

POLICY AND PROCEDURE:

Created	Facilities Manager
Endorsed	Campus Director
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Next review date	September 2017

EMERGENCY EVACUATION INFORMATION FOR STUDENTS.

ON-CAMPUS EMERGENCY EVACUATION PROCEDURE. BUILDING A, 20 OTTER STREET COLLINGWOOD.

This document explains the Emergency Evacuation Procedure for Building A, 20 Otter Street Collingwood. Read this document and become familiar with the procedure. Familiarise yourself with the attached building evacuation plans as they depict your closest exits and campus meeting area during an evacuation.

There are two **ALARMS** that will sound in the event of an evacuation.

Alarm one is a **BEEPING** sound which is a warning. When you hear this sound you should prepare to evacuate.

1. Switch off all appliances and equipment.
2. Collect any nearby personal items.

Alarm two is a loud **WOOP** sound which means its time to evacuate.

1. Upon hearing the **ALARM** stay calm and reassure anyone who may seem nervous.
2. Listen to your Tutor or if not in class and if safe to do so, calmly make your way to the closest emergency exit and use the nearest **STAIRS ONLY**.
3. **DO NOT USE THE LIFTS.**
4. If you encounter a mobility/hearing/sight impaired persons please notify your Tutor or a Fire Warden. Fire Wardens are identified by wearing either a **White, Yellow or Red Helmet**.
5. Close any doors as you leave.
6. Make your way to the closest exit; if you are unsure of your closest exit, Evacuation plans are located on the walls throughout the building.
7. If a Fire Warden is nearby listen to his/her instructions. Fire Wardens are identified by wearing either a **White, Yellow or Red Helmet**.
8. Proceed to the assembly area which is located on **OTTER STREET FOOTPATH (SOUTH SIDE)** opposite the building, on the corner of **Otter Street** and **Napoleon Street** and remain there until further instructed by the Chief Warden.
9. Report any unaccounted persons to your Tutors or Wardens.
10. Listen to instruction from the Chief Fire Warden.
11. Do not re-enter the building until you have been given the all clear.

Note: If you arrive at the campus during an emergency, report to a Warden at the assembly area.

OTTER STREET FOOTPATH opposite the building, on the corner of **Otter Street** and **Napoleon Street**.



Additional information as provided by Melbourne Polytechnic.

All persons in the immediate danger area should immediately move via the nearest and safest route to a safe area.

If evacuation is ordered or necessary, comply with Warden's instructions. Wardens will be identifiable by wearing either a White, Yellow or Red Helmet

Helmet Colours and Roles

White - Chief Wardens/Deputy Chief Wardens

Yellow/Red - Wardens

Mobility Impaired Person

The mobility impaired person should be placed on the landing in the fire stairs or other safe place with a Warden, or responsible person, to provide comfort and reassurance. The Chief Warden should be notified and arrange priority evacuation in conjunction with the Emergency Services. If in a building with no stairs mobility impaired person should be guided to the evacuation point and the Chief Warden notified accordingly.

Person Refusing to Comply with Wardens' Directions

Should a person refuse to comply with the directions given by a Warden:

- the Warden is to clearly advise the person they are required to evacuate the building because of an emergency situation;
- notify the Chief Warden, who will advise the Officer-in-Charge of the Emergency Service (Fire Brigade or Police). The Officer-in-Charge at his or her discretion may take the appropriate action under law to remove the person;
- the Warden and the Chief Warden shall provide a written report to the Chief Executive Officer who will initiate disciplinary proceedings. Witnesses should be cited if possible.

Assembly Areas

These are shown on the campus plan displayed throughout the campus.

Building A, 20 Otter Street Collingwood assembly point is located on OTTER STREET FOOTPATH opposite the building, on the corner of **Otter Street** and **Napoleon Street**.

All Clear

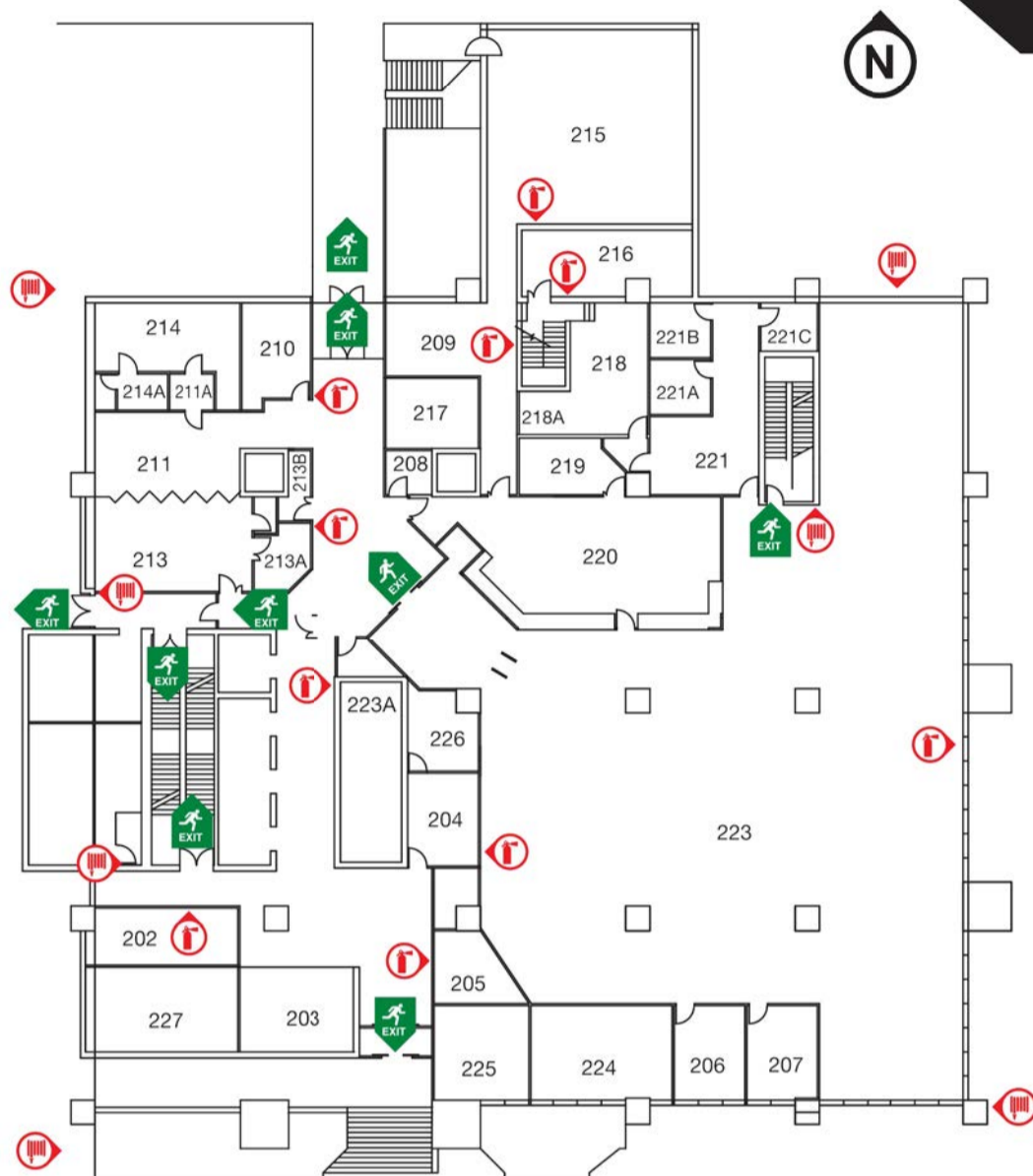
Entry or re-entry is forbidden until authorised by the Officer-in-Charge of the attending emergency service.

Note: If you arrive at the campus during an emergency, report to a Warden at the assembly area.
OTTER STREET FOOTPATH opposite the building, on the corner of **Otter Street** and **Napoleon Street**.




COLLINGWOOD CAMPUS
20 Otter Street,
Collingwood, Victoria 3066

! YOU ARE ON LEVEL 2, BUILDING A

BUILDING A, LEVEL 2 PLAN



BUILDING MAP LEGEND




-  FIRE EXIT
-  FIRE HYDRANT / HOSE REEL
-  FIRE EXTINGUISHER

! EMERGENCY PROCEDURES

Any Person discovering a fire or other emergency should:

1. Assist any persons in immediate danger
ONLY IF SAFE TO DO SO.
2. Raise the alarm by notifying a staff member.
3. Staff member will contact EMERGENCY SERVICES.
4. **EVACUATE:** Immediately leave the building If safe to do so.
(see EVACUATION PROCEDURES).

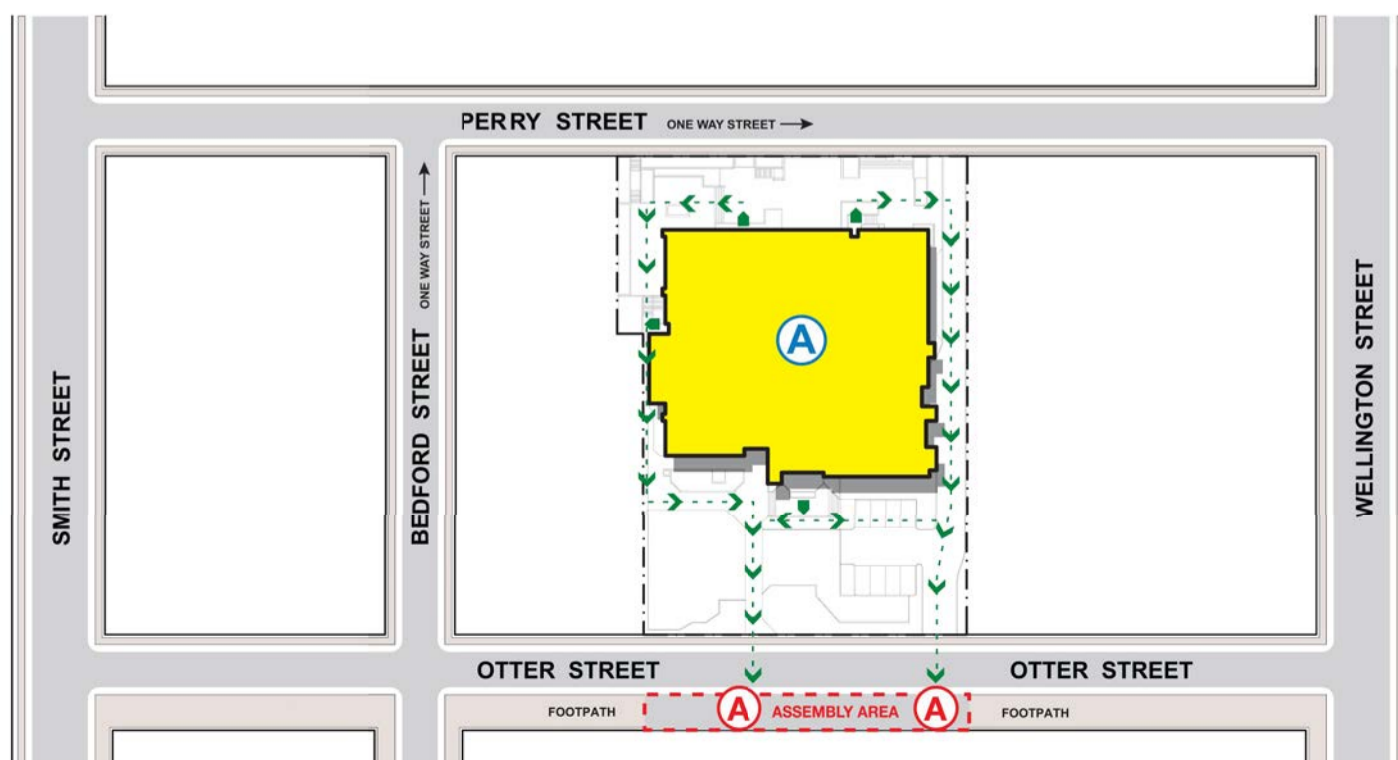
📞 EMERGENCY SERVICES CONTACTS

-  **CRISIS:** (6111: campus phone) or Dial Security (1300 135 441: external phone)
-  **FIRE:** Dial (0-000: campus phone) or 000: external phone and ask for Fire Brigade.
-  **MEDICAL:** Dial (0-000: campus phone) or 000: external phone, ask for the Ambulance. Then notify a staff member and security.





🚶 EVACUATION PROCEDURES

1. Leave building by designated exit or nearest safe exit.
REFER TO BUILDING PLAN FOR EXIT LOCATIONS.
2. Use stairs only and follow **EXIT** signage.
DO NOT USE ANY LIFTS.
3. Proceed to the closest Assembly Area.
REFER TO SITE PLAN.
4. Remain at Assembly Area until otherwise directed by Wardens or the Emergency Services.

COLLINGWOOD OVERALL SITE PLAN



SITE MAP LEGEND

-  BUILDING LETTER
-  BUILDING EXIT POINT
-  MAIN EXIT ROUTE
-  ASSEMBLY AREA COLLINGWOOD CAMPUS
BUILDING A

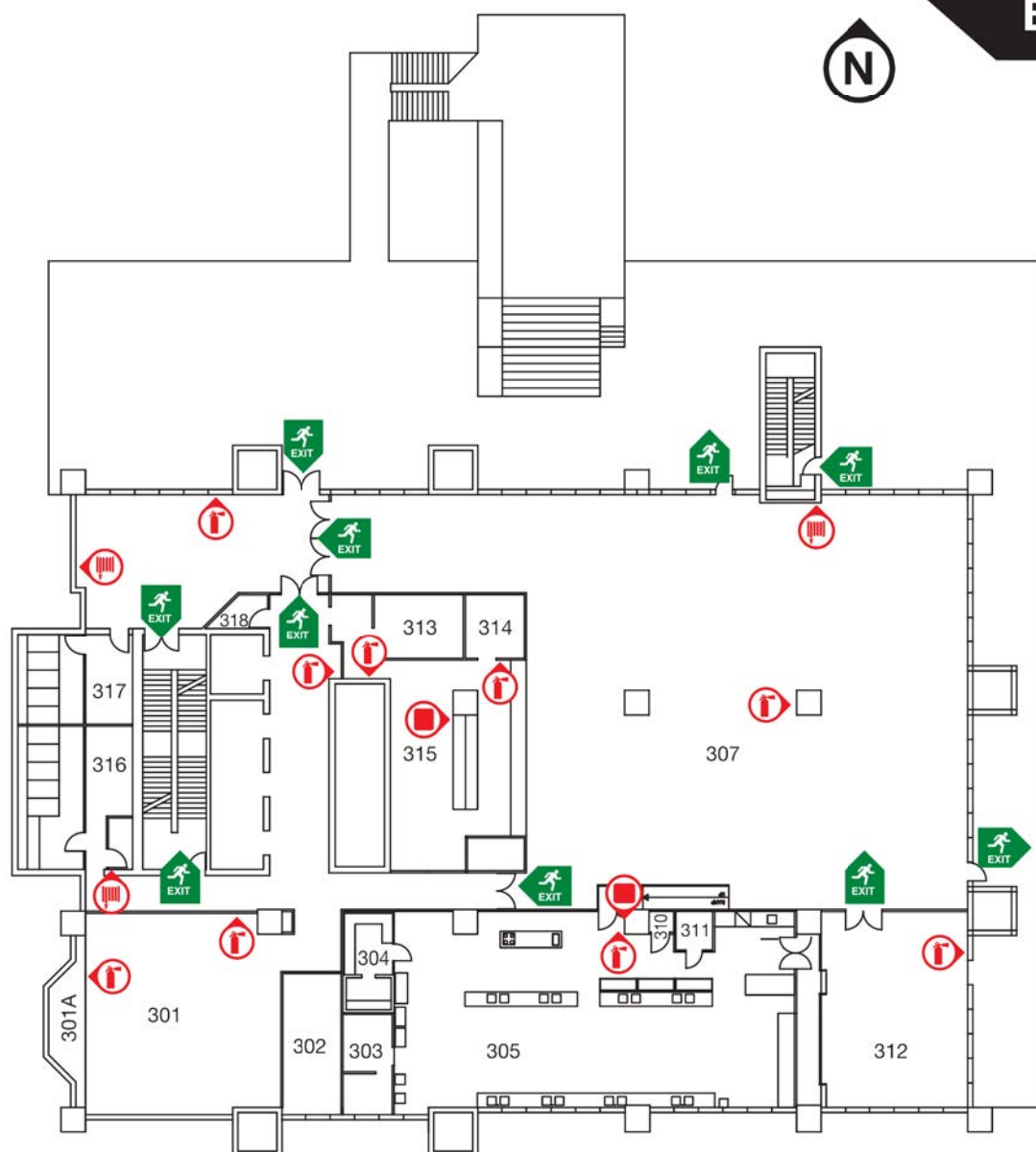
EVACUATION PLAN

COLLINGWOOD CAMPUS - BUILDING A





COLLINGWOOD CAMPUS
20 Otter Street,
Collingwood, Victoria 3066

! YOU ARE ON LEVEL 3, BUILDING A

BUILDING A, LEVEL 3 PLAN



BUILDING MAP LEGEND




-  FIRE EXIT
-  FIRE HYDRANT / HOSE REEL
-  FIRE EXTINGUISHER
-  FIRE BLANKET

! EMERGENCY PROCEDURES

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4. **EVACUATE:** Immediately leave the building if safe to do so.
(see EVACUATION PROCEDURES).

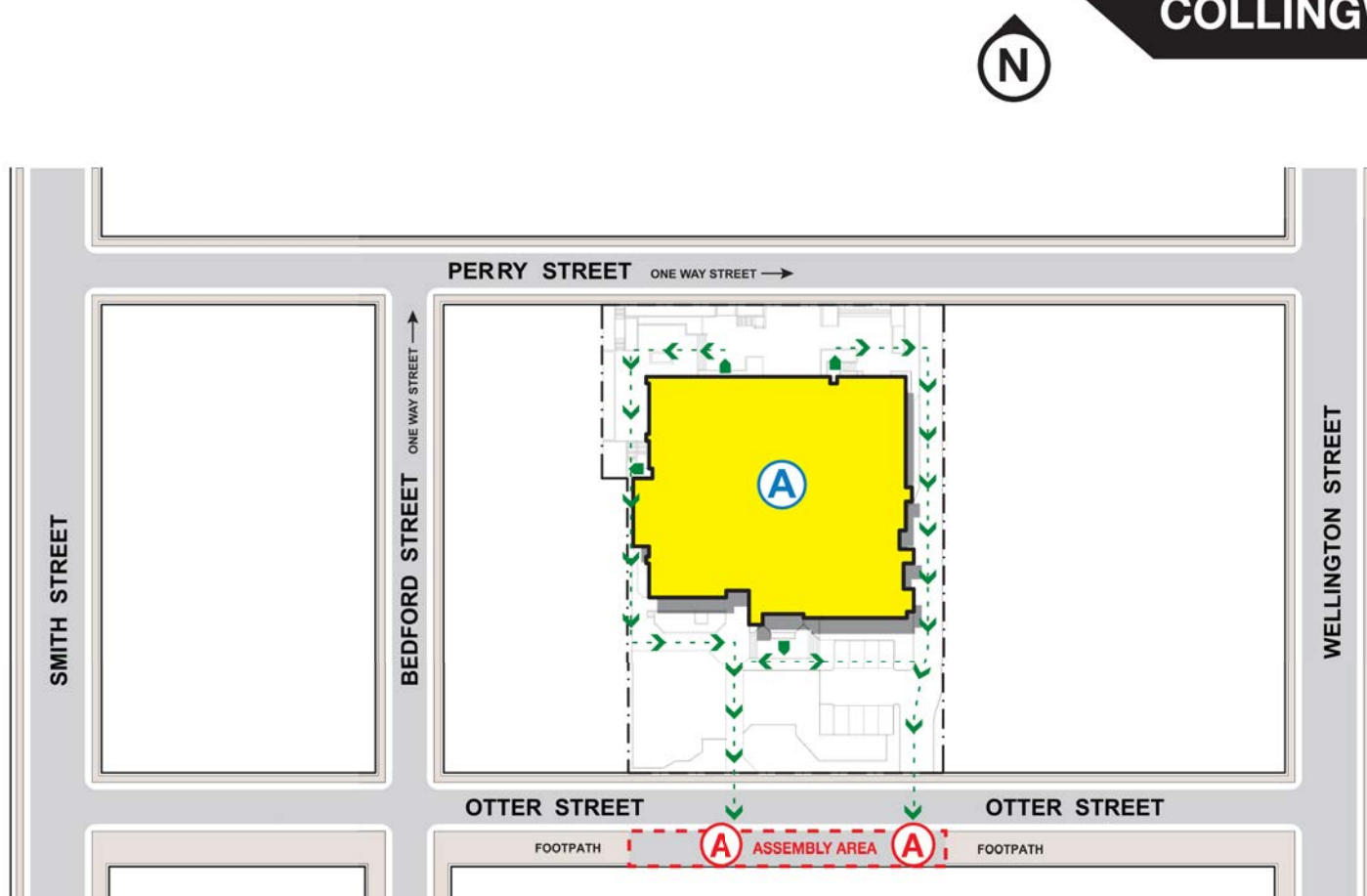
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🚶 EVACUATION PROCEDURES

1. Leave building by designated exit or nearest safe exit.
REFER TO BUILDING PLAN FOR EXIT LOCATIONS.
2. Use stairs only and follow **EXIT** signage.
DO NOT USE ANY LIFTS.
3. Proceed to the closest Assembly Area.
REFER TO SITE PLAN.
4. Remain at Assembly Area until otherwise directed by Wardens or the Emergency Services.

COLLINGWOOD OVERALL SITE PLAN



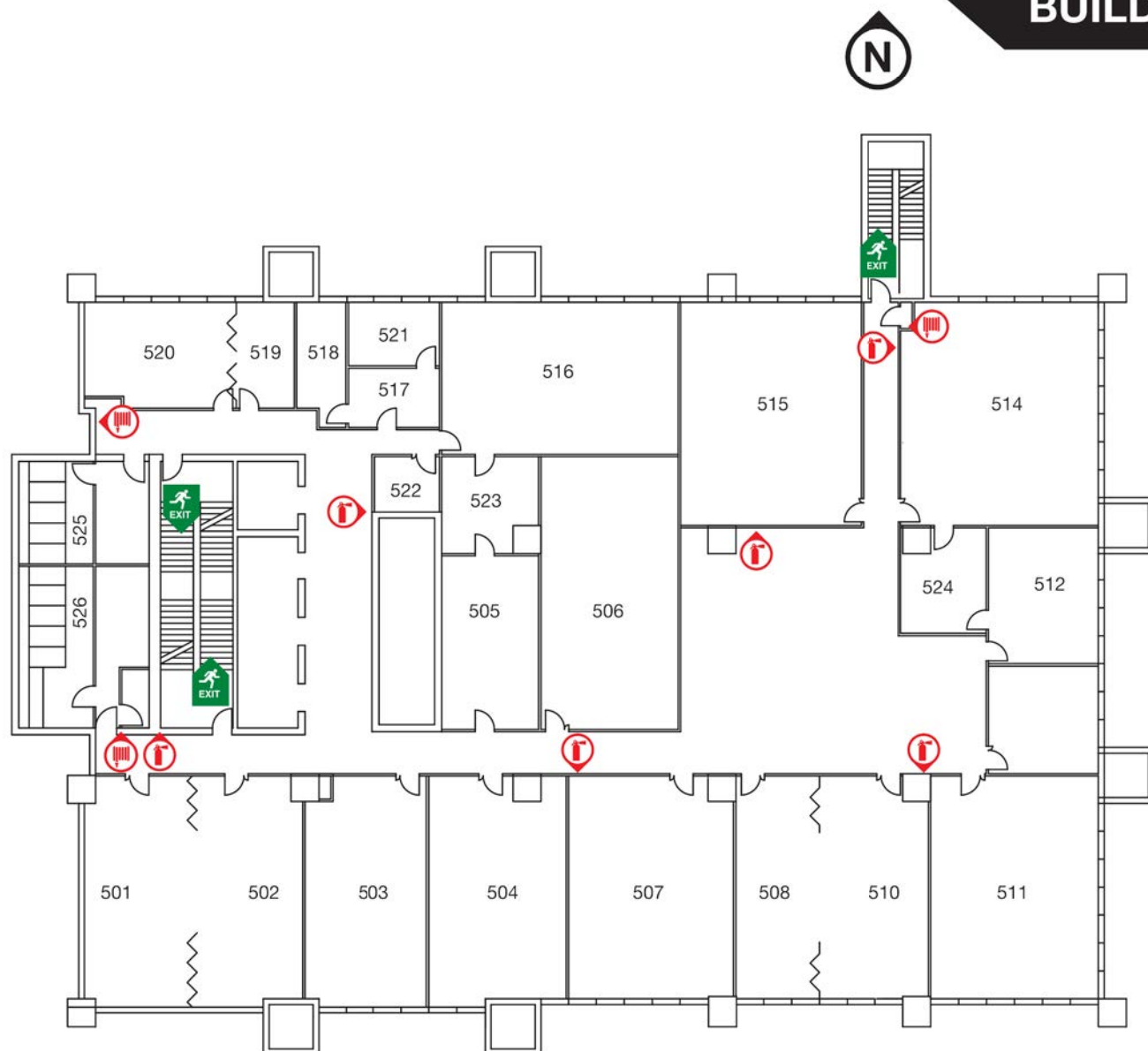
SITE MAP LEGEND

-  BUILDING LETTER
-  BUILDING EXIT POINT
-  MAIN EXIT ROUTE
-  ASSEMBLY AREA
COLLINGWOOD CAMPUS
BUILDING A




COLLINGWOOD CAMPUS
20 Otter Street,
Collingwood, Victoria 3066

! YOU ARE ON LEVEL 5, BUILDING A

BUILDING A, LEVEL 5 PLAN



BUILDING MAP LEGEND




-  FIRE EXIT
-  FIRE HYDRANT / HOSE REEL
-  FIRE EXTINGUISHER

! EMERGENCY PROCEDURES

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ONLY IF SAFE TO DO SO.
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3. Staff member will contact EMERGENCY SERVICES.
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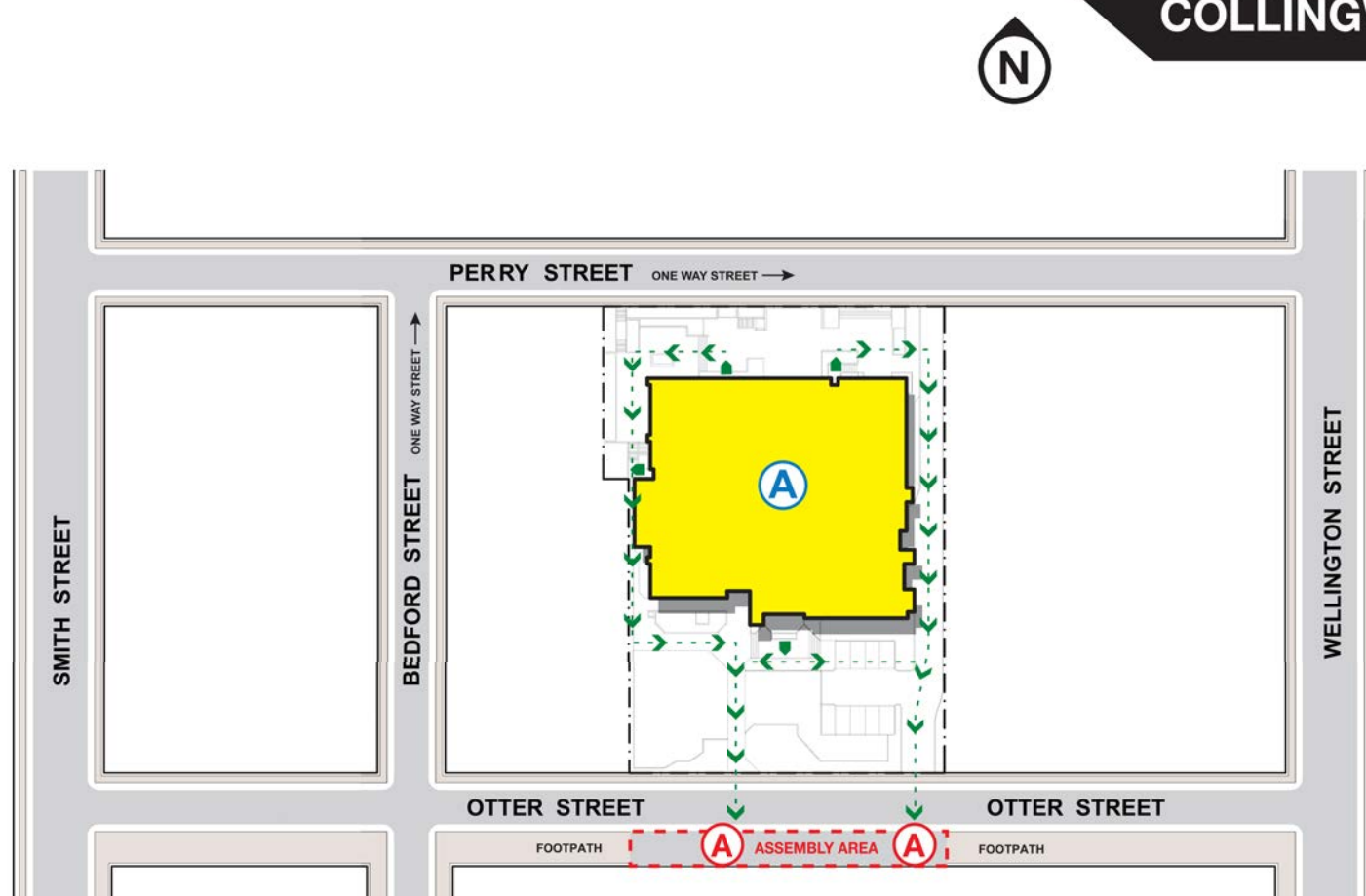
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🚶 EVACUATION PROCEDURES

1. Leave building by designated exit or nearest safe exit.
REFER TO BUILDING PLAN FOR EXIT LOCATIONS.
2. Use stairs only and follow **EXIT** signage.
DO NOT USE ANY LIFTS.
3. Proceed to the closest Assembly Area.
REFER TO SITE PLAN.
4. Remain at Assembly Area until otherwise directed by Wardens or the Emergency Services.

COLLINGWOOD OVERALL SITE PLAN



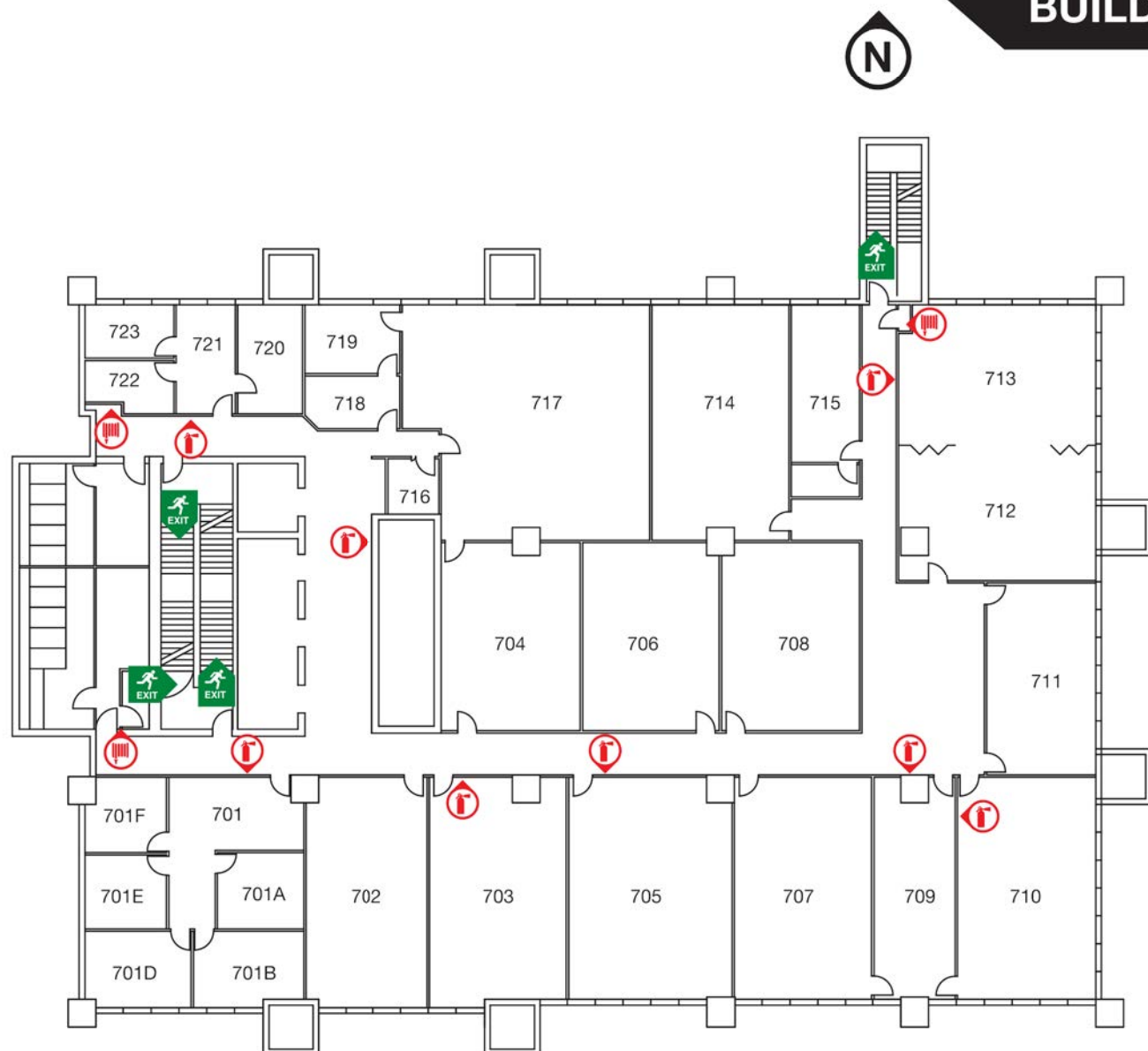
SITE MAP LEGEND

-  BUILDING LETTER
-  BUILDING EXIT POINT
-  MAIN EXIT ROUTE
-  ASSEMBLY AREA COLLINGWOOD CAMPUS BUILDING A




COLLINGWOOD CAMPUS
20 Otter Street,
Collingwood, Victoria 3066

! YOU ARE ON LEVEL 7, BUILDING A

BUILDING A, LEVEL 7 PLAN



BUILDING MAP LEGEND




-  FIRE EXIT
-  FIRE HYDRANT / HOSE REEL
-  FIRE EXTINGUISHER

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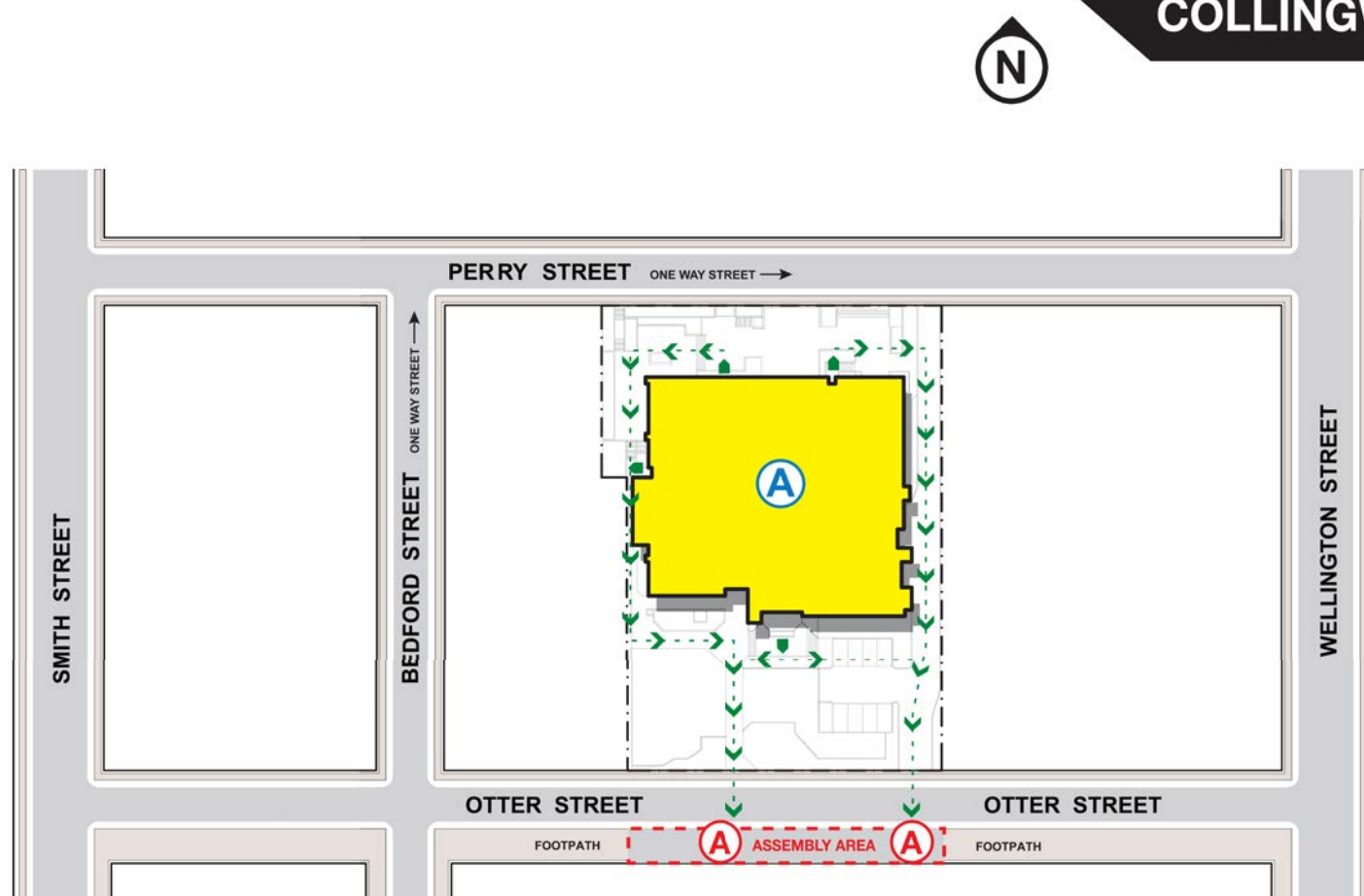
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🚶 EVACUATION PROCEDURES

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COLLINGWOOD OVERALL SITE PLAN



SITE MAP LEGEND

-  BUILDING LETTER
-  BUILDING EXIT POINT
-  MAIN EXIT ROUTE
-  ASSEMBLY AREA COLLINGWOOD CAMPUS BUILDING A