La Trobe College Australia

Emergency Evacuation Procedure

Purpose

This procedure sets out the steps that need to be taken when an emergency evacuation is needed from the building of La Trobe College Australia's staff, students and visitors.

Scope

This procedure covers all staff, students and visitors at La Trobe College Australia.

Context

The procedure covers staff, students and visitors during normal business hours, 8 am to 5 pm Monday to Friday. Outside of those hours, La Trobe University Security should be contacted for advice on X2222.

Legislation

This procedure is covered by the following legislation and regulations:

Occupational Health and Safety Act 2004 (the Act)
Occupational Health and Safety Regulations 2007

Principles

- La Trobe College Australia is responsible for maintaining the safety of all staff, students and visitors during office hours.
- Building and Floor Wardens receive training and re-training as per evacuation drill requirements of La Trobe University.
- There are sufficient trained wardens to handle most situations.

Responsibility

The College Director/Principal La Trobe Operations (LOPS) has overall responsibility for the safety of staff, students and visitors. The Director, Student Services is delegated to ensure the safety and well-being of students. The Student Counsellor is delegated the duty for the general well-being of students under 18 years of age. All staff are responsible for identifying students, staff or visitors, who may be in danger when an evacuation is required.

Procedure

1. On hearing an evacuation alarm, or on instruction from emergency control personnel, immediately cease all activity and secure personal valuables.
2. Assist any person in immediate danger, but only if safe to do so.
3. If practical, and only if safe to do so, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation.
4. Act in accordance with directions given by emergency control personnel and evacuate the building immediately.
5. Assist with the general evacuation if directed to do so by emergency control personnel.
6. Assist with the evacuation of disabled occupants.
7. In a fire situation, do not use a lift to evacuate a building.
8. Move calmly to Simpson Lawn or the nearest nominated evacuation assembly area, and do not leave the evacuation assembly area until the all clear has been given.
9. Students under 18 years of age must be supervised by a teacher until the all clear is given.

10. Follow the instructions of relevant emergency services personnel and campus emergency control personnel.

Emergency Procedure Maps

Emergency procedures diagrams are located within buildings throughout each campus. These diagrams provide floor plans showing the locations of emergency exits and emergency equipment (such as fire extinguishers) and maps for evacuation routs and emergency assembly areas.

Procedure Title	Emergency Evacuation Procedure		
Procedure Owners	College Director/Principal La Trobe Operations		
Key Stakeholders	LTCA Management, staff and students		
Approval Body		Date Approved	
LTM Management Committee		March 15 2017	
LTCA SMT		October 31 2018	
Relevant Legislation	*Occupational Health and Safety Act 2004* (the Act) *Occupational Health and Safety Regulations 2007*		
Related Policies	Critical Incident Policy Spills Policy First Aid Policy OH&S Policy		
Related Guidelines	Student Safety Management Plan		
File information	**File number**	**Version number** V1.1	
Date Effective	**27/02/2017**	**Review Date** 27/02/2019	
Revision Date:	**Version**	**Summary of changes:**	
13/8/18	1.1	Updates according to National Code 2018 and College name change to LTCA	