

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 Manager, Engineering.

The Deputy Chief Warden is the Facilities Manager.

The after hours Chief Warden is the Security Guard.

WARDEN'S EQUIPMENT

Evacuation Plan

Helmet

- | | |
|---|--------|
| a. Chief Warden and Deputy Chief Warden | White |
| b. Area Warden | Yellow |
| c. Warden | Red |
| d. First Aid | Green |

Plan of building with zones, 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.
See locations on Maps of Zones.
2. Dial Reception: **x 900**
3. Contact Security Front: - **x 577**
Back - **x 540**
4. Contact Chief Warden, **Franco Di Dio**: **x 515**
5. In the event the Chief Warden is absent, Dial Emergency
x 0 000

ALARM SIGNALS

There are two alarm signals that may sound throughout the building. The Alert tone, (**BEEP BEEP BEEP**) and the Evacuation tone (**WHOOP 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, (**WHOOP WHOOP WHOOP**) indicates that building evacuation is required. This tone requires that everyone leave the building immediately.

EVACUATION PLAN

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 Zone 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 WHOOP WHOOP** tone will sound and everyone should do the following.
 - a) **WALK** smartly 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 area/section.
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 to 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 to 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
(MANAGER, ENGINEERING)
(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 Zone where the alarm has been activated, and assesses the situation.
3. If necessary, evacuate the appropriate Zone(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 Zones mark off a list of Zones on the whiteboard in the Back Dock Security Office.
7. Maintain communication with the Deputy Chief Warden 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
(FACILITIES MANAGER)
(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, and
 - b. 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 Zone, 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 Zone 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 Zone to ensure everyone has left the area and physically check each office, studio, and toilet within their Zone (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 Zone 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

Wardens will, in the event of an emergency/incident, assist the Area Warden in his/her allocated zone and ensure that everyone from the area is evacuated.

ACTION

Upon hearing the Alert tone:

- a) proceed to the designated marshalling area within their Zone, gather their equipment (including hat) and await instructions from the designated Area Warden, and
- b) provide assistance to people in the Zone 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 zone and take up the role of Warden for that Zone;
- 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 Reception 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.

SECURITY OFFICERS FRONT AND REAR 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. Conduct daily checks to ensure all fire exits are not locked and all main passageways and fire exits are clear from obstructions.
2. 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 relaying the issue. Report the issue to the Chief Warden and Deputy Chief Warden.
3. In the event of the alert tone Security at Front reception is to stand outside the glass airlock doors to ensure no one (except emergency personnel) re-enters the building. Security at the Back Dock is to stand outside the Back Dock doors to ensure no-one re-enters the building.
4. In the event of the evacuation signal proceed to the front/rear door and direct everyone to the Assembly point at the base of the stairs leading to Heritage Park.
5. In the event of an alert outside standard staff working hours (0845-1706) see Weekend Emergency Procedures.

ADMINISTRATIVE ASSISTANT, PRINT ROOM
(Red Hat)

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 Zone.

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 building occupants.

Upon hearing the Evacuation signal:

2. The Security Guard collects the Visitor Register/Sign in sheet from the Front Reception 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 (**WHOOB WHOOB WHOOB**) 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 INTERSTATE OFFICES

EVACUATION PROCEDURES

AFTRS QUEENSLAND

Emergency Procedures

Please read the following information and make sure you are familiar with the evacuation procedure. Periodically the JWCOCA stages mock evacuations. Assume that these are the real thing!

In the event of an emergency you should immediately notify a Warden in your area. Look for yellow or red hats. The list of wardens can be found in the office of the Judith Wright Centre Technical Manager.

Depending on the urgency of the particular situation you should satisfy yourself that someone is doing something positive. **DO NOT ASSUME** that an alarm sounding is a false alarm. Check with one of the Wardens.

DO

- Know all fire exits (evacuation plans are posted around the building).
- Immediately report any suspicious burning smell or smoke to management.
- Be alert and evacuate the building under the directions of the fire wardens.
- Evacuate the building in an orderly manner using the fire exits.
- Report to designated **meeting point**, and **await instructions**.
- Keep well clear of the area to allow fire services and other emergency services to operate freely.
- Report any person missing to the controller at meeting point.

DON'T

- Panic.
- Use lifts.
- Leave fire escape doors open.
- Carry articles in the fire escapes.
- Return to building until it is declared safe.

Alarms

An emergency alarm system operates throughout the JWCOCA.

Please refer to the Judith Wright Centre of Contemporary Arts Emergency Procedure Manual for further information.

AFTRS VICTORIA

The Manager, Victoria and the Administrative Assistant are the floor wardens for AFTRS Victoria. In the event of building evacuation, they 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. They will check that the floor has been fully evacuated and whether anyone needs assistance.

In their absence, call 1800 012 034 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.

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

The exit door in the kitchen leads out to the hallway.

Use this or the main exit and take either staircase situated at opposite ends of the building next to the ladies and gents toilets.

DO NOT USE THE LIFTS

Both sets of stairs lead to the rear exit of the building (near the Digital Harbour office). From here walk down to Harbour Esplanade and turn right to the assembly point indicated by the Wilson's Parking sign at the entrance of the car park.

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 Toni Fenati 8647 5252

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

AFTRS SOUTH AUSTRALIA

In the event of an emergency, the Manager South Australia/ Administrative Co-ordinator contacts Emergency Services on 0 000. All occupants of AFTRS at 44A High Street, KENSINGTON leave via the entry doors to the building. The Assembly point is at the street entrance to the building. Emergency Services Personnel will advise when it is safe to re-enter the building.

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 Security on ext 577 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

