

Knox Innovation Opportunity & Sustainability Centre



Intranet / Facilities / Responding to Emergencies / Evacuations

Evacuations

Campus security officers respond to emergencies across the campuses assisting with evacuations and traffic/crowd control. After hours, our security officers act as wardens and evacuate buildings where possible before the emergency services arrive.

Evacuation assembly area maps
[Hawthorn](#) | [Croydon](#) | [Wantirna](#)

Evacuees

An evacuation is about saving as many lives as possible. Evacuees from a building, which is evacuating due to an emergency may include:

- Students
- Staff
- Contractors
- Visitors
- Children
- People with disabilities

Human behaviour in emergencies

- People tend to enter and leave buildings using familiar exits
- People may panic when trapped
- Most people will stop and help another person even in dangerous situations
- Without clear evacuation messages or alarm systems, most people keep doing what they were doing
- Some people will search for better information from an “Expert” or “Official” such as a warden or emergency services officer
- People take cues from others to understand the situation
- If everyone else is evacuating, most people will tend to follow, like sheep!

Mobility-impaired people

A mobility-impaired person 'Any person who may require assistance in an emergency evacuation'. During an emergency, a fall down crowded stairs would be of such consequence

that all reasonable steps must be taken to avoid it. Mobility-impaired persons must be found a safe haven until appropriate assistance is available (usually the Fire Brigade). A person must not be carried downstairs unless sufficient people with sufficient strength and knowledge are present.

Unless there is obvious danger at that location, the person should wait on the stair landing for assistance from emergency personnel. Fire isolated stairs are rated at a minimum of two hours fire and smoke protection; in the event of a fire, this location is regarded as quite safe until assistance arrives to carry the disabled person down the stairs.

- An able bodied person should be assigned to stay with that person until they reach the assembly point
- The mobility-impaired person should wait at the door of fire isolated stairs until most stair traffic has passed that level, and then be assisted inside the fire isolated stairwell, on the landing, to wait until assistance is available to enable the person to be carried down the stairs.
- The warden is responsible for informing the building wardens, who will be at the Main Emergency Control Point or Fire Indicator Panel, that a mobility impaired person needs assistance.
- Unless there is obvious danger at that location, the person should wait on the stair landing for assistance from emergency personnel fire-isolated stairs are rated at a minimum of two hours fire and smoke protection; Fire isolated stairs can be identified by:
 - entry and exit via solid self closing fire doors;
 - fire separation from the rest of the building; i.e. not open stairways.
- Where it is known that mobility impaired persons are regular occupants of a building, it is prudent for the Floor Warden to bring this evacuation procedure to the persons notice.

Sensory impaired people may need special notification that an evacuation is occurring, as the deaf may not hear the alarms.

Lifts

Lifts must not be used for emergency evacuations. When the emergency services arrive at your building, they may choose to use the lifts to assist them with their search and rescue activities.

In most buildings with lifts, the lifts will return to the ground floor and stay there upon notification of an emergency evacuation or fire alarm.

Major event evacuation (Hawthorn campus)

During large scale events the university recognises that the need for a full or partial campus evacuation may become an option when dealing with certain situations. The decision to fully

evacuate the campus will be made by the university warden or nominee when an incident is deemed critical.

Once the decision to evacuate a campus or zone has been made, the university warden or nominee will instruct Security personnel to move to the affected zone/s and commence activation of the alarm systems in the relevant buildings.

Upon hearing the alarms, all staff/students and visitors in the area will immediately move to the closest emergency exit. All available staff should start to move students and visitors towards the predetermined evacuation point at central gardens. Security officers will assist with moving students and visitors and communicate as best as possible via the use of a loud hailer and internal building PA systems (Emergency EWIS).

Staff may need to assist people who require assistance, such as people who have mobility impairment. This task can be delegated to someone else as appropriate so that the staff member can continue to facilitate the evacuation.

Once staff reach the evacuation point they should help maintain control of people at the evacuation assembly area and follow instructions from the campus warden/Security and Emergency Services.

The map indicates the various zones at the Hawthorn campus. All staff should familiarise themselves with the zone that they will be working in for the major event and decide on the best route to the main evacuation point.

Please be aware that emergency services will be attending the site so evacuees will need to be mindful of vehicles approaching and staff may need to move evacuees out of the path of emergency vehicles.

If you require any further information relating to the emergency evacuation procedures please direct your enquiries to the university warden on 9214 8928 or campus warden on 9214 5530.