



Conducting Building Trial Evacuations

Version: 2.0
20 September 2007

Approved:

Administered:
Ken Simpson

Next Review:
September 2009

1. Scope

- 1.1 This document covers the step by step procedures to follow to perform a successful building or facility trial emergency evacuation.

2. Objectives

- 2.1 To cover the necessary steps for the safe and efficient evacuation of the occupants from a building(s) or facility.
- 2.2 To meet the occupational health and safety (duty of care) requirements.
- 2.3 To document the evacuation process.
- 2.4 To enable the improvement of evacuation procedures by the addressing of issues raised.

3. Issues

- 3.1 The safety and welfare of staff and other occupants within the building.
- 3.2 Ensuring adequate communication with the relevant emergency authorities and CSU response groups.
- 3.3 Staff awareness of their roles prior to, during and after an emergency evacuation or incident.
- 3.4 Continual improvement of response procedures to emergency situations.

4. Procedures

- 4.1 Determine a suitable day and time for the conduct of a trial evacuation in consultation with the Building Warden, Manager/ Senior Officer and occupants.

NOTE: It is preferable to arrange a time that does not cause undue disruption or inconvenience to the workplace, but is still representative of normal activities.

- 4.2 Ensure all Wardens are familiar with their particular roles in the building evacuation process, and have had a recent ECO briefing.
- 4.3 Inform all staff of the building of the pending trial evacuation, indicating the specific day and time.

NOTE: It is essential that staff are aware of the exact day and time of the planned trial evacuation. Failing to do this may present a situation of staff failing to appropriately respond to an actual alarm.

- 4.4 Ensure all staff are aware of how they should respond, the buildings Site Emergency Procedures (SEPs), location of exits, emergency equipment and the assembly point(s) for their area.
- 4.5 Ensure all campus relevant positions (as outlined in the checklist - Appendix 1) are notified of the pending trial evacuation.
- 4.6 Ensure all aspects of the trial evacuation are documented.
 - 4.6.1 All wardens to complete check list as per Appendix 2. It may be beneficial that other key staff involved also use the list to aid the evacuation review.
 - 4.6.2 Building Warden to gather information (debrief) on the evacuation (eg issues, problems or difficulties) from participants (staff) and report to Facilities OHS Manager.
 - 4.6.3 Facilities OHS Manager in conjunction with the Building Warden to prepare a report for the, Head of School/ Section and Campus Services Manager.

5. Responsibilities

- 5.1 Facilities OHS Manager
 - 5.1.1 To provide support to the Building Warden to ensure that the buildings ECO is trained and proficient in their role.
- 5.2 Building Warden
 - 5.2.1 Ensure occupants of the building are notified of the pending trial evacuation.
 - 5.2.2 Inform the Facilities OHS Manager of any potential hazards or difficulties that may arise as a result of, or during the trial evacuation.
 - 5.2.3 Ensure the Head of Section is kept informed of the buildings emergency procedures.

5.3 Building Occupants

5.3.1 Follow the directions of the Wardens and/ or emergency services personnel.

5.3.2 When an emergency is declared evacuate the building in an orderly manner to the nominated assembly point.

6 References

6.1 Australian Standard AS3745: "Emergency control organisation and procedures for buildings, structures and workplaces".

6.2 Site Emergency Procedures Manual.
<http://www.csu.edu.au/division/facilitiesm/sepman.pdf>.

6.3 Division of Facilities Management Emergency Planning Web Pages
<http://www.csu.edu.au/division/facilitiesm/bevacuation.htm>

APPENDIX 1 – List of Contact Personnel

1. NSW Fire Brigade local area command.
 - 1.1. Albury Central 02 - 6021 3174
 - 1.2. Albury Civic 02 - 6021 7023
 - 1.3. Albury North 02 - 6025 2496
 - 1.4. Bathurst 02 - 6368 2259
 - 1.5. Dubbo 02 - 6884 7447
 - 1.6. Orange 02 - 6361 2205
 - 1.7. Wagga (Turvey Park) 02 - 6921 3022

2. Campus Services Manager.
 - 2.1. Albury/ Thurgoona 02 - 605 **19616**
 - 2.2. Bathurst 02 - 633 **84651**
 - 2.3. Dubbo 02 - 636 **57672**
 - 2.4. **Orange** **02 - 636 57672**
 - 2.5. Wagga 02 - 693 **32925**

3. Facilities Management Security.
 - 3.1. Albury 02 - 605 **16888**
 - 3.2. Thurgoona 02 - 605 **19888**
 - 3.3. Bathurst 02 - 633 **84999**
 - 3.4. Dubbo 02 - 636 **57672**
 - 3.5. **Orange** **02 - 636 57672**
 - 3.6. Wagga 02 – 693 **32288**

4. Building Wardens of nearby buildings.

5. Facilities Management Service desk

6. Contact Centre at (switchboard)
 - 6.1. Dial “9”

7. Facilities OHS Manager
Ken Simpson
Phone 02 – 693 **34321**
Fax 02 – 693 **34346**
Email ksimpson@csu.edu.au

APPENDIX 2 – Trial Evacuation Performance Check List*

* Based on the observers checklist as described in Australian Standard AS3745

Emergency Evacuation Exercise Observers Checklist

Observer: _____ Date: _____

Campus: _____ Building No.: _____

Building Name: _____

Evacuation sequence	Time	
	Hours	Minutes
Alarm activated		
Warden(s) respond		
Wardens check floor or area		
Evacuation commenced		
Wardens report floor or area clear (area)		
Wardens report floor or area clear (area)		
Wardens report floor or area clear (area)		
Wardens report floor or area clear (area)		
Persons with disabilities accounted for		
Arrive at assembly area, safe place		
Wardens check personnel present (where appropriate)		
Evacuation completed		
Exercise Terminated		

Comments:
