



## 2.3 Evacuation Procedure (Code Orange)

On becoming aware of an incident, the Chief Warden proceeds to the ECP.

The Chief Warden makes the decision to evacuate the building based on the information available. In making this decision, the Chief Warden can gather information from:

- The person raising the alarm.
- The area wardens or wardens asked to report.
- The emergency services.
- Other information at hand.

The Chief Warden will decide if a full evacuation, partial evacuation or shelter in place is required, using the procedure for the relevant emergency.

### 2.3.1 Partial or full evacuation

A partial evacuation of an area may be warranted as an initial response to an emergency. Examples may include the discovery of noxious fumes in a specific area. The initial response may be to evacuate people from the affected area while the cause and solution are investigated.

### 2.3.2 Staff, visitors or resident arriving on site during an evacuation

Staff, visitors or resident arriving on site during an evacuation must not enter the building.

### 2.3.3 Initiating the evacuation

The Chief Warden can initiate evacuation by:

- activating the emergency tones (if available)
- activating the school period bell in a continuous ring
- directing the ECO by:
  - Public address system (if available).
  - Phone.
  - Runner.
  - Personally advising the area wardens.

If the Chief Warden decides to use a different assembly area to the usual site (as nominated in Appendix A), the Chief Warden is to communicate this to the ECO.



## 2.3.4 Staff Actions in the event of an evacuation

### Area (or Floor) Wardens

On hearing the evacuation alarm or being advised by the ECO, area wardens, are to:

- Wear appropriate coloured equipment (yellow);
- Ensure sufficient wardens are allocated to search the area for occupants;
- Ask others to act as additional wardens if needed;
- Allocate a warden if numbers are sufficient to lead the occupants through the exits to the assembly area;
- Ensure persons with a disability are provided with adequate assistance;
- Report to the Chief Warden on the status of the evacuation, including the number of any refusals and the location and number of any persons with a mobility impairment. Only advise the Chief Warden that the area is 'all clear' if all occupants have left the area.

Note: this function is of more importance than a physical count of those evacuated.

- Accompany occupants leaving the area through the emergency exit and marshal occupants to the assembly area;
- Keep occupants at the assembly area unless it is unsafe to do so or if advised by the emergency services that it is safe to re-enter the building.

### Wardens

On hearing the evacuation alarm or being advised by the ECO, wardens, are to:

- Wear appropriate coloured equipment (red);
- Advise occupants in a clear voice to move towards the nearest emergency exit;
- Search the area in a methodical manner, advising occupants to leave and indicating the nearest emergency exit. Mark areas that have been searched for occupants. Once completed, retrace the search and advise any remaining occupants to leave for a second time. Make note of any occupant who refuses to leave (refusals);
- Ensure fire and smoke doors are properly closed.
- Notify the area warden of any refusals. Only advise the area warden that the area is 'all clear' if no occupants are left on the area;
- Accompany occupants leaving the area through the emergency exit. If there are enough wardens, a warden should lead the occupants through the exit to the assembly area. Other wardens should marshal occupants to the assembly area. Ensure that occupants do not hinder the access of emergency vehicles.

### Other Occupants

On hearing the alert alarm or being advised by wardens, occupants are to:

- Safely shut down equipment,
- Gather personal items such as wallet/hand bag; and
- Prepare to evacuate.



### **2.3.5 Vehicle movement**

During an emergency, vehicle movement around or near the property should not be permitted.

### **2.3.6 Occupants with a disability**

To prepare and mitigate the effects of an emergency a member of the ECO will work with each person with a disability to prepare a personal emergency evacuation plan (PEEP). The PEEP will follow the format provided in Appendix B.

The PEEP will be held by the local warden and a copy held by the Chief Warden.

- (a) When the person is in the area affected by the incident

Wardens should guide the person to the nearest safe exit and advise the Chief Warden. If the exit allows safe passage to the Assembly Area, proceed to the Assembly Area immediately.

If the exit does not lead directly to the Assembly Area, evacuate other occupants and then place the person with the disability in the safe refuge area. This is normally a fire isolated stairwell or an area that is distant from the affected building but within the proximity of staff who can assist the person. The Chief Warden and emergency services are to be notified of the location of the person. A warden or other responsible person should stay with the person.

- (b) When the person is not in the area affected by the incident

The person should be notified so they can prepare to be relocated. Consideration should be given to evacuating the building or relocating to safe shelter such as a fire isolated stairwell. Wardens should consider that the stairway may be used by occupants to evacuate from other floors. The person with a disability should not occupy a fire isolated stairwell until all movement in the stairway is complete.

### **2.3.7 After hours procedure**

Building occupants can only have confidence that the ECO is able to assist during emergencies during normal business hours. If the alarm is raised outside normal working hours, occupants should exit the building without waiting for further instruction. If the emergency tones have not commenced, occupants should, if it is safe to do so, advise the emergency services and other occupants in their area.

- Occupants should proceed to the assembly area if it is safe to do so.
- Occupants should advise the emergency services on their arrival of any relevant information.
- Do not re-enter the building until the emergency services advise it is safe to do so.



### 2.3.8 Specific actions during an evacuation for fire:

#### If you discover smoke / fire:

- Raise the alarm by activating a manual call point (if installed) and;
- Phone or send a runner to the Chief Warden.
- Commence the evacuation:
  - Staff with a class: Take the class to the assembly area via the nearest safe route.
  - Staff not teaching classes: If safe to do:
    - search the area
    - direct classes to evacuate.
    - direct individuals to the nearest exit.
    - note any refusals.
    - accompany occupants to the assembly area.
    - report status to the Chief Warden, particularly if a area / building is 'all clear' or may still have occupants
    - complete any further tasks allocated by the Chief Warden.

#### If you hear the evacuation tone or continuous bell:

- Commence the evacuation as above.

If the evacuation has been initiated due to a fire emergency, the following specifics should be considered:

- If the fire is in their area, area wardens should organise trained personnel to use firefighting equipment (if safe to do so).
- if the fire cannot be contained, direct wardens to evacuate all personnel.
- Evacuate the affected area first then evacuation can be extended beyond this as required.
- Wardens are to direct occupants to leave property to ensure they are unencumbered and the evacuation paths remain open.
- In general, doors are to be closed to limit the spread of smoke, heat and fire.

### 2.3.9 Specific actions during an evacuation for Improvised Explosive Device or bomb threat.

If the evacuation has been initiated due to an Improvised Explosive Device or bomb threat emergency, the following specifics should be considered:

- The Chief Warden should direct an ECO member to search the normal assembly area to ensure no suspicious items are located there. If in doubt as to the safety of the assembly area the Chief Warden should nominate an alternate assembly area and advise the ECO.
- The Chief Warden should direct an ECO member to search paths of travel to the nominated assembly area for suspicious items.
- Wardens are to direct occupants to take personal property with them to allow suspicious items to be identified more readily.
- In general, doors are to be left open to limit the effect of an explosion. Fire doors should be kept closed.



## 2.4 Shelter in Place or Lockdown Procedure

This measure is an emergency response option that allows occupants to remain inside a facility on the basis that an evacuation to an external-to-building location may expose evacuated people to an even greater danger.

The Chief Warden will decide if a full evacuation, partial evacuation or lockdown (shelter in place) is required, using the procedure for the relevant emergency. However, situations where lockdown may be appropriate include:

- Car bomb adjacent to the only exit door.
- Armed intruder outside a building or inside the campus.
- Civil disorder outside the facility.
- Bomb threat at adjacent facility.

### 2.4.1 Chief Warden actions to implement a lockdown:

- Communicate to all wardens. The instruction to Lockdown can be communicated by a number of methods as described in the Communication Section.
- Direct a warden to attend to each entrance and if safe to do so, lock the entrance to prevent entry.

On receiving the instruction to Lockdown:

**(a) Staff with classes in classrooms are to act as wardens and to:**

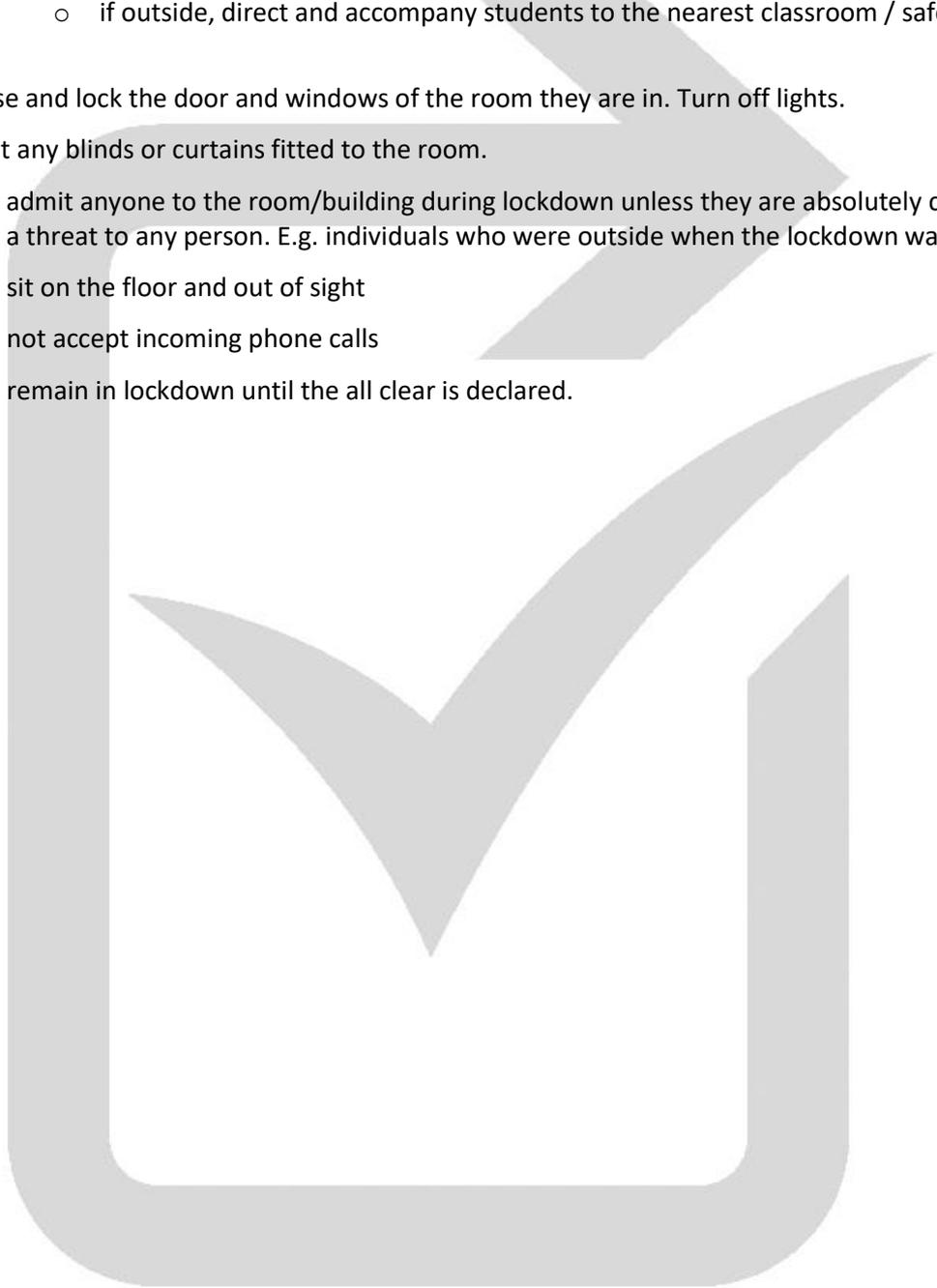
- close and lock the door and windows of the room they are in. Turn off lights.
- shut any blinds or curtains fitted to the room.
- Seat students on the floor, preferably close to walls and out of sight from windows.
- not admit anyone to the room/building during lockdown unless they are absolutely certain they are not a threat to any person. E.g. individuals who were outside when the lock down was announced.
- Stop teaching and reassure students that the School is dealing with the situation.
- Not accept incoming phone calls
- Remain in lockdown until the all clear is declared.

**(b) Staff with classes outside classrooms are to act as wardens and:**

- Direct students to the nearest classroom / safe room.
- If safe to do so, search the area and direct any persons to the nearest classroom / safe room.
- Move to the nearest classroom / safe room.
- Follow the procedures outlined in (a) above.



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- (c) **Staff without classes should act as wardens and:**
  - if safe to do so, without exiting the building they are in, act on room or building specific requirements as specified:
    - lock outer doors of buildings:
    - if outside, direct and accompany students to the nearest classroom / safe room.
  - close and lock the door and windows of the room they are in. Turn off lights.
  - shut any blinds or curtains fitted to the room.
  - not admit anyone to the room/building during lockdown unless they are absolutely certain they are not a threat to any person. E.g. individuals who were outside when the lockdown was announced.
    - sit on the floor and out of sight
    - not accept incoming phone calls
    - remain in lockdown until the all clear is declared.





## 2.5 Lockout Procedure

Lockdown is a procedure used when there is an immediate threat to the school e.g. school intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorised person.

Chief Warden actions to implement a lockout:

- Communicate to staff. The instruction to Lockout can be communicated by a number of methods as described in the Communication Section.
- Direct wardens to attend each entrance, if safe to do so, to:
  - Lock the entrance
  - manage students attending / returning to school.
- If necessary, implement lockdown procedures.

## 2.6 Media Response

Occupants are not authorised to contact print or electronic media during or after the emergency. No media statement is to be made unless authorised by the Principal.

## 2.7 Provision for People Unfamiliar with the Building

Visitors to the building include those meeting regular occupants, contractors to conduct work in the building and general public. It is expected that all visitors proceed through the established security/reception protocols. At these points visitors will be issued with the visitor summary in Appendix C..



## 2.8 Fire Safety

### 2.8.1 Fire Prevention

Fires, and the extent of their impact, can be prevented and reduced by taking the following steps as part of a duty of care to keep the College safe. It is everyone's duty to report or correct issues that can reduce safety.

#### Reduce sources of fuel for unplanned fires

- Keep the College tidy;
- Remove rubbish;
- Do not collect and store flammable material in the College
- Store flammable liquids and gas correctly;
- Only handle flammable liquids using correct procedures;
- Clean up and stop leaks immediately;
- Reduce the use of flammable material when it can be replaced with a substitute.

#### Reduce the sources of ignition

- Replace faulty electrical wiring or appliances;
- Do not overload power points;
- Remove uses of open flame and take special precautions if needed for special use e.g. cooking, science, experiments, Technology/Design projects, welding;
- Heat sources such as cooking equipment and radiators to be used only as designed;
- Observe 'No Smoking' rules.

### 2.8.2 Reduce the impact of fires

#### Report:

- Items that inhibit access to exits or firefighting equipment or the visibility of signs showing the exit route and emergency signs;
- Items that are stored in fire escape routes;
- Missing safety equipment;
- Safety equipment that is faulty or not ready to use such as discharged fire extinguishers;
- Fire rated doors that are held open.



### 2.8.3 What to do if a fire or smoke is discovered (Code Red)

- If safe to do so, remove any person in immediate danger to safety;
- Notify the fire service by dialling 000, the Chief Warden and alert others in the area;
- If safe to do so, determine if the fire is minor, where evacuation may not be required or major, where immediate evacuation is required.

A factor that will decide if the fire is minor or major is the extent to which the smoke will affect occupants. If the smoke affects breathing or visibility, the fire should be considered major. If the fire is minor, if it safe to do so and the person has confidence in their ability to fight the fire, attempt to extinguish the fire using the correct firefighting equipment in accordance with their training.

The use of first aid firefighting equipment such as fire extinguishers and hose reels should only be undertaken by trained personnel, with experience in determining if a fire can be extinguished with the available equipment and only after ensuring the fire services have been contacted by dialling 000. The Chief Warden is to be advised.

### 2.8.4 Selecting the right fire extinguisher

#### Classes of Fire

To assist in selection of appropriate firefighting equipment, fires have been classified as followed:

- A Ordinary combustibles (wood, paper)
- B Flammable Liquids
- C Flammable Gases
- D Combustible metals
- E Fires involving electrically energised equipment
- F Oils and fats

#### Fire Extinguishers

Table 2.8.4 illustrates the types of extinguisher and their application on different classes of fire. Always read the label on the specific extinguisher in your workplace to determine the specific types of fires it can be used on.

#### **Foam extinguishers – AFFF vs ARC**

Various types of foam have been used in Foam fire extinguishers. The most common type is Aqueous Film Forming Foam (AFFF). This is designed for use on common petroleum based flammable liquid fires. A second variant is Alcohol Resistant Concentrate (ARC) foam, that is specifically designed for alcohol based fires. Be sure to identify the type of foam in the extinguisher before applying it to a flammable liquid fire. Never use Foam extinguishers on fires involving electrically charged equipment



**Dry chemical powder (DCP) ABE vs BE vs Metal fire powders**

Various types of DCP have been used in DCP fire extinguishers. The most common types are known as ABE and BE powders, but there are many different variations within these two groups. While both are effective on flammable liquid (B class) fires and can be used on fire involving electrically energised equipment (E Class), only the ABE powder has a rateable effect on A class fires. Note that some, but not all, BE class powders have rateable effectiveness on F class fires. Only some, highly specialised powders are suitable for combustible metal fires.

**Never use water, foam or wet chemical extinguishers on electrically energised equipment.**





**TABLE 2.8.4**

Extinguisher Selection & Use Chart							
Extinguisher Types		Fire Class					Comments
		A	B	C	E	F	
Colour Code	Location Sign						
							Dangerous if used on flammable liquid, live electrical equipment and cooking oil/fat fires.
 ABE							Special Powders are available specifically for various types of metal fires. Seek expert advice.
 BE							Special Powders are available specifically for various types of metal fires. Seek expert advice.
							Generally not suitable for outdoor fires. Suitable only for small fires.
							Dangerous if used on electrical fires.
							Dangerous if used on electrical fires.



### 2.8.5 Operation of Fire extinguishers

The acronym 'PASS' serves as a quick way to remember the four steps in operating a fire extinguisher:

#### P Pull the pin

The pin is designed to stop the accidental operation of the extinguisher and is usually held in place by an anti-taper device such as a plastic tie. Some pins can be twisted to allow the tie to be snapped. Alternatively a sharp pull will remove the tie.

#### A Aim the extinguisher

The fire suppressing agent will be discharged through the hose or nozzle, depending on the design. Aim the hose or nozzle at the fire.

#### S Squeeze

Hold the extinguisher upright and squeeze the upper operating lever and the lower carrying handle together. Release the two to stop the flow.

#### S Sweep

Discharge the agent by sweeping the flow back and forth across the base of the fire. Start at the front and at the bottom and work toward the back and top of the fire.

### 2.8.6 Operation of Hose Reels

Hose reels provide a stream of water to fight Class A fires such as ordinary combustibles. It should never be used on electrically energised equipment, or where the discharged water can pool and extend to electrically energised equipment.

Most hose reels are designed to ensure the water flow is turned on at the hose reel before the nozzle can be disengaged. Most nozzles also have the ability to turn flow on and off.

To use a hose reel:

- Turn on the water flow at the reel and disengage the nozzle from the keeper assembly;
- Pull on the hose to unroll it from the reel. A second person may assist to ensure it unrolls freely;
- Turn the water on at the nozzle, aim at the base of the fire and sweep the nozzle from side to side.



## 2.9 Bomb (Code Purple) or substance threat procedures

Threats can be made to building occupants to disrupt the workplace or cause confusion and alarm. These threats can involve bombs or substances such as biological, chemical or radiological agents being brought to or dispersed throughout the building by various means. (See the definition of bomb threats). Sometimes the threat carries information about an actual attack that has or will commence. Sometimes no actual action has occurred and the threat is only a cruel prank. At the time the threat is received it is not easy to immediately distinguish between threats that are just threats and those that relate to real actions. Therefore, all threats must be treated with a serious procedure. The extent of disruption caused by a threat alone can be minimised by a planned and rehearsed procedure.

The following procedure is based on the principles provided by AS 3745 – 2010 Planning for emergencies in facilities and the Australian Federal Police via their publication: **Bombs, diffusing the threat'**

In general, the Chief Warden will make decisions about the appropriate action, based on information obtained about the threat, the threat evaluation process and the time available. The Chief Warden should consider the following facts:

- A threat is only a threat till something tangible is found;
- Determined bombers infrequently give warnings of an impending explosion/incendiary attack;
- Threats are an excellent mechanism to disrupt productivity without actually risking life, limb and/or property;
- The consequences for conviction of 'threatening' are not necessarily as serious as those that could result from the actual placement /initiation of an IED.

Note that each threat is different and a detailed procedure cannot be planned for each contingency. The ECO should use the principles of the procedure to decide a course of action in each case.

### 2.9.1 Methods of receiving a threat

#### Written Threat

- If an actual document is received, preserve it to maintain its integrity. Place in a paper envelope. Do not photocopy. Restrict access as this is evidence that should be submitted to the police.
- If received electronically, print and save.
- Alert the Chief Warden a threat has been received.



### **Telephone threat**

- The person receiving the call should use the bomb (or substance) threat check list (Appendix D) to record information and ask questions. Persons who regularly receive incoming calls should be equipped with the checklist and trained in its use.
- If they do not have the checklist during the call, they should attract the attention of someone close by to get a checklist. This person can also listen in to the call to increase information retention.
- If the call is completed without the checklist, the checklist should be completed immediately after receiving the call to maximise retention of information.
- Gather as much information as possible using the checklist as a guide. Most important questions are:
  - Where is the bomb?
  - What time will it go off?
  - What does it look like?
  - What kind of bomb is it?
  - Why are you doing this?

At this stage, information that helps determine if there is a bomb or just a threat is more important than information that determines the identity of the offender.

- Do not hang up the phone –as directed by AS 3745

### **Suspect object**

- If a suspect item is observed, report it to the Chief Warden.
- Follow the procedure for suspect items discovered in a search (2.9.2).

### **Relayed from another source**

Note that statistically it is most likely that a threat will come by telephone. However, it is possible that it could be relayed by another source e.g. media or police. A specific example is where the police decide to act on a large scale threat by initiating Sydney Alert (see section 8).



## 2.9.2 Evaluation of the Threat

Once a threat has been received, the Chief Warden must assess the threat to determine the appropriate reaction.

### Categorise the threat

a) Specific Threat

A specific threat has higher risk of being real. It is characterised by detailed information, particularly in relation to the questions in the Bomb or Substance Threat Checklist

b) Non Specific threats

Very little specific information is given. The caller may state a device has been placed and hang up. This sort of threat has lower credibility.

### Decide appropriate action

The Chief Warden must decide on the appropriate action based on the information available and in consultation with the emergency services. One of the options is to try to obtain more information by searching the building for suspicious items, before making a final decision. While guidelines maybe be helpful for the Chief Warden in this decision, policies on when to evacuate have several disadvantages. For example:

- A policy to evacuate on receipt of all threats will cause considerable disruption and may actual encourage hoax threats from those who wish to cause disruption. A determined bomber, knowing this policy, might place a bomb in the assembly area or normally used exit path.
- A policy to discount threats and not evacuate may lead a hoax caller to escalate the threat and actually place a bomb. While statistically not many threats are credible, some bombs have been located in connection with threats. This policy could also affect employee morale.



## Four alternatives should be considered

### 1. Assess and discount the threat

This decision may be made if the evidence leads the Chief Warden to be sure the threat is a hoax. The emergency services may offer advice to support this decision.

### 2. Assess and Evacuate immediately

This decision may be made if the evidence leads the Chief Warden to believe the threat is a high risk. Contributing factors may be the specific nature of the threat and if a deadline has been nominated that suggest imminent detonation. The Chief Warden should act to evacuate if 20 minutes or less time is available before the deadline.

A variation on this alternative is to partially evacuate immediate and then conduct a search of the area. This could be an option if the threat has nominated a floor, area or location, but the threat itself is assessed as low risk. By evacuating the occupants from the nominated area, the Chief Warden is showing due diligence based on the information available.

### 3. Search and then evacuate if a suspicious item is found.

This decision may be made if the evidence leads the Chief Warden to be sure the threat is low, but wishes to obtain more information. If a suspicious item is found, evacuation is justified and can proceed on the new information. If no suspicious item is found the Chief Warden may decide to discount the threat.

### 4. Shelter in place.

In some instances, the Chief Warden may decide to advise the occupants to shelter within the building. This may be an instruction from the emergency services such as the Sydney Alert initiative. If a IED such as a car bomb, is found blocking an egress path from the building, particularly if an imminent detonation time is given, the Chief Warden may decide to notify the emergency services and advise the occupants to shelter in place. In this situation, the occupants may be advised to shelter in the most structurally sound part of the building, usually a fire isolated stairwell, or position this structure between them and the expected direction of the explosion.



**Procedure for searching for suspicious items.**

It should not be assumed that the police will search a building for suspicious items, but will request the ECO to perform the search. This is because the ECO will be familiar with the layout of the building and will more readily recognise out of place, unusual items. The ECO can be asked to conduct a search discretely without the need to advise all occupants of a threat.

A complete and systematic search takes time. Wardens should be asked to search their floor/area and report back to the Chief Warden. Wardens should also be delegated to search the proposed assembly area and paths of travel to the exits. The Chief Warden should consider the recommendation of the Australian Bomb Data Centre to choose a safe area to assemble that is out of line of sight of the building, over 150 metres away and clear of windows, and glassed areas. A well resourced ECO can perform the search efficiently.

Indicators of a suspicious item include (UFHO):

- Unusual in appearance
- Foreign to a given setting
- Hidden from view (this does not discount obvious items)
- Ownership or origin questionable.

Other considerations

- Package is labelled suspiciously
- Similarity to item described in the threat
- Suspicious in size, shape, weight and sound
- Signs of footprints, scrapes etc.

If a suspicious item is identified

- Do not touch
- Clear people away from immediate vicinity
- Inform the Chief Warden
- Inform police
- Secure the area
- Initiate an evacuation.



### 2.9.3 Procedure for evacuation due to a bomb threat

Chief Warden should instruct Wardens to evacuate and provide any specific instruction regarding:

- Assembly area location – this may not be the usual area
- Exits that may not be available – e.g. due to the presence of a suspicious item.

Wardens should:

1. Instruct occupants to:
  - Take their personal items with them
  - Use the nearest exit
  - Proceed to the assembly area.
2. Conduct a search/sweep of the area to ensure all occupants have left.
3. If timely and appropriate, consider leaving internal doors open. Fire doors should not be chocked open.
4. Advise the Chief Warden of any refusals or if the area is clear of occupants.
5. Accompany occupants to the assembly area, ensuring occupants move safely to and remain at the nominated place.
6. Use their initiative to deal with events that lead the normal procedure to be unsafe.

### 2.9.4 Reoccupation

The decision to reoccupy will be depend on the reason taken to evacuate. If evacuation occurred due to a deadline for imminent detonation, a minimum of twenty minutes should be allowed to elapse after the deadline prior to assessing for re-occupation. A search for suspect items should be conducted as part of the re-assessment process.

Where a suspicious item has been located, the police should attend and provide direction on when reoccupation is permitted.

The Chief Warden will decide when reoccupation is permitted, in conjunction with emergency services.