Emergency Evacuation Procedure

January 2020

This document details the emergency evacuation procedure for

Alphacrucis College Limited

Perth Campus

Suite 3/642, Albany Highway,

Victoria Park, 6100 WA, Australia

Phone: (08) 9355 0051

Objectives

The objectives of this policy are to:

* provide a safe and healthy workplace environment within Alphacrucis College Ltd
* uphold, observe and implement the requirements of the Work Health and Safety Act 2012 and the Work Health and Safety Regulations 2012.
* ensure the safety of all persons by providing for safe emergency evacuation from the

Perth Campus at Suite 3/642 Albany Highway, Western Australia

Scope

This policy applies to all members and adherents of Alphacrucis College Limited including

students, staff, visitors and hirers whilst working or involved in any programs, activities, or

official functions connected with Alphacrucis College Limited.

Occupancy

Perth Campus at Suite 3/642 Albany Highway, Western Australia, is used mostly between 8am to 5pm on weekdays. The buildings are used by Alphacrucis College Ltd and are occasionally rented out to other users. The approved tenancy for the building is 20 persons at any one time, including 2 trainers and 18 students. The maximum population for the mezzanine office level must not exceed 2 occupants. The largest group of people at any one time is during semester during the week days, when up to the maximum allowed occupants will be on site.

This document takes into account two levels of occupancy:

Level 1: 10–20 people Alphacrucis College Ltd staff and students

Level 2: Up to 10 people Alphacrucis College Ltd staff and students

Emergency Warning System

Level 1: Wardens will notify occupants of fire or other emergency.

Level 2: Wardens will notify occupants of fire or other emergency.

Brigade Notification

The fire brigade is called to all incidents of fire or suspicion of fire such as visible flame or

signs of smoke. There will be no criticism of any person who uses initiative in this respect

nor should such action need another person’s permission. If the Emergency Alarm is not already engaged the Fire Brigade can be alerted by activating the alarm on the fire panel.

Assembly Area

The footpath in front of 627 Albany Highway (Across the road at Harvest Espresso) is the

designated assembly area. (See Emergency Action Guide).

If access to the footpath in front of 35 Melville Street is compromised because of an

emergency, then the front of the south corner of Albany Highway and State Street becomes the designated assembly area.

Officers Required for the Two Levels of Occupancy

1. 10–99 people Chief Warden

Floor or Area Wardens (x2)

2. Up to 10 people Chief Warden

Appointment of Officers

For Alphacrucis College Limited a suitable number of wardens will be appointed and

trained to cover our usual activities and levels of occupancy.

Usual Level of Occupancy: Level 1 / Level 2 (less than 20 people)

Floor/Area Area Warden

Chief Warden Donna Kipps

Ground Floor Isaac Moore

First Floor Nigel Pegram

Emergency Action Guide

This document will be displayed prominently in all areas of the buildings (See Emergency Action Guide on next page).

Officers’ Identification

The wardens will be supplied with and wear as appropriate:

Chief Warden White safety vest

Floor and Area Wardens Yellow safety vest

The safety vests will be maintained and stored at the designated workplace area of each

warden

Incident Log

A suitable log will be kept in the Alphacrucis College Perth office.

**Emergency Action Guide**

Floor/Area Area Warden

Chief Warden Donna Kipps

Ground Floor Isaac Moore

First Floor Nigel Pegram

First Aid Officers:

Hannah Barlow-van Aswegen

Neil Chisholm

Evacuation Plan

* Once the alarm has sounded all people are to stop what they are doing immediately and exit the building
* The Fire Warden will check all toilets and storerooms before exiting the building
* Meeting Point 1 is directly across Albany Highway
* The Fire Warden will liaise with lecturers if needed and a head count will be done
* When it is safe to do so, the Fire Warden will instruct everyone to go back into the building

Albany Highway

State Street

Meeting

Point 2

Meeting

Point 1

642

Alphacrucis
College Ltd