



EMERGENCY EVACUATION POLICY (Inclusive of Procedure)

VERSION	Version 1.001JAN2020JRDF
SCOPE	Global College Australasia
PURPOSE	<p>To ensure compliance with:</p> <ul style="list-style-type: none"> • ESOS Act 2019 & ASQA • AQF, where applicable • CRICOS • Work Health and Safety Act 2020 (Western Australia WHS Act)
AIM	<ul style="list-style-type: none"> • To ensure, as far as practicable, that no person suffers injury or illness as a result of a fire on land or in a building that is owned or occupied by GCA.
EFFECTIVE DATE	3 rd JAN 2020
AUDIENCE	<ul style="list-style-type: none"> • All students of Global College Australasia • All staff of Global College Australasia • All external parties present under GCA premise during the emergency evacuation



POLICY STATEMENT

First Aid treatment is the emergency treatment and initial response to an illness, accident or injury in order to maintain life, ease pain and prevent further deterioration of the injured or ill person's condition until professional help can be obtained from paramedics, doctors, nurses or other qualified health professional.

To satisfy the requirements of the Occupational Health and Safety (First Aid) Regulation, the following first aid services are provided at Global College Australasia (GCA):

- Identification of employees qualified to perform first aid at GCA;
- Provision of first aid equipment & facilities;
- Recording of all injuries and accidents on the First Aid Register;
- Promotion of preventative activities in the workplace & learning environment.

NOTE: *In the event of an emergency, employees, students and visitors must call 000 and request ambulance assistance.*

First Priority: Protection of Life

The first priority is to ensure that all people who may be in danger are warned, and that action is taken to guarantee their safety, before any steps are taken to prevent the spread of the hazard, to secure assets, or to eliminate the hazard.

Second Priority: Prevent Spread of Hazard

The second priority aims at controlling the extent of the hazard within the building and minimising its release into the environment.

Third Priority: Save Assets in the Affected Area

The third priority is to prevent personal and GCA assets from being damaged in the event of a fire.

Fourth Priority: Eliminate the Hazard

The final priority is to eliminate the fire by extinguishment.

Duties of the Manager: Principal and/or Academic & Operations Manager (or supervisor if manager is not present)

On becoming aware of a potential emergency, the manager shall determine the nature of the emergency and decide on the appropriate action.



If an emergency is declared, the manager shall initiate the emergency procedures which should include the following actions:

- Ascertain the extent of the emergency.
- If required, ensure the appropriate emergency service has been notified – ring 000 and ask for Fire Emergency Services.
- Evacuate the building with people calmly walking to the appropriate Assembly Point.
- Assist people in immediate danger, and those who have difficulty with mobility.
- Alert occupants of adjacent buildings.
- Ensure all people have evacuated and can be accounted for.
- Brief emergency service personnel on their arrival and thereafter act on the instructions of the emergency service's senior officer.

Managers, employees and contracted staff must be familiar with:

- The operation of the fire alarm system, the emergency warning system and any other equipment used to assist in the operation of emergency procedures for the building.
- All means of egress (way out) and alternative escape routes.
- The existence and position of rooms leading off blind passages; doors leading to dead-ends and any other confined areas in which persons could be located.
- Potentially hazardous materials or operations in the building.
- The location and operation of fire doors, smoke doors, fire blankets, portable fire extinguishers and fire hoses in the building.
- The number and location of mobility-impaired persons in the building.

All GCA staff and contracted staff who complete emergency evacuation procedures are protected under the terms of GCA's Public Liability and Professional Indemnity Insurance policies whilst undertaking their duties. These policies apply to all GCA staff provided they act within the scope of their duties and training and/or act in good faith. Protection is not provided under these policies for non GCA related activities.



First Aid Personnel

On hearing the alarm, the First Aid Personnel will make contact with the Chief warden (if a First Aid officer is in charge of students, they must ensure responsibility for the class is handed over to the previously nominated warden who will remain with the students and adopt the responsibilities of the teacher/trainer before reporting to the Chief warden). Upon the advice of the Chief Warden the First Aid officer(s) will move to the Assembly Area with equipment to render first aid if/as required. **Blue Helmets** are the First Aid Officers.

Evacuation Drills

Evacuation drills are a most important part of the staff training associated with emergency evacuation procedures. Drills, complete with local alarms should be carried out at least once a year. Such drills to be recorded in the register.

The following points should be noted by the Principal/Academic & Operations Manager in planning and implementing an evacuation drill:

- if appropriate; coordinate the timing of the drill with the Managing Director;
- Sound the alarm and assess the evacuation for timeliness, deficiencies, and problems;
- Make a special effort to organise the drill when senior management are present in the building. The cooperation and active participation of senior management is essential to ensure the wholehearted support of staff and students;
- If desired, prior warning of the drill (approximate date and time) can be sent to all staff to assist their understanding and cooperation;
- Ensure that all staff recognise the ALERT (BEEP BEEP BEEP) and EVACUATION (EVACUATE) signals and know the relevant procedures, exit routes, and assembly area;
- After each drill a meeting of staff and senior management should be held to evaluate the success of the drill and to solve any problems that may have arisen.

Nominated and Qualified First Aid Employees

The role of nominated and qualified first aid employees at GCA is to provide the initial treatment of people suffering injury & illness in the workplace or learning environment. In order to be deemed qualified for this role; employees must hold a current senior first aid certificate. Nominated & qualified first aid employees are paid an additional loading under the Education Services (Post-Secondary Education) Award 2010 for undertaking the function in the workplace & learning environment of that of a first aid officer.

It should be noted that while most senior first aid qualifications are valid for a period of 3 years, the Cardio Pulmonary Resuscitation (CPR) component of the senior first aid qualification is only valid for 12 months in accordance with guidelines from the Australian Resuscitation Council (ARC) Guidelines. Therefore, a nominated & qualified employee who provides first aid must ensure that their full first aid qualification remains current during their nomination as a first aid officer.

A person who holds a current senior first aid certificate is:

- Able to provide the initial treatment of injuries and accidents occurring in the workplace or learning environment;
- Able to record details of the first aid treatment provided;
- Maintain a first aid kit appropriate to the workplace and learning environment;
- Ensure that all first aid kits are maintained at an acceptable level and that any contents have not exceeded their use-by or best before dates;
- Ensure that the first aid kit is secure and can only be accessed by authorised employees.



First Aid Treatment Provision

- Decisions regarding first aid treatment provision should only be made by the nominated & qualified first aid employee;
- Where possible & while waiting for emergency services to arrive, administer first aid as required to restore breathing & circulation, stop or minimise bleeding & prevent shock;
- Where emergency services are not required to be called, the nominated & qualified first aid employee should always recommend that where relevant, the injured should seek professional medical advice (for example, a small cut may not necessarily require such a recommendation);
- With the exception of an EpiPen (for anaphylactic shock) by a qualified & nominated first aid employee, such an employee must not administer any internal medication under any circumstances;
- Under no circumstances can a nominated & qualified first aid employee provide or administer any drugs including analgesics;
- In the event that emergency services are required an ambulance attends the incident for example, the nominated & qualified first aid employee should:
 - Attend the emergency department or hospital with the injured party in the ambulance (or other form of transport);
 - Determine the injured party's next of kin from the human resources file and initiate contact.
- In situations where it is not a medical emergency and an ambulance is not required but it is still in the best interests of the injured party to attend a doctor's surgery or similar, the nominated & qualified first aid employee should:
 - Organise transport by taxi or other vehicle (this should not be the employee's private vehicle for insurance purposes);
 - Where the injured person does not need to be or wishes to remain unaccompanied, confirm that they are able to obtain medical assistance & treatment on their own;
 - Establish if the injured party is able to be left alone or whether someone needs to remain with them until they are released or discharged;
 - If any of these examples of consultation cannot be provided, the incident must be classified as an emergency and emergency services contacted immediately.

Medical Emergencies

- Where a patient requires emergency medical assistance, notify the Principal and/or the Academic & Operations Manager in their absence, an ambulance must be called immediately. While waiting for the ambulance to arrive, an employee, preferably a nominated and qualified first aid employee must remain with the patient at all times;
- If the patient is under the age of 18 years, the nominated and qualified first aid employee must accompany the patient to the emergency department;
- Where the patient is above 18 years, it is up to the nominated & qualified first aid employee's discretion as well as the need of the emergency personnel to determine whether or not to accompany the patient to the emergency department;
- The Chief Executive Officer or, in his/her absence, the next most senior management team member must contact the emergency contact / next of kin as listed on the employee or student's file;
- The nominated and qualified first aid employee must complete a first aid report and the first aid register as soon as is practicable after the incident.



Notifying Parents / Guardians of Patients Under 18

As soon as possible after the injury / accident has occurred, the Principal and/or the Academic & Operations Manager, in his/her absence, the next most senior management team member must notify the parent / guardian of any patient under the age of 18 years. The parent/guardian must be advised of the following information:

- The nature of the injury/accident;
- Exact location of the patient (minor) including name of hospital, street location, ward etc.;
- The name of the staff member who has accompanied them in the ambulance & where possible, a contact number;
- Advised that the staff member accompanying them will remain with the patient until the parents / guardians arrive or until the patient is released.

Roles & Responsibilities Overview



Teachers/Trainers

On the first warning - "Alert" ensure students clear the walkways and prepare to leave.

On the second warning "Evacuate" ensure students move in an orderly and coordinated manner, to the assembly areas. Teachers must take their class roles with them. At the Assembly area ensure their students remain together and an attendance is taken. Students, Teachers /Trainers and Wardens, without exception may not leave the assembly area until the Assembly officer gives permission. Should a First Aid officer be required teacher/trainers are to remain with their class having flagged a warden who will ensure the first aid officer takes responsibility of the person.

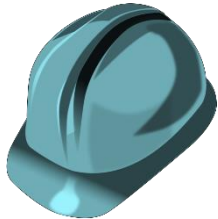
In the unlikely event that a bomb threat is advised students will be asked to take all personal items - bags items etc. with them. The teacher/trainers are to review their rooms and identify any unknown items and report such finding via warden who will report to the Chief warden immediately. Do not move the object and do not panic the students.



Wardens – Responsibility for ensure all rooms and facilities have been evacuated. Wardens are to provide support and liaise with First Aid Officer(s) as required.

When the wardens are sure that the premises have been evacuated – they must report to the chief warden and move to the assembly area.

At the assembly area they will liaise with the teachers who will advise them that their class is “All clear”. This will then be relayed to the Assembly Warden. Wardens are to ensure that all visitors are account for.



First Aid Officer(s) – Responsible for any required First Aid and liaise with Chief Warden for specialised on going medical.

Qualified first aid officers are: listed on notice boards.



Assembly Warden - control of the assembly area and liaisE with all first aid officers and wardens. Wardens will advise the assembly officer that each class has notified all clear. Once this checklist has been completed thensend a warden to report to the Chief warden “All Clear”.

Should there be an emergency or failure to recdeive an all clear from all parties the assembly officer is to immediately report to the Chief warden.



CHIEF WARDEN –to liaise with the Emergency Services – this Warden will be the last to leave the building.



Evacuation of kitchens, Classrooms, offices and Teaching Laboratories (includes hygiene areas – toilets etc)

These areas require explicit organisation because of the potential for large numbers of people to be congregated in a small area. The person in charge of the class shall act as the Warden and is responsible for evacuating his/her area ensuring all learners have been accounted for. Wardens should be aware that in emergency situations human beings may act irrationally and may need support to prevent panic

Upon hearing the alert or when notified of an emergency the person in charge of the class should direct students to:

- Stand fast and ensuring all obstacles are moved from walkways e.g. push chairs, large bags, etc. under desks or benches.
- Turn off electrical devices, kitchen and laboratory operations that are not safe to be left unattended.
- In controlled sequence, move along passageways to designated emergency exit in an orderly manner.
- Move to the Building Assembly Area.

These procedures need to be orderly to minimise crowding in aisles and doorways.

Emergency Evacuation Procedures in Case of Fire

You discover a fire:

- Help people in immediate danger
- Warn others by shouting "Fire, Fire, Fire", raise the alarm if not already sounding and telephone Fire Emergency Services.
- Decide if you can put the fire out. If you are not sure, do not attempt to.
- Don't attempt to use a fire extinguisher if you have never been instructed on how to use one.
- If you can put out the fire then do so, if not proceed to evacuate the building.
- You hear the fire alarm ringing; you must prepare to evacuate the building:
- Switch off all computers, printers and electrical appliances.
- Close all windows and doors.
- Collect the Student Attendance sheet to ensure everyone has safely vacated.
- Gather your personal belongings in preparation to immediately evacuate the building.
- Organise/help other people in the room.
- Evacuate the building and proceed to your Building Assembly Area:
- Move at a quick walk, do not run.
- If you have to move through a closed door that you cannot see through:
 - Feel the door to see if it is hot;
 - Look for smoke coming under the door;



- Open the door slowly and look around it to see if there is a fire behind it;
- If there is no fire on the other side, proceed through and close the door behind you;
- Move to the Building Assembly Areas quick as possible. Conduct a Role Call.
- Report to the Principal/Academic & Operations Manager that you/your group is there and if you know of anyone trapped in the building.
- Remain in the Assembly Area until you are informed that you may leave or move by either the Principal/Academic & Operations Manager or a member of the emergency services.

You notice someone on the verge of panic:

- Give them a task or responsibility.
- The person will still require constant monitoring.
- Do **NOT** hit them.
- Take hold of one of their hands and guide them out of the building to the Assembly Area.
- If they will not cooperate or start to grab hold of things. Leave them where they are.
- Evacuate yourself and inform the Principal/Academic & Operations Manager, or the police or Fire Emergency Services *immediately*.

Mobility Impaired People

If you encounter a person with some form of physical disability that restricts their mobility please assist them from the building. If you cannot move them on your own, please seek help from someone close by.



If you are trapped in a room:

Exit through a window if you are on the ground floor.

If you are not on the ground floor:

- Close the door;
- Go to the window;
- If there is smoke in the room open the window a little so you can breathe fresh air. If not, do not open the window. This can assist in the spread of fire into your area from lower floors;
- Attract people's attention to your plight. This can be achieved by writing on a paper and sticking it to the window or calling out the window. If you open the window remember to close it again as this can be an entry point for fire. Do not open the window up fully;
- If the room is filling with smoke, stay close to the ground. The air is cooler and oxygen is more plentiful in this region;
- Wait for the Fire and Rescue Service to rescue you.



REMEMBER

- Fires spread rapidly;
- Fires produce thick black smoke that is difficult to see through and causes suffocation.
- The freshest air will always be near the floor.
- Move quickly. Do not run – this increases the likelihood of you falling and injuring yourself.
- Be decisive.
- Make a decision and follow that decision.



Assembly Area

The appointed assembly area is designed as Langley Park - immediately in front of the Bennett Street entry.

Exit from the building using the front stairs, exiting the building via the front entrance. Should the front stairs not be accessible at the front of the building wardens will direct students and staff to move orderly down the rear stairs and exit from the basement exit.