

## 24 PERSONAL EMERGENCY EVACUATION INFORMATION SHEET

This emergency evacuation information sheet is designed for a person with a permanent disability / special needs or illness who may need assistance during an emergency alarm and/or evacuation.

The information may be provided during their induction to the University (e.g. in discussion with their Manager/Supervisor) or when they report that their physical capacity has changed (e.g. either temporary or permanent) so that they can be informed of the Emergency Management systems in place and the steps to take.

It is suggested that wherever possible that the Floor Warden (or delegate) physically step through the process with the person so that they understand the arrangements in their normal place of work, if they are in another building at the time of the emergency or if working after hours or in isolation.

You may wish to print this out and provide a copy to the person for their own records.

### 24.1 If the fire alarm sounds in a building with a two tone alarm system

#### On hearing the alert tone (i.e. Beep...Beep)

- Cease activities and check your immediate area for signs of fire/smoke.
- Secure any classified material
- Wait for further instructions via the PA system or the Floor Warden.

#### On hearing the evacuation tone (Whoop...Whoop)

- Report to the floor warden at the WIP (red phone) and/or ensure that someone is aware that you require assistance. You will be provided with information by the Chief Warden/Floor Warden in relation to the emergency. You may be able to remain where you are without evacuation until the alarm is investigated by the Emergency Services and action taken as appropriate.

#### **If evacuation is not required**

- Return to your duties when given the "All Clear" by the Chief Warden/Emergency Services via the PA system or in person.

#### **If evacuation is required and you are in a multistorey building**

If you are able to walk unaided, (i.e. minor injury affecting mobility)

- wait until the floor/area has been evacuated and then evacuate down the stairs with the Floor Warden or delegate.
- Do not to use the lifts unless under the direction of the Emergency Services.

If you are unable to use the stairs

- remain with the Warden (or delegate) near communications (e.g. the WIP).  
The Floor Warden will inform the Chief Warden that you are remaining and your location.

#### **For a fire emergency and you are on the fire affected floor**

- Move away from the fire and wait in a safe place (eg fire isolated stairwell) for the Fire Service. The Floor Warden (or delegate) will remain with you.
- Ensure that someone is aware of your location and you have reliable communication if possible (e.g. a mobile phone).

#### **After hours or if there is no Chief Warden/Floor Warden at the time of the alarm**

If you are on your own:

- Remain where you have communication (e.g. desk phone, mobile phone).
- Contact Security office (831) 35444 and advise specific details of your location and your contact number.
- Await their instruction and/or all clear from the Emergency Services.
- Do not enter the stairwell unless you are at immediate risk. Some stairwells will not allow you to re-enter the floor.

**24 PERSONAL EMERGENCY EVACUATION INFORMATION SHEET (Continued)**

**24.2 If the building has a single fire alarm (e.g. bell) and single storey**

☐ Cease activities and check your immediate area for signs of fire/smoke.

- ☐ Secure any classified material
- ☐ Evacuate via the nearest safe exit to the designated assembly area.

**If the building is multistorey**

If you are able to walk unaided, (i.e. minor injury affecting mobility)

- ☐ wait until the floor/area has been evacuated and then evacuate down the stairs with the Floor Warden or delegate.

If you are unable to use the stairs

- ☐ remain with the Warden (or delegate) near communications.  
The Floor Warden will inform the Chief Warden that you are remaining and your location in accordance with procedures.

Do not use the lift unless under the direction of the Emergency Services.

**24.3 If the person has other special requirements**

Discuss the concerns with the person and identify safe steps.

Record here:

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**24.4 If you require any further information/assistance in relation to procedures**

Please contact:

- ☐ Floor Warden \_\_\_\_\_ ext \_\_\_\_\_
- ☐ Chief Warden \_\_\_\_\_ ext \_\_\_\_\_
- ☐ Security Office (8313 5990)

**24a PERSONAL EMERGENCY EVACUATION INFORMATION PLAN CHECKLIST (Optional)**

To be completed by the Occupant with “Special Needs” working regularly in an area, in consultation with the Chief Warden and immediate Warden Network (e.g. your Floor or Level)

HSW Officers should retain a copy for their records.

The Chief Warden should retain a copy for their records.

Name of Occupant: .....

Location:

Building/Facility.....

Floor.....

Room Number.....

Is an Assistance Animal Involved? Yes/No

Are you trained in the emergency response procedures (including the evacuation procedures)? Yes / No

Preferred method of receiving updates to the emergency response procedures:

(Please state, e.g. text, email, Braille etc.)

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Preferred method of notification of Emergency:

(Please state, e.g. visual alarm, notification/vibrating device, SMS, etc.)

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Type of assistance required: (Please list procedures necessary for assistance.)

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Equipment required for evacuation: (Please List)

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Egress Procedure: (Give Step by Step details)

1. ....

2. ....

3. ....

4. ....

5. ....

6. ....

Designated assistants and contact details: (Please list name, phone, mobile, email)

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Are your designated assistants trained in emergency response procedures (including evacuation procedures)? Yes/No

Are your designated assistants trained in the evacuation equipment? Yes/No

Diagram of preferred route for assisted evacuation: (Please provide diagram)

Issue date: ..... / ..... / .....

Review Date: ..... / ..... / .....

Occupant Approved (Signature) .....

Date: ..... / ..... / .....

Chief Warden: (Signature) .....

Date: ..... / ..... / .....