



University of  
South Australia

# UNIVERSITY OF SOUTH AUSTRALIA EVACUATION PROCEDURES

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## 1. **INTRODUCTION**

- 1.1 This Procedure details the Standard arrangements for the Emergency Evacuation of Buildings owned or leased by the University of South Australia (UniSA)
- 1.2 The primary objective has been to devise a process that did not vary from building to building and catered for most situations.
- 1.3 The emergency procedures detailed in this document have been designed with the following in mind:
- UniSA has buildings of various ages with a range of fire detection/early warning electronic capabilities.
  - The number of staff, wardens, security officers and students on the campus varies significantly in relation to the time of day.
  - The on-duty Security Officer may, at times, be the only guaranteed fully trained staff member on the campus at any hour of the day or night.
  - The evacuation process requires every room and area to be checked and cleared.
  - The primary reference for this procedure is the Australian Standard 3745: Emergency Control Organisation and Procedures for Buildings 1995.

## 2. **EMERGENCY EVACUATION CONSIDERATIONS**

### 2.1 **During emergencies, instructions given by ECO personnel shall overrule normal management structure.**

2.2 Information that may initiate a decision to evacuate a building, group of buildings or the campus may come in various forms as listed below:

<b>Fire</b>	Detector / EWIS / Fire Panel (FIP) is activated.
<b>Observed Emergency</b>	Notification of a dangerous or emergency situation.
<b>Bomb Threat</b>	Advice is received of a bomb threat.

2.3 The University utilises a warden structure in an Emergency Control Organisation (ECO) to effect the evacuation. [Appendix A](#)

2.4 The Campus Services Coordinator (CSC) is the Chief Warden and is responsible for planning, documentation, arranging training and the execution of building evacuations/ emergencies.

2.5 The description of the wardens and their roles is shown in [Appendix A](#).

2.6 The Building Emergency Evacuation Plan incorporates the following requirements:

- Training of wardens, staff and students in building evacuation, evacuation drills conducted at least twice per calendar year.
- Each staff-member has a duty of care obligation and shall comply with and/or assist building wardens in the execution of their duties.

**2.7 The supervising lecturer shall be responsible** for ensuring students with mobility difficulties are safely evacuated from the building.

All wardens are to be familiar with the location and movements of staff-members with a disability.

**2.8** Each floor of each building on campus shall have a specific map clearly indicating:

- Exit paths.
- Nearest stairwell
- Building Assembly points.

### **3. MODES OF EVACUATIONS**

Emergency Evacuations procedures for UniSA buildings can be divided into two basic scenarios:

1. Warden System Evacuation Appendix B
2. Safety & Security Officer Evacuation Appendix C

**3.1** The two modes of building evacuations are described below:

<b><u>Evacuation Mode</u></b>	<b><u>Description of Modes of Evacuation</u></b>
<b><i>Warden Evacuation (8.30 am to 5 pm weekdays)</i></b>	The nominated wardens in the Emergency Control Organisation are to execute the evacuation.
<b><i>Security Officer Evacuation (All other times and university holidays).</i></b>	This mode is utilised outside of normal office hours and there is no guaranteed warden structure available. The Security Officer on duty (Emergency Response Officer) is the only guaranteed warden on duty.

**NOTE** The Evacuation Procedures for each mode of evacuation are detailed in Appendix B and Appendix C respectively.

### **APPENDICES**

- A Emergency Control Organisation (ECO)
- B Warden Activated Evacuation Procedures
- C Security Evacuation Procedures
- D Bomb Threat Procedure
- E Procedures and Guidelines for Telephone Bomb Threats
- F Procedures and Guidelines for Conducting Emergency Evacuation Drills
- G Building Evacuation report Template
- H Acronym Descriptions

**EMERGENCY CONTROL ORGANISATION (ECO)**

<b>Term</b>	<b>Principal Role or Responsibility</b>
<p><b>Emergency Control Organisation – (ECO)</b></p>	<p><b>Structure</b></p> <p>The Emergency Control Organisation (ECO) consists of a number of specified persons at specified locations throughout the campus and in each building.</p> <p>The ECO comprises of the following designated appointments</p> <ul style="list-style-type: none"> <li>• Chief Warden</li> <li>• Building Evacuation Officers (BEO)</li> <li>• Deputy BEO</li> <li>• Floor Wardens</li> <li>• Wardens</li> <li>• Door Wardens</li> <li>• Security Officer</li> <li>• Site Services</li> </ul> <p>NOTES:</p> <p>Heads of Schools and Unit Directors are to assist in the identification and appointment of staff suitable to become ECO Personnel. Heads of Schools and Unit Directors are to assist in the arrangement of replacement of ECO Personnel who are no longer available for reasons of transfer and nominate suitable persons to cover short term absences. An up-to-date register of all ECO personnel is maintained by the Campus Chief Warden, with the assistance of the Facilities Management Unit Training &amp; Development coordinator.</p> <p>Where possible the ECO responsibilities should be attached to a position so that its permanent or temporary occupant carries out the necessary ECO functions. In any event, it is essential that the persons appointed have the qualities needed to enable them to perform duties required in emergencies. Factors to be considered included the following:</p> <ul style="list-style-type: none"> <li>• Availability – they should be persons who spend most of their time at, or near, their work stations;</li> <li>• Ability to organise others in an emergency; and</li> <li>• Reliability.</li> </ul>

	<p>Selection Criteria for Personnel</p> <ul style="list-style-type: none"> <li>• Be physically capable;</li> <li>• Have leadership qualities and command authority (this often necessitates persons being section leaders or office managers);</li> <li>• Have maturity of judgment, good decision making skills and be capable of remaining calm under pressure;</li> <li>• Generally work on one floor and be in attendance during working hours (in particular, normal duties should not take the person away from the building); and</li> <li>• Have clear diction and be able to communicate with the majority of occupants in their care.</li> </ul>
<p><b>Chief Warden (CW)</b></p> <p><b>White Helmet</b> <i>Campus Services Coordinator</i></p>	<p><b>Principal role or Responsibility:</b> <b>Each officer in the ECO have clearly defined duties and responsibilities as follows:</b></p> <p>On becoming aware of an emergency the Chief Warden should take the following actions:</p> <ol style="list-style-type: none"> <li>1. Ascertain the nature of the emergency and determine appropriate action;</li> <li>2. Ensure that the appropriate emergency service has been notified; Ring 000</li> <li>3. If necessary, initiate evacuation and controlled entry procedure through the BEO's by firmly pushing the surface on the nearest 'break glass' activation point.</li> </ol> <p>The Chief Warden may assume these responsibilities from a remote location and may not always be on their 'home' Campus.</p>

<p><b>Building Evacuation Officer (BEO)</b></p> <p><b>White Helmet</b></p>	<p>The BEO assumes responsibilities similar to those of the Chief Warden for specific buildings. Upon notification of an emergency the BEO attends the Fire Indicator Panel (FIP) and coordinates the activities of the Floor Wardens (FW).</p> <p>The BEO then becomes responsible for :</p> <ul style="list-style-type: none"> <li>• Ascertaining the nature and location of the emergency;</li> <li>• Notifying appropriate ECO personnel either by the EWIS or other means;</li> <li>• Transmitting and recording instructions and information between the BEO and the Floor Wardens and occupants; and</li> <li>• Recording the progress of the evacuation and any action taken by the Floor Wardens.</li> </ul> <p>The BEO will brief the emergency services personnel upon arrival on type, scope and location of the emergency, the status of the evacuation and thereafter act on the senior officer's instruction. The CW and BEO will maintain an open communication 'path'.</p> <p>The BEO may assume the responsibilities of the Chief Warden if the Chief Warden is unavailable.</p>
<p><b>Deputy Building Evacuation Officer (DBEO)</b></p> <p><b>White Helmet</b></p>	<p>The Deputy Building Evacuation Officer shall be required to assume the responsibilities normally carried out by the BEO, <b>otherwise assist as required.</b></p>
<p><b>Floor Warden (FW)</b></p> <p><b>Yellow Helmet</b></p>	<p>On hearing an alarm or on becoming aware of an emergency, the Floor Wardens should take the following actions:</p> <ul style="list-style-type: none"> <li>• Commence evacuation if the circumstances on their floor warrant this;</li> <li>• Implement the emergency procedures for their floors;</li> <li>• Communicate with the BEO by whatever means available and act on his instructions – In most UniSA Buildings the Warden Intercom Points (WIP) are our established communication method;</li> <li>• Direct Wardens to check the floor or area for any abnormal situation;</li> <li>• Advise the BEO as soon as possible of the circumstances and action taken; and</li> <li>• Co-opt persons as / if required to assist Wardens with their duties</li> </ul>

<p><b>Wardens</b></p> <p><b>Red Helmet</b></p>	<p>Persons selected as Wardens may be required to carry out a number of activities, including the following:</p> <ul style="list-style-type: none"> <li>• Acting as Floor Warden;</li> <li>• Calling fire brigade or other appropriate emergency service by operating the manual alarm point or telephone;</li> <li>• Checking to ensure fire doors and smoke doors are properly closed;</li> <li>• Searching floor or area to ensure all persons are accounted for;</li> <li>• Ensuring orderly flow of persons into protected areas, e.g. stairwells;</li> <li>• Assisting mobility-impaired persons;</li> <li>• Acting as leader of groups moving to nominated assembly areas; and</li> <li>• Operating first attack firefighting equipment, e.g. portable fire extinguishers, hose reels and fire blankets when suitably trained – last resort and not to be encouraged. Not offered as standard training for UniSA Wardens.</li> </ul>
<p><b>Door Warden</b></p> <p><b>Red Helmet</b></p>	<p>Is a dedicated Warden who prohibits any person back into a building once an evacuation is activated.</p>
<p><b>Security Officer (SO)</b></p> <p><b>Red Helmet</b></p>	<p>The on duty Security Officer receives all fire alarms via pager. They will attend the building FIP at the building where the alarm has been activated. The SO works with all ECO personnel to advise and assist where required.</p> <p>The SO is one of the Campus designated first aid personnel and will have a First Aid badge on their helmet.</p>
<p><b>Warden Identification</b></p>	<p>All wardens can be quickly identified by the use of colored safety hard hats (helmets) as follows:</p> <ul style="list-style-type: none"> <li>• Chief Warden and Deputy Chief Warden – white helmet</li> <li>• Building Evacuation and Deputy Building Evacuation Officers – white helmet</li> <li>• Floor Warden – yellow helmet</li> <li>• Wardens, including Door Wardens – red helmet.</li> <li>• Security Officers – wear UniSA uniform, their red helmet will also have a first Aid badge on it.</li> </ul>

**Deputies (D)**

Deputies should be appointed to each of the BEO and FW positions to ensure continuity of their functions during absences. The selection of deputies should be consistent with the appropriate selection criteria and they should be fully trained and prepared to take over the primary roles as required.

**WARDEN ACTIVATED EVACUATION PROCEDURES**

The following procedures will take place when the decision has been made by the Chief Warden to evacuate a building or activation has resulted in the audible alarms being sounded.

For simplicity the steps in the process have been sub-divided into each ECO member's area of responsibility. Each step by the various wardens in the ECO would be performed concurrently.

<b>Action By</b>	<b>Action</b>	<b>Comments</b>
<p><b>CW (Chief Warden)</b></p>	<ol style="list-style-type: none"> <li>1. Advise BEO or DBEO of an emergency situation.</li> <li>2. Advise SO (on duty Campus Security Officer )</li> <li>3. Ring Emergency Services on '000'.</li> <li>4. Ensure Door Wardens in place.</li> <li>5. Establish command centre.</li> <li>6. Record all aspects of evacuation in a log-sheet.</li> <li>7. On advice from Emergency Services Officers and ERO cancel Emergency Evacuation condition.</li> </ol>	<p>If the emergency has been initiated by EWIS the evacuation process should be underway.</p> <p>If the emergency has been initiated by EWIS this call is made directly to Metropolitan Fire Service</p> <p>Positioned to ensure no-one re-enters the evacuated building until 'all clear' is given.</p> <p>If safe to do so, the command centre would be located at the Fire Indicator Panel (FIP) with the alternate location the Campus Security Office.</p> <p>This would usually be done in a protracted emergency situation – longer than 1 hour</p>

Action By	Action	Comments
<b>BEO (Building Evacuation Officer)</b>	<ol style="list-style-type: none"> <li>1. Ensure an evacuation message has been announced on EWIS PA unit if available.</li> <li>2. Proceed to Fire Indicator Panel (FIP) to meet ERO (on duty Campus Security) confirmation that building has been evacuated.</li> <li>3. Contact FW's on Warden Intercom Point (WIP) and advise them to clear their respective areas.</li> <li>4. Ensure Door Wardens are in place.</li> <li>5. Employ Wardens to assist with crowd control.</li> <li>6. Update CW on emergency status.</li> </ol>	<p>Message should include information on any hazards and evacuation is not a drill</p> <p>BEO will remain at Fire Indicator Panel (FIP) until SO and Emergency Services arrives.</p>
<b>Deputy Building Evacuation Officer (DBEO)</b>	Assist as directed / required.	This includes ensuring evacuees get to BAP (Building Assembly Point) and that no one re-enters buildings through liaison with Door Wardens.

Action By	Action	Comments
<b>FW (Floor Warden)</b>	<ol style="list-style-type: none"> <li>1. Clear your designated area within the building.</li> <li>2. Appoint a staff-member to assist any person with a disability.</li> <li>3. Report to FIP to advise BEO that area has been cleared.</li> <li>4. Assist BEO with any other duties as necessary.</li> </ol>	<p>If assistance is required advise BEO or ERO.</p> <p>Emergency Services will assist in the safe evacuation of persons with a disability.</p> <p>Any problems should also be advised.</p>
<b>Warden</b>	<ol style="list-style-type: none"> <li>1. Checking to ensure fire doors and smoke doors are properly closed;</li> <li>2. Searching floor or area to ensure all persons are accounted for;</li> <li>3. Ensuring orderly flow of persons into protected areas, e.g. stairwells;</li> <li>4. Assisting mobility-impaired persons;</li> <li>5. Acting as leader of groups moving to nominated assembly areas; and</li> <li>6. Operating first attack firefighting equipment, e.g. portable fire extinguishers, hose reels and fire blankets when suitably trained – last resort and not to be encouraged. Not offered as standard training for UniSA Wardens.</li> </ol>	
<b>Site Services</b>	<ol style="list-style-type: none"> <li>1. Proceed to FIP to meet Security Officer (SO)</li> <li>2. Provide technical support to Emergency Services Officers.</li> </ol>	

**SECURITY EVACUATION PROCEDURES**

The following procedures will take place when the decision has been made by the Chief Warden to evacuate a building (the Security Officer on duty assumes the role of Chief Warden after-hours).

The order of the steps listed below would change depending on the nature of the emergency and if there are any staff available to assist in the evacuation.

Action By	Action	Comments
<p><b>SO (Security Officer – on duty Security Officer)</b></p>	<ol style="list-style-type: none"> <li>1. When a decision has been made to evacuate, proceed to FIP.</li> <li>2. Ring '000' Emergency Services</li> <li>3. Commence evacuation of buildings affected.</li> <li>4. When and if appropriate contact relevant Managers</li> <li>5. If emergency situation is likely to be protracted dispatch Emergency Notice Boards and road barriers.</li> <li>6. On advice from Emergency Services Officers cancel emergency status.</li> </ol>	<p>Enlist the assistance of any staff on campus at the time.</p> <p>If the ERO is actively involved in checking the building, ensure a person is delegated to stay at the Fire Indicator Panel (FIP) to brief Emergency Services Officers.</p>

## **BOMB THREAT PROCEDURE**

### **Introduction**

The bomb threat is a serious public nuisance of modern times. Each one could be a cruel prank or a warning of an impending bomb attack. Usually, they are committed by individuals seeking to inflict alarm and confusion on an otherwise peaceful organisation. At UniSA incident history suggest they are more common at exam time and/or at exam venues. The problem can be minimised by proper planning and nomination of appropriate decision-making authorities.

### 1. **Threats**

The threats may be in one of the following forms:

- *Written threat* ; If a bomb threat is received in writing, it should be kept, including any envelope or container. Once a message is recognised as a bomb threat, further unnecessary handling should be avoided. Every possible effort has to be made to retain evidence such as possible fingerprints, handwriting or typewriting, paper and postmarks. Such evidence should be protected by placing it in an envelope (preferably a plastic envelope or sleeve).
- *Telephone threat* ; An accurate analysis of the telephone threat can provide valuable information on which to base recommendations, action and subsequent investigation. The person receiving the bomb threat by telephone should **NOT HANG UP** and, as soon as possible, should complete the information required on a Bomb Threat Check List. A Bomb Threat Check List should be held by telephonist and other persons who regularly accept incoming telephone calls.

#### **NOTES:**

A sample of a Bomb Threat Check List is given in Appendix E.  
The reason for not hanging up is to assist in call tracing.

- *Suspect Objects* ; A suspect object is any object found on the premises and deemed a possible threat by virtue of its characteristics, location and circumstances.

### 2. **Evaluation**

Following an analysis of information received, the Chief Warden, or in his absence, the on duty Campus Security officer should categorise the bomb threats which may be either specific or non-specific as follows:

- *Specific Threat* ; In this case the caller will provide more detailed information which could include statements describing the device, why it was placed, its location, the time of activation and other details. Although less common, the specific threat is the more credible.

- *Non-Specific Threats* ; In this instance an individual may make a simple statement to the effect that a device has been placed. Generally very little, if any, additional detail is conveyed before the caller terminates the conversation.

The non-specific threat is the more common, but neither can be immediately discredited without investigation. In other words, every threat has to be treated as genuine until proven otherwise. Evaluation involves assessing one of four possible alternatives-

1. take no further action;
2. search without evacuation;
3. evacuate and search; or
4. evacuate (without search)

Each of these options will have advantages and disadvantages related to safety, speed of search, thoroughness, productivity and morale, and has to be assessed against the potential risk.

### Notification

Upon receipt of a threat or discovery of a suspect object, the SA Police should immediately be advised, but it should not be assumed that SA Police will conduct bomb searches. An advantage to having developed a bomb incident plan is that coordination with public safety organisations will have been arranged with a clear understanding of exactly what services can be provided, by whom and when.

*NOTE: The Australian Federal Police Bomb Data Centre has published a handbook for Managers which provides more detailed guidelines on bomb threat planning. Organisations may obtain the publication by writing to the Australian Bomb Data Centre, Australian Federal Police headquarters, Canberra.*

### Search

Those best qualified to carry out a thorough search in any given area are the occupants. These persons have knowledge and a better understanding of 'what belongs' or 'what does not belong' in a location at any given time. Generally speaking, law enforcement authorities do not possess intimate knowledge of the threat area and, although prepared to assist occupants, would be less likely to recognise what could be suspect.

The aim of the search is to identify any object which is not normally to be found in an area or location, or for which an owner is not readily identifiable or becomes suspect for any other reason, e.g.

- Suspiciously labeled - similar to that described in the threat ;
- unusual size, shape and sound ;
- presence of pieces of tape, wire, string or explosive wrappings, or other unfamiliar materials.

If the decision to evacuate and search is made, persons should be requested to remove all personal belongings, e.g. Handbags, briefcases, shopping or carry bags when evacuating. This will facilitate the identification of suspect objects.

General priorities for searching follow a set sequence:

1. Outside areas including evacuation assembly areas;
2. Building entrances and exits and particularly, paths people will use to evacuate; and
3. Public areas within buildings.

*NOTE: These are areas in most buildings which are accessible for the placement of an `object`. Also they usually provide a means of exit which evacuees have to pass through, or be in proximity to, during an evacuation.*

### Other areas.

Once external and public areas have been declared clear, a search should be conducted, beginning at the lowest levels and continuing upwards until every floor, including the roof, has been searched. Once a floor or room has been searched, it should be distinctively marked to avoid duplication of effort. The ECO personnel, due to their intimate knowledge of the building, should assist the relevant authorities in these procedures.

### **ON LOCATING A SUSPECT OBJECT, SEARCH PERSONNEL SHOULD NOT TOUCH OR MOVE IT.**

The location should be conspicuously marked, e.g. A paper trail to the nearest exit is most suitable. Ensure there are no other suspect objects in the vicinity then evacuate and isolate the area. Search of other areas should continue to ensure that there are no other suspect objects.

### EVACUATION OPTIONS

**Limitations of total evacuation ;** At first thought, immediate and total evacuation would seem to be the most appropriate response to a bomb threat do not necessarily follow those for a fire, e.g. Doors and windows should be opened, to lessen blast effect, and not closed as in the case of fire. Additionally, there are significant safety and economic factors associated with a bomb threat that may weigh against an immediate evacuation as follows:

- **Risk of injury;** As a general rule, the easiest area in which to plant an object is in the shrubbery sometimes found outside a building, and adjoining car park or in an area to which the public has the easiest access. Immediate evacuation through these areas might increase the risk of injury and car parks should not normally be used as assembly areas.
- **Response limitation;** Total and prompt evacuation will remove personnel who may be required to make a search.
- **Panic;** A sudden bomb threat evacuation may cause panic and unpredictable behavior, leading to unnecessary risk of injury.
- **Essential services;** Some evacuations may be precluded by the essential nature of the operations conducted within the building.
- **Loss to business services;** While the protection of life should outweigh any economic loss, repeated threats may increase loss of business and interruption of services to an unacceptable level.

Thus, there are some conditions, which make immediate total evacuation an undesirable response to the bomb threat. Further, total and immediate evacuation, whilst risky, is the easy decision, and having taken the easy way, the hard decision of when to return still has to be made.

***Partial Evacuation*** ; One alternative to total evacuation is a partial evacuation. This response is particularly effective when the threat includes the specific or general location of the placed object or in those instances where a suspicious object has been located without prior warning.

Partial evacuation can reduce risk of injury by removing non-essential personnel. Personnel essential to a search can remain, critical services can be continued and in cases of repeated threat, loss of output is minimised. However, partial evacuation requires a high degree of planning, training, supervision, co-ordination and rehearsal.

### Suspect Mail Bomb/Devices

Suspect mail items have many similarities in common with other 'suspect devices' which may be encountered by an enterprise or individual. However, the philosophy in handling these items varies and is outside the scope of this document, but in the context of this Standard the procedures are the same.

Notwithstanding, all staff responsible for handling mail should be trained in the identification and subsequent handling of suspect mail items. Where large quantities of mail are received, or where the organisation is considered at high risk, then consideration for the installation of specialised equipment must be a management priority. Where necessary, further information can be obtained through the Australian Bomb Data Centre (ABDC).

*NOTE: The ABDC has produced two handbooks for managers which provide adequate guidelines for bomb threats, and identifying and handling suspect mail items. Their titles are 'Bombs, Defusing the Threat' and 'Guidelines for Mail Bomb Counter Measures', respectively.*

**PROCEDURES AND GUIDELINES FOR TELEPHONE BOMB THREAT CALLS**

Record the exact wording and nature of the threat. Ask the following questions and record the answers..

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Duration: \_\_\_\_\_  
No. called: \_\_\_\_\_  
Receiver of call: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Questions to ask**

When is the bomb going to explode? \_\_\_\_\_  
Where did you put the bomb? \_\_\_\_\_  
What does the bomb look like? \_\_\_\_\_  
What kind of bomb is it? \_\_\_\_\_  
What will make it explode? \_\_\_\_\_  
Did you place the bomb? \_\_\_\_\_  
Why did you place the bomb? \_\_\_\_\_  
What is your name? \_\_\_\_\_  
Where are you? \_\_\_\_\_  
What is your address? \_\_\_\_\_

**Identifying/locating the caller (tick appropriate)**

Caller's voice/locating

Male \_\_\_\_\_ Slow \_\_\_\_\_ Slurred \_\_\_\_\_ Deep breathing \_\_\_\_\_  
Female \_\_\_\_\_ Rapid \_\_\_\_\_ Nasal \_\_\_\_\_ Cracked voice \_\_\_\_\_  
Old \_\_\_\_\_ Soft \_\_\_\_\_ Stuttering \_\_\_\_\_ Disguised \_\_\_\_\_  
Young \_\_\_\_\_ Loud \_\_\_\_\_ Lispng \_\_\_\_\_ Accented \_\_\_\_\_  
Laughing \_\_\_\_\_ Raspy \_\_\_\_\_ Familiar \_\_\_\_\_  
Emotional \_\_\_\_\_ Abusive \_\_\_\_\_ Inconsistent \_\_\_\_\_

Well spoken \_\_\_\_\_ Incoherent \_\_\_\_\_ Irrational \_\_\_\_\_

Foul \_\_\_\_\_ Recorded \_\_\_\_\_ Read message \_\_\_\_\_

**Background noises**

Street noises \_\_\_\_\_ House noises \_\_\_\_\_ Clear \_\_\_\_\_

Crockery \_\_\_\_\_ Motor \_\_\_\_\_ Muffled \_\_\_\_\_

Voices \_\_\_\_\_ Aircraft \_\_\_\_\_ Static \_\_\_\_\_

PA system \_\_\_\_\_ Office machinery \_\_\_\_\_ Fading \_\_\_\_\_

Music \_\_\_\_\_ Factory machinery \_\_\_\_\_ Local \_\_\_\_\_

Animal noises \_\_\_\_\_ Long distance \_\_\_\_\_

**Other details:**

.....  
.....  
.....

Follow pre-arranged telephone or switchboard procedures to assist in tracing the call  
(E.g. leave phone off the hook, notify police using another telephone)

**PROCEDURES AND GUIDELINES FOR CONDUCTING  
EMERGENCY EVACUATIONS DRILLS**

Arrange for an appropriate date for the evacuation drill to be held with key staff in each building and ensure advance notice is given.

To obtain the maximum benefit from the evacuation drill each building should be evacuated individually particularly in the first semester. Second semester evacuations should be conducted on a zone basis. Zones should not be the same each time, for example in a bomb threat drill, pick a building and then evacuate the building and the surrounding buildings in order of their proximity.

Use the evacuation drill as a way of seconding and training new Wardens. Try not to use the term Warden in the first instance, just say to staff 'can you give us a hand with this trial evacuation'.

Endeavor to second administration staff who are likely to be in their areas for a large percentage of the day. Ensure that relief staff for Wardens, when they are not at their desks, are the deputy Wardens.

Meet with all Wardens half an hour before drill to reinforce procedures and provide training for new wardens.

Vary the type of emergency evacuation drill, i.e. bomb-threat, fire, gas-leak etc.

Conduct a feedback session after the drill highlighting positives and negatives. Ensure you give staff the opportunity to provide solutions – APPENDIX G

**BUILDING EVACUATION REPORT**

**Date:** \_\_\_\_\_  
**Campus:** \_\_\_\_\_  
**Building name :** \_\_\_\_\_  
**Areas Evacuated:** \_\_\_\_\_  
**Reason for Evacuation:** \_\_\_\_\_

	Time	Action By	Action	Comments	Problems encountered

Problem Encountered	Reported By	How Overcome	Action required to prevent re-occurrence	Actioned by whom

Was evacuation completed as per evacuation plan?	(If no - note variances)
Items for consideration for amendment to evacuation plan	

<b><u>Feedback from Campus Community</u></b>		
Name	Comments	Action Taken

**Chief Warden's Comments**

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Signed \_\_\_\_\_

**ACRONYM DESCRIPTIONS**

<b>ABDC</b>	Australian Bomb Data Centre
<b>BAP</b>	Building Assembly Point
<b>BEO</b>	Building Evacuation Officer
<b>CSC</b>	Campus Services Coordinator
<b>DBEO</b>	Deputy Building Evacuation Officer
<b>DW</b>	Door Warden
<b>ECO</b>	Emergency Control Organisation
<b>ERO</b>	Emergency Response Organisation
<b>EWIS</b>	Early Warning Intercommunication System
<b>FIP</b>	Fire Intercommunication Panel
<b>FW</b>	Floor warden
<b>PA</b>	Public Address
<b>SO</b>	Security Officer
<b>UNISA</b>	University of South Australia
<b>W</b>	Warden