

Australian Lutheran College

Hebart Hall: Building Evacuation Policy and Procedure

Introduction

ALC has clearly defined evacuation procedures and evacuation points for a rapid, coordinated and controlled response to emergencies where evacuation of ALC's main teaching and administration building, Hebart Hall, is necessary.

Purpose

These guidelines are designed to provide a clear, step by step procedure for a safe and orderly evacuation of occupants from the building in an emergency, to an assembly point at a safe place for a roll call.

Organisational scope

All occupants of Hebart Hall.

Policy

In order to avoid delay, confusion and possible injury in the event of an emergency, it is essential that evacuation procedures and organisational arrangements are well understood and regularly practised by staff and students who occupy the building at any time.

The evacuation is to be undertaken as quickly as possible, with all present in the building exiting from it. This will occur

- at the initiation of a fire/emergency evacuation drill; or
- in the event of an actual emergency or situation arising such as a fire, earthquake or other natural event necessitating leaving the building as soon as possible.

Evacuation procedure

Whether an evacuation is a real event or a drill only, everyone is to respond when the alarm is sounded as though it is a genuine emergency, and is to exit the building immediately.

Summary

- The building evacuation will commence with the sounding of an alarm/signal device.
- All occupants—staff, students and/or visitors—are to leave offices and classrooms immediately, moving in an orderly manner and following predetermined exit routes. These are shown in site plan fire evacuation route signs adjacent to or as close as possible to the exits from Hebart Hall rooms and offices. Primary exits are to be used wherever possible. In some instances secondary exit routes are available and provided for cases where the primary exit is not able to be used.
- Students in each classroom are to follow directions from the person in charge (lecturer or group leader overseeing the session.)
- When all students and visitors have left the room, the person in charge should leave and close the door to prevent spread of fire and smoke.
- All occupants are to assemble on the sacred lawn for roll call.

Additional information

The attachment to this procedure provides this information in narrative form. All building occupants are advised to familiarise themselves with both narrative and respective site plans within each room of the building.

A key objective, outlined below, is to ensure that everyone in the building is accounted for following the evacuation.

Nominated staff will have the responsibility to account for designated individuals and groups of staff members and students.

Staff

Fire wardens

Two staff members, whose offices are located on the ground floor in the north and south wings respectively, shall be nominated as fire/emergency wardens. Staff in each wing are to be informed as to who is their warden.

Role of fire wardens

The primary role of wardens is not to combat fire and emergencies, but to ensure, as far as practicable, the safety of occupants and their orderly evacuation from emergencies.

The role includes maintaining an updated list of staff in the building wing for which they are responsible. This list is to be checked each morning with notations of staff who are absent on that day. This reinforces an element of human resource management that requires all staff who have not given previous notice that they will be absent on the current day, to notify via a SharePoint announcement or to Reception of their absence. This notification is to be given as soon as practicable but not later than 10:00am. If required, Reception shall notify both the staff member's supervisor and the respective fire warden of such absence.

The documentation also shall indicate staff who are absent from ALC for work purposes, and where applicable staff who are absent on recreation, recuperative, sick leave, or any other leave paid or unpaid, or absences for any other purpose.

Wardens are to receive prior notice of fire/emergency drills.

Warden evacuation duties

Following the signal to evacuate the building, wardens are to check ground and first floor offices in the respective wings for which each has responsibility to ensure that all staff have left the building.

When a drill is a practice only, there is no actual safety issue involved in undertaking this check. The drill's major objective is to see whether the prescribed procedures are observed, and that they are appropriate and effective. Where problems become evident, such as procedures not observed or aspects of procedures not achieving the desired outcome, details are to be recorded and corrective action taken. As one example of dealing with a potentially serious weakness, wardens are to document and report where staff fail to leave their offices immediately, and the administration subsequently will reinforce to those staff the importance of leaving the building without delay. Failure to observe this could lead to serious injury and possibly even fatalities should an actual emergency arise.

If an emergency—that is, not a drill—occurs and the alarm is sounded, wardens will not check offices. All staff, including wardens, are to leave the building immediately. Wardens are to take the respective 'staff-present' lists with them.

In the case of both drills and emergency situations, staff and others who leave the building shall assemble on 'the sacred lawn'—the area immediately east of the southern wing of the building. Staff shall identify themselves to the wardens and names will be marked from lists.

Immediate action is to be taken if a staff member is not accounted for. In the case of a drill the wardens may re-enter the building in an endeavour to locate those whose names appear on the lists as being present in the building on that day who are not accounted for at the assembly point.

Where the evacuation is the result of a situation occurring and is not a drill, details of those not accounted for are to be provided to the specialist services group (e.g. fire or accident emergency) who will have been called by ALC to deal with the situation and who have the knowledge and skill to re-enter the building where safety permits, to ascertain whether anyone is still inside, and if so, to get them out. This is entirely in the province of the professionals dealing with the situation, and under no circumstances is any staff member to attempt to re-enter the building on their own initiative.

In the case of a drill, wardens can give the all clear for staff and students to re-enter the building. Where there is a situation that is not a drill, neither wardens nor any other staff member are to re-enter the building until appropriate clearance is given and the building declared safe by the emergency services group in attendance.

Leaders and students attending classes

Emergency procedure reminders

Lecturers should ensure that at the commencement of semester, or before commencing seminars or other meetings, those present are advised of the exits to use in the event of a fire or other emergency.

Attendance records

Because of the constant and ongoing movement and change of students attending various classes at scheduled times during the week, the maintenance of accurate records is essential for all students attending classes. The keeping of accurate attendance records also is a requirement of independent quality associated student accreditation standards.

At the commencement of each class or group, the person in charge of the class or meeting (lecturer, supervisor, coordinator etc.) shall mark attendees present.

Evacuation procedures

Irrespective of whether the signal to evacuate the building is given arises from a drill or from an actual emergency, each person in charge shall ensure that all attendees leave each room immediately and follow the prescribed exit route. Leaders shall take attendance lists with them. Leaders and students shall rendezvous in the same area as ALC staff. The leader of each class or group shall mark students' names from attendance lists and report to the Chief Fire Warden. Action taken with regard to students not accounted for on the lists shall follow the same process applied in respect of any staff who likewise may not have been accounted for.

Obtaining clearance is essential before re-entering the building and returning to classrooms. Wardens are to authorise this in the case of a drill, or the emergency services group in attendance has the prerogative to do so in the event of a situation that is not a drill.

Location and usage of fire extinguishers

Wardens are to be familiar with the location points of all fire extinguishers and are to be trained in their use. Wardens are to meet twice yearly with representatives of the firm that supplies and services fire extinguishers. Professional advice sought is to include guidance on the types of situations when ALC staff may use extinguishers with safety thereby avoiding calling fire services unnecessarily; or where fire services are called, the use of extinguishers pending the arrival of fire services could be warranted to prevent or reduce the risk of personal injury or property damage. The

overriding factor in all such circumstances is the safety of all staff involved and for this reason regular advice and direction from professionals on what to do in emergency situations is essential.

Fire/emergency exit drills

Two drills are to be held during each academic year at times to optimise involvement of as many staff and students as possible.

Associated documents

[Fire-evacuation-routes-Hebart-Hall-1st-floor](#) (C743)

[Fire-evacuation-routes-Hebart-Hall-ground-floor](#) (C744)

[WHS-Induction-Handbook](#) (C838)

[First-Aid-Procedures](#) (C754)

Attachment A: Evacuation exit procedures

Exit routes summary information

Evacuation of Hebart Hall: exit routes to be followed.

Preliminary

All building occupants are to orientate themselves with regard to the room locations as described below and to follow the exit procedures.

Hebart Hall ground floor exit routes

Ground floor	
Location	Exit procedure
Northern wing	
Staff lounge	Leave via the east-facing doorway at the south eastern end of the room
Lecturer in Systematics office	Turn left into the corridor and leave via the door facing east.
Community Caregiver office	Turn right into the corridor and leave via the door facing east.
Seminar Room 1	Through the doorway at the north eastern corner of the room into the staff lounge and exit via the door immediately opposite which faces east.
Chapel	Two main exits: <ul style="list-style-type: none"> • Leave via south eastern corner of the room; door facing south into the courtyard. • Leave via eastern wall centre door; turn right and exit through the door facing south into the courtyard.
Building central	
Principal's office	Leave the office; turn right and exit via the corridor's west facing door at the front of the building that overlooks Jeffcott Street.
Executive Assistant to the Principal's office (opposite the Principal's office)	Leave the office; turn left and exit via the corridor's west facing door at the front of the building that overlooks Jeffcott Street.
Lecturer in Pastoral Theology (Counselling)'s office	Leave the office; turn right and exit via the east-facing door into the courtyard.
Formation Administrator's office (opposite the Lecturer in Pastoral Theology (Counselling))	Leave the office; turn left and exit via the east-facing door into the courtyard.
Southern wing	
Lecture room 1	Leave the room, then walk east to the end of the corridor and exit from the north-facing door into the courtyard.
Personal Assistant to Business Manager	Leave the room through the north-facing door, then through the exit door directly opposite which leads into the courtyard. The exit door is the one used also by Lecture room 1 occupants. Alternatively, leave via the east-facing door, turn left and exit through the foyer to the courtyard .
Business Manager & Business Office staff (x3)	Leave the offices, then walk east to the end of the corridor and exit from the door facing east that overlooks the sacred lawn.

Hebart Hall first floor exit routes

First floor	
Location	Exit procedure
Northern wing	
Lecture Room 4	Leave through the doorway at the eastern end, and go down the two sets of stairs. At the bottom of the steps on the ground floor, exit through the south-facing door into the courtyard.
Seminar Room 2	Leave from either of the two doorways and head down the sets of steps outside the doors. At the bottom of the steps on the ground floor, exit through the door facing south into the courtyard.
Sessional staff office	Leave through the office doorways and turn right into the corridor, down the first set of steps, left down further steps, then left at the bottom of the steps and exit through the door facing south into the courtyard.
Director of VET office	Leave through the office doorway and turn left into the corridor, down the first set of steps, left down further steps, then left at the bottom of the steps and exit through the door facing south into the courtyard.
VET Assessment Officer office	Leave through the office doorway and turn left into the corridor, down the steps, left down further steps, then left at the bottom of the steps and exit through the door facing south into the courtyard.
Associate Dean for Learning and Teaching office	Leave through the office doorway. Turn right down the steps, right again down further steps, then left at the bottom of the steps and exit through the door facing south into the courtyard.
Building central	
Dean's Team offices: The Dean; Quality Assurance Administrator & Online Communications Administrator; Dean's Administrator & Registrar; Online Development Officer	Leave the offices and move into the common area bounded by the offices and proceed to the stairs at the eastern end of the area. At the bottom of the stairs on the ground floor, continue walking westerly and exit via the corridor's west-facing door at the front of the building that overlooks Jeffcott Street.
Southern wing	
Lecture Room 3	Leave through the doorway at the eastern end, and follow the stairs downwards. At the bottom of the steps on the ground floor, turn right and exit through the door facing north into the courtyard.
Offices of: Lecturer in New Testament & Associate Dean for Research (immediately opposite each other and just outside of Lecture Room 3)	Leave from the offices, turn east. Follow the stairs downwards. At the bottom of the steps on the ground floor, turn right and exit through the door facing north into the courtyard.

First floor

Offices of:
Lecturer in Church History;
Lecturer in Pastoral
Theology (at the eastern end
of the building wing)

Leave from the offices, turn west. Follow the stairs downwards.
At the bottom of the steps on the ground floor, exit through the
door facing north into the courtyard.

First floor alternate routes in the event of standard egress being blocked

This situation may arise in the event of fire or the building sustaining substantial damage from other events. The options outlined below are identified.

Northern wing

If the stairs leading to the ground floor are not accessible or are not able to be used safely, staff and students leaving offices and lecture/seminar rooms are to move to the outside landing, walk towards Lecture room 3 and enter the room from the door at its south eastern corner.

Leave the room from the eastern end centre door. Follow the stairs to the ground floor and exit the building via the door facing north into the courtyard.

Southern wing

Conversely, staff and students are to leave offices and the lecture room, move to the outside landing, walk due north along the landing through the corridor between Lecture room 4 and offices, then turn right to follow the stairs down to the ground floor. Exit the building via the door facing south into the courtyard.