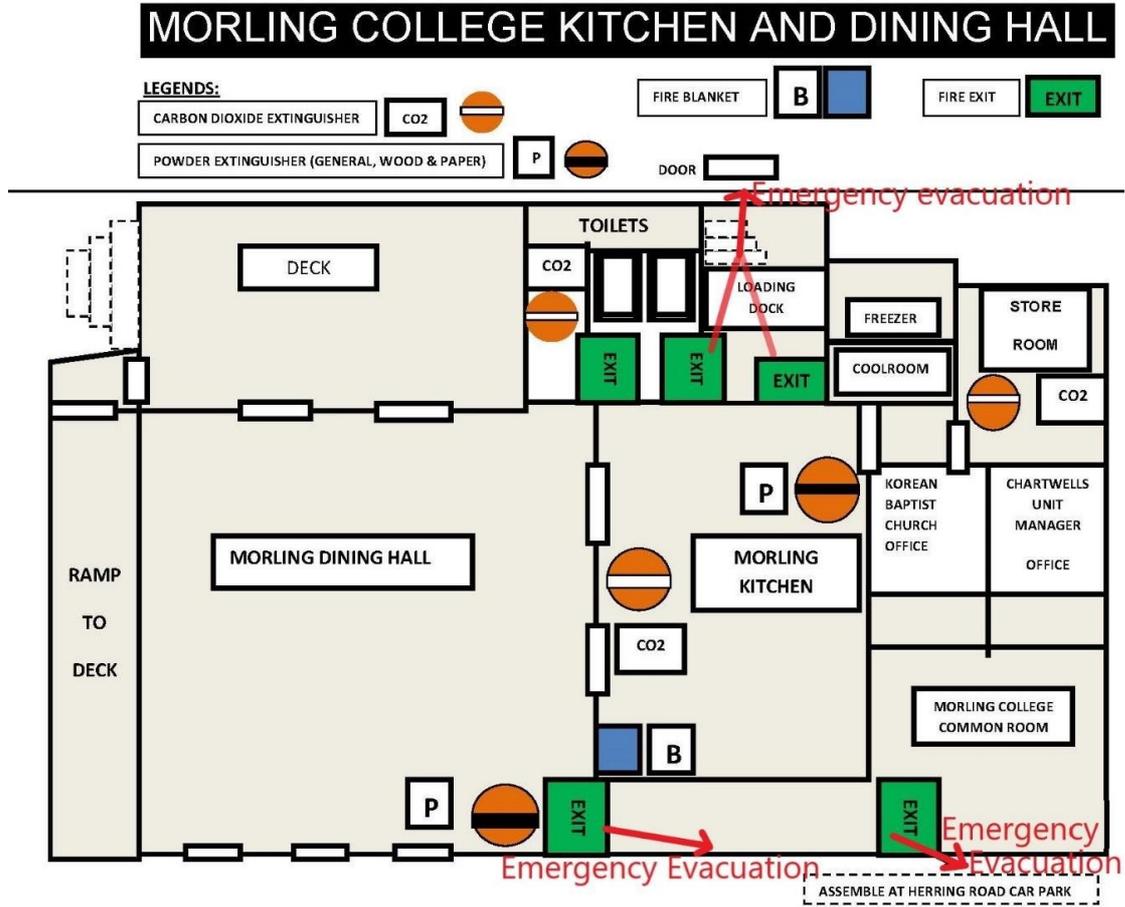
- Remain calm
- Notify Campus Warden  
Your Campus Warden is Steve Sherriff  
Contact number 0425 286 742 (m) or 123 (via 3cx)
- Ensure that all persons in your immediate vicinity are aware that they must evacuate
- Unless directly involved in controlling the emergency or assisting Wardens, immediately leave the building and proceed to the Evacuation Meeting Point, providing it is safe to do so. [See Emergency Evacuation Diagrams on the following pages for the overall campus]
- Assist any persons with disabilities or who are experiencing difficulty with the evacuation and notify the nearest Area Warden if additional assistance is required e.g. an injured or trapped person
- Do not try to collect personal items or valuables
- Go straight to the Staging Area (Meeting Point) which is between MALC and MRC buildings where you will receive instructions from the Campus Warden.
- Report any missing persons to a Warden or Emergency Services personnel
- Remain at the Evacuation Meeting Point until otherwise instructed. If it is not safe to remain at the meeting point the assembled persons will be led to the off-campus Evacuation Assembly Area (moving along the path between 4 and 6 Saunders Close to the grass area on the other side of the Saunders Close apartments) .

The assembled persons will be advised when it is safe to re-enter the building.

## APPENDIX 1 – Assembly Points for the Campus



# APPENDIX 2 – MORLING COLLEGE DINING ROOM



Evacuation procedures	
Date last approved	Feb 2022 v6
Approval authority	WHS Committee
Date for review	August 2023

**Version History:**  
**V6.1** Added 3CX contact numbers throughout document (September 2022)