

PROCEDURE:	EMERGENCY EVACUATION
NVR Ref:	Standard 2
CRICOS Ref:	MCC-3-E 2

Purpose	This procedure has been developed to document a process for the safe evacuation of premises in an emergency situation.
Scope	This procedure applies to all staff, students, visitors or contractors in attendance at premises under the supervision of the <i>Institution</i> at the time of the emergency situation.
Responsibilities	The CEO will have overall responsibility for this procedure.
Action/Method	<p>EMERGENCY EVACUATION PROCEDURE:</p> <ol style="list-style-type: none"> 1. On the sound of a warning bell or on the advice of an Emergency Warden/ Office Manager, immediately cease duties and evacuate the building quickly and calmly by the nearest marked exit door and then proceed to the nearest assembly area as directed. 2. All class groups should remain together to assist staff to determine if all persons occupying the facility are accounted for. If persons are away from their usual work area, they are required to follow the Warden's/Office instructions and not attempt to return to their usual area. 3. If possible, assist any people with special needs to evacuate the building. 4. On assembling at the designated area, class rolls will be taken. Remain there until given the all-clear or until dismissed by the Emergency Warden/ Office Manager. The building must not be re-entered until the all-clear has been given. <p>FLOOR WARDEN EVACUATION PROCEDURE:</p> <p>The duties of the Floor Wardens/ Office Manager in an emergency situation are as follows:</p> <ol style="list-style-type: none"> 1. On the sound of a warning bell, or on the advice of the Emergency Warden/ Office Manager, instruct all persons to leave the building via the nearest Emergency Exit. 2. Inspect all rooms, including toilets, within their designated areas, confirming total evacuation and checking that smoke and fire doors have been closed (leave fire doors open during trial evacuations). 3. When satisfied the area is clear, evacuate via the nearest Emergency Exit.

Action/Method	4. Ensure a roll call is conducted for all Students and Staff under their direct supervision. 5. Remain at the assembly area until notified by an official that the building is safe for re-entry.
Freedom of Information	Disposal of Records with regard to the Freedom of Information Act Retention of Records for Freedom of Information Purposes Access to Archived Records

VERSION CONTROL**Review/ amendment history****Policy Approved by:** Chief Executive Officer**Responsible Officer:** Chief Executive Officer**Next Policy Review Date:** July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change
5.0	April 2017	Updated Office Manager for Fire Warden responsibilities