



Emergency Evacuation Procedure October 2019

*This document details the emergency evacuation procedure for
Alphacrucis College Limited*

*1013 South Road, Melrose Park 5039.
Phone: 08 7127 1489 .*

Objectives

The objectives of this policy are to:

- provide a safe and healthy workplace environment within Alphacrucis College Limited
- uphold, observe and implement the requirements of the Work Health and Safety Act 2012 and the Work Health and Safety Regulations 2012.
- ensure the safety of all persons by providing for safe emergency evacuation from 1013 South Road, Melrose Park.

Scope

This policy applies to all members and adherents of Alphacrucis College Limited including students, staff, visitors and hirers whilst working or involved in any programs, activities, or official functions connected with Alphacrucis College Limited.

Occupancy

Alphacrucis College rents 1013 South Road, Melrose Park from Enjoy Church, is used at various times, 7 days a week. The buildings are used by Alphacrucis College Limited 5 days per week with the capacity to have to 150 people on site at a time..

This document takes into account occupancy of Enjoy church entire premises:

Emergency Warning System

Enjoy Church provide: Staff that are wardens and will notify occupants of fire or other emergency.

Brigade Notification

The fire brigade is called to all incidents of fire or suspicion of fire such as visible flame or signs of smoke. There will be no criticism of any person who uses initiative in this respect nor should such action need another person's permission.

Assembly Area

The two options for assembly areas are:

Regress through the rear of the building: Enjoy church rear carpark

Regress through the front of the building: Customer carpark for McDonalds South road, Melrose Park

Officers Required for the Occupancy

1. Chief Warden provided by Enjoy Church

Appointment of Officers

For Alphacrucis College Limited a suitable number of wardens will be appointed and trained to cover our usual activities and levels of occupancy.

Alphacrucis College Limited

Usual Level of Occupancy: Enjoy Staff room

Chief Warden: Josh Brett (Enjoy Church)

Floor or Area Wardens:

Floor/Area	Area Warden
Enjoy Church Staff	Josh Brett
	Graham Bing

For hire occupancy, the Hirer will take responsibility for appointment and training of officers to the required level, for the duration of the hire period. Prior to the hire, the Hirer will be supplied with all necessary Roles and Responsibilities (Attachment 1) documentation and will sign a Hirer’s Declaration for Emergency Responsibilities (Attachment 2), stating compliance to all requirements.

Emergency Action Guide

This document will be displayed prominently in all areas of the buildings (Attachment 3).

Officers’ Identification

The wardens will be supplied with and wear as appropriate:

Chief Warden	White safety vest
Floor and Area Wardens	Yellow safety vest

The safety vests will be maintained and stored at the designated workplace area of each warden

Incident Log

A suitable log will be kept in the Enjoy Church office. An incident report form is attached (Attachment 4).

Attachments:

1. Roles and responsibilities for emergency evacuation personnel
2. Hiring declaration for emergency responsibilities
3. Emergency action guide
4. Incident report form

Exits

Exit signs indicate preferred exit paths. Exit lights must be operating correctly and remain visible at all times. All paths leading to exits shall remain clear and unobstructed at all times. All preferred exit doors must only be fitted with lever or push action type hardware.

Preventative Measures

Fire Prevention is as important as developing efficient means of fighting fire. People are therefore encouraged to take note and bring to the attention of the Chief Warden:

- any flammable liquids, fuels and gases that are not clearly marked or stored safely.
- any areas of the premises that are not kept clean and clear of dry vegetation and flammable rubbish.
- any rubbish not being disposed of safely.
- any equipment and furniture that may impair access to installed fire fighting equipment.

Assembly Points

All persons on the premises are to evacuate in the quickest possible manner, without panicking or running and assemble in the emergency area on the footpath in front of 1013 South Road, Melrose Park.

An evacuation plan and procedure is displayed in all offices, foyers, main corridors and on notice boards as appropriate.

Reporting

All incidents requiring an evacuation are to be reported using an Incident Report Form with a copy forwarded to the Chief Warden.

Roles and Responsibilities

All persons are responsible for:

- making the safety of themselves and others the first priority
- notifying the Chief Warden of any risks or hazards identified
- adopting standard precautions and using personal protective equipment provided
- completing reports following accidents or injuries

Chief Warden (Attachment 1)

Floor or Area Warden (Attachment 1)

Review Date

This document and procedures contained herein will be reviewed annually by Alphacrucis College Limited.

Last review date:

ROLES AND RESPONSIBILITIES FOR EMERGENCY EVACUATION PERSONNEL

Chief Warden – White Safety Vest

On becoming aware of an emergency, the Chief Warden shall take the following actions:

1. Ascertain the nature of the emergency and determine appropriate action.
2. Ensure that the appropriate emergency service has been notified (dial 000).
3. Ensure that Floor or Area Wardens are advised of the situation (if applicable).
4. If necessary, initiate evacuation and control entry to the affected areas.
5. Oversee the progress of the evacuation and ensure any action taken is recorded on an incident report form and subsequently in the incident log.
6. Brief the emergency services personnel upon their arrival on type, scope and location of the emergency and the status of the evacuation. Thereafter, act on the senior officer's instructions.

Floor or Area Wardens – Yellow Safety Vest

On hearing an instruction to evacuate or on becoming aware of an emergency, Floor or Area Wardens shall take the following actions:

1. Implement the emergency procedures for their floor or area.
2. Ensure that the appropriate emergency service has been notified.
3. Check area for any abnormal situation.
4. Commence evacuation if the circumstances warrant this.
5. Ensure that the appropriate emergency service has been notified.
6. Check to ensure that fire doors are properly closed.
7. Search the area to ensure all persons have evacuated.
8. Ensure orderly flow of persons from the building toward the emergency assembly area.
9. Assist persons with disabilities.
10. Act as leader of groups moving to nominated assembly area.
11. Communicate with the Chief Warden by whatever means available and act on instructions.
12. Advise the Chief Warden as soon as possible of the circumstances and action taken.
13. Co-opt persons as required to assist during an emergency.

HIRING DECLARATION FOR EMERGENCY RESPONSIBILITIES

The Hirer will be supplied with a copy of the Alphacrucis College Limited Emergency Evacuation Procedure, including Roles and Responsibilities of Officers nominated for emergency purposes, and the location of emergency equipment and emergency exits.

The Hirer is obligated to comply with all requirements of this Emergency Evacuation Procedure.

The Hirer must appoint the appropriate number of officers to be responsible in the event of an emergency while occupying the buildings and must brief the officers on their duties.

I _____ on behalf of _____,

Hirer of the buildings for the following dates/times:

DATE	TIME FROM	TIME TO	ESTIMATED NO. OF PEOPLE	LEVEL OF OFFICERS REQUIRED

I hereby state:

- that I have been supplied with Alphacrucis College Limited’s Emergency Evacuation Procedure, Emergency Action Guide, Roles & Responsibilities for Emergency Evacuation Personnel, Incident Report Form and Hiring Declaration for Emergency Responsibilities.
- that I have read these documents,
- that I undertake to comply with them in full.

Signed: _____ Date: _____

EMERGENCY ACTION GUIDE

IN CASE OF

EMERGENCY

**Follow advice from a warden or leave immediately
through the nearest safe**



GO TO YOUR ASSEMBLY AREA AT

**On the Customer Carpark in
front of 1013 South Road,
Melrose Park**

INCIDENT REPORT FORM

REPORTED BY:

NAME: _____ POSITION: _____

REPORTED TO:

NAME: _____ POSITION: _____

DATE OF INCIDENT: _____

DESCRIPTION OF INCIDENT:

SIGNATURE: _____ **DATE:** _____

COPY GIVEN TO: _____

INCIDENT REPORT FORM

Please note: This form must be completed by the person attending to incident and returned to the administration office as soon as possible. If you cannot provide all details at the time of the incident, write 'to be confirmed' in the space and let the administration office know when you have the confirmed details.

Date	
Time	
Area of Premises	
Person Name	
Others Involved	
Witnesses	
Detailed description of what happened	
Description of first aid given	
Next of kin notified? Advice given?	
Other Information	

INCIDENT LOG/REPORT

as part of the

REGISTER OF FIRE DRILLS

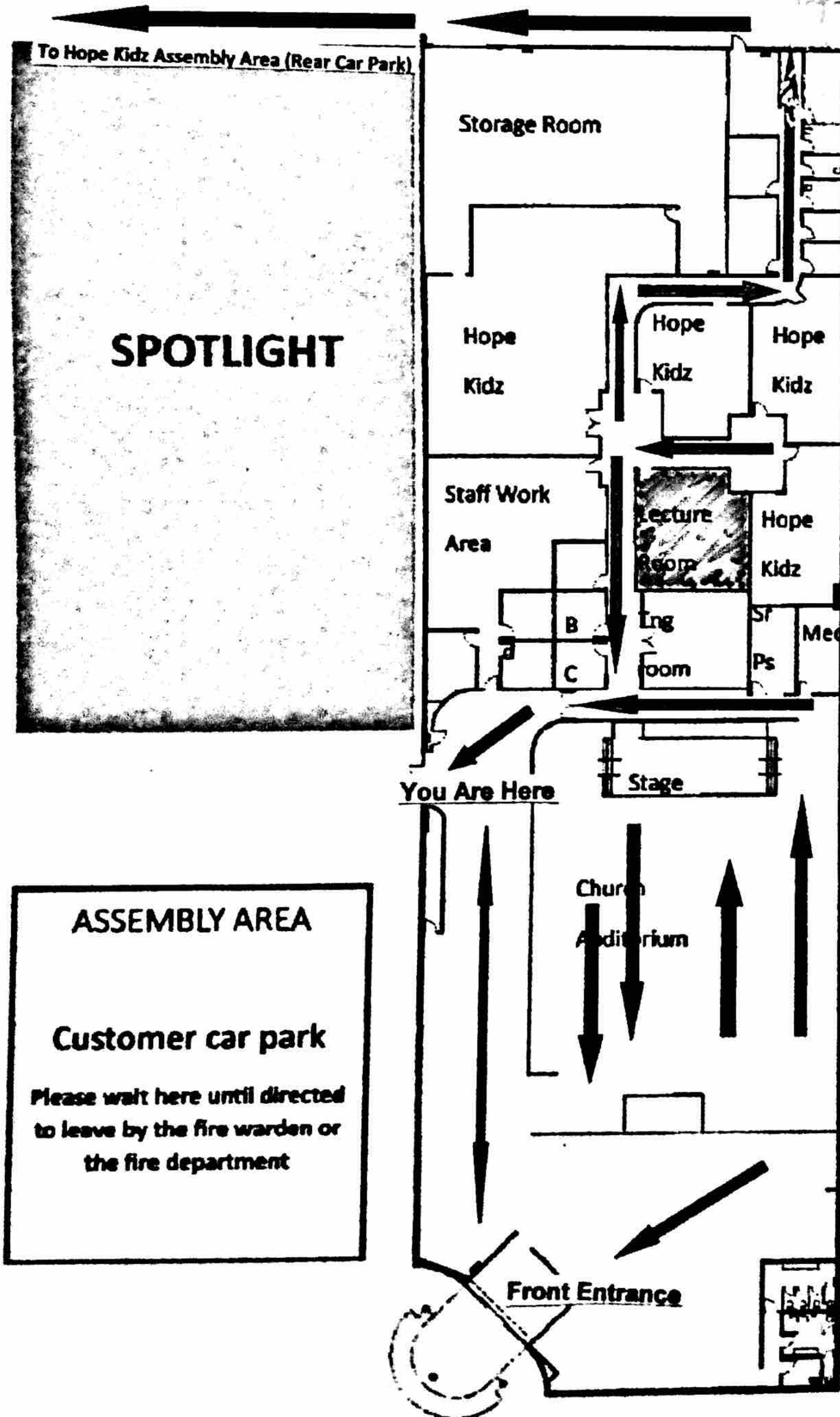
Please note: This register must be completed by the Chief Fire Warden attending the drills.

Drills are to be conducted every six months.

Date	8 th October 2019
Time	1.45pm
Area of Premises	Entire Front Cottage Evacuated
Wardens on Site	Chief Warden – Mary McCarthy Floor Warden – Ella Hickey
Others Involved	Student – Cody Harwood
Nature of Mock Drill	Evacuation due to Fire
Detailed description of what happened	<ul style="list-style-type: none"> • Chief Fire Warden (CFW) ascertained that the nature of the emergency was a Fire in a Paper Shredder located in Campus Director's office. It had started to spread onto the office wall in the Campus Director's room. • She determined that the appropriate action was to evacuate the building, she put on the White Vest. • CFW ensured that the Tasmania Fire Service was notified (mock dial 000). • CFW ensured that the ground Floor/Area Warden was advised of the situation. • CFW initiated evacuation procedure and instructed Ground Floor Area/Warden to notify staff and students on the ground floor to evacuate, and to conduct a search of amenities area also on ground floor to ensure all occupants were evacuated. • CFW closed door to CD's office to contain the fire and ensured entry was controlled to the affected areas. • CFW checked attic to ensure no occupants there (as Attic Warden was on leave); and also checked the first floor amenities and offices to ensure any persons were notified to evacuate. There were no occupants on either floor. • CFW continued to oversee the progress of the evacuation and ensured that any action taken was recorded. CFW was ready at assembly area to brief the emergency services personnel upon their arrival on type, scope and location of the emergency and the status of the evacuation. Thereafter, act on the senior officer's instructions. • Ground Floor Warden - on hearing the instruction to evacuate took the following actions:

	<ul style="list-style-type: none"> • Implement the emergency procedures for their floor or area, including placing on yellow vest, checking amenities areas, library bays and classrooms. • Checked area for any abnormal situation – none to report • Commenced evacuation. • Searched the area to ensure all persons were evacuated - only one other occupant on site – a student using the library study area. • Ensured orderly flow of the person from the building toward the emergency assembly area. • Communicated with the Chief Warden face to face that all of the ground floor was safely evacuated.
Description of first aid given	None required
Other Information	Nil

EMERGENCY EVACUATION PLAN



Kids Church Toilets

Storerooms

EMERGENCY NUMBERS

FIRE/AMBULANCE/POLICE
DIAL 000

IF THERE IS A FIRE

Remove people from immediate danger

Alert people in the nearby area and raise alarm (dial 000)

Contain the fire/smoke if safe to do so

Extinguish the fire only if trained and safe to do so

EVACUATION PROCEDURE

- Follow instructions as directed
- Leave the building by the nearest emergency exit
- Do not delay in collecting personal possessions.
- Assist persons with disabilities
- Do not run push or overtake
- Go to assemble area

ASSEMBLY AREA

Customer car park

Please wait here until directed to leave by the fire warden or the fire department

HOPE CHURCH

SOUTHROAD, MELROSE PARK