



EMERGENCY EVACUATION POLICY AND PROCEDURES

(To be read in conjunction with the Critical Incident Policy & Procedures)

(Kent Website [MyKent Public Link](#) > Public Policies and Forms > POLICY - Critical Incident Policy & Procedures > Public Login 'public@kent.edu.au' and enter Password 'AccessKent!')

Policy Statement	<p>Kent Institute Australia (Kent) recognises that a rapid, co-ordinated and controlled response to emergencies through effective prevention and preparedness will give the greatest likelihood to the safety of life, the security of property, the continuance of the business and the restoration to normal operations.</p> <p>Local State Regulations and Acts should be considered in conjunction with this document. These include:</p> <p>SafeWork NSW Work Health and Safety Act 2011 SafeWork NSW NSW Work Health and Safety Regulation 2017 NSW Website - https://www.safework.nsw.gov.au WorkSafe Victoria Occupational Safety and Act 2004 WorkSafe Victoria Occupational Safety and Regulations 2017 Victorian Website - https://www.worksafe.vic.gov.au Work Health and Safety Act 2011 (Qld) Queensland Work Health and Safety Regulation 2011 Queensland Website - https://www.worksafe.qld.gov.au/</p>
Responsibility for Implementation	<p>Kent Designated Fire Wardens, Kent Designated First Aiders, Kent staff, relevant third party stakeholders where Kent operates on locations not directly owned or managed by Kent.</p>
Compliance and Monitoring	<p>Managing Director, Chief Risk & Compliance Officer</p>

Purpose

Kent is committed to the development of a systematic approach to the management of health and safety. The purpose of this policy is to provide a framework for emergency evacuation. At all times the Local state Regulations and Acts (as noted in the Policy Statement), should be the basis of this framework and any evacuation procedures.

Scope

All Kent staff, students, contractors and visitors and relevant third party stakeholders where Kent operates on locations owned or managed by third parties

Aim

The objective of this procedures is to ensure, as far as practicable, the safety, health and wellbeing of staff, students, contractors and visitors during emergency incidents and evacuation processes that may occur at Kent or on locations which Kent operates which are owned or managed by third parties.

PROCEDURE

1.0 Emergency Control Organisation (ECO)

1.1 The Emergency Control Organisation (ECO) consists of:

- Kent designated Fire Wardens
- Kent designated First Aiders
- External agencies such as Fire and Rescue Services.

The role of the ECO is to ensure the safety of the occupants in a building where Kent conducts its operations in an emergency.

- 1.2 During emergencies, instructions from ECO personnel overrule the normal management structure.
- 1.3 Each individual Kent Campus is responsible for ensuring that designated Fire Wardens are trained and have refresher training in line with building and local state requirements. First Aiders will be trained and have their qualifications kept up to date in accordance with the First Aid Policy & Procedures (Kent Website [MyKent Public Link](#)> Public Policies and Forms > POLICY – First Aid Policy & Procedures > Public Login ‘public@kent.edu.au’ and enter Password ‘AccessKent!’).
- 1.4 Each Kent Campus will ensure there is a list of Fire Wardens and First Aiders displayed on each floor on which Kent operates its business.
- 1.5 Where appropriate the ECO will collaborate with the Kent *Critical Incident Team* (refer to Kent Critical Incident Policy & Procedures).
- 1.6 Clauses 1.1 - 1.5 also apply to locations managed by third parties where Kent operates. Through Joint Operations Committees or other relevant forums, the Chief Operating Officer and Chief Information Officer will ensure that sufficient and adequately trained Fire Wardens and First Aiders are appointed by Kent and the other party to cover the legislative and operational needs of both parties at all times, in alignment with the legislation of the relevant jurisdiction.

2.0 Emergency Evacuation

- 2.1 At all times during an emergency follow the instructions of the members of the ECO.
- 2.2 On hearing the alert tone (Beep – Beep – Beep):
 - Immediately prepare to leave the building
 - Secure confidential materials and valuables
 - Collect personal belongings to take with you, such as handbags and briefcases
 - Assemble close to evacuation points (fire stairs).
 - Follow instructions from the ECO
- On hearing the evacuation tone (Whoop – Whoop – Whoop):
 - Proceed to leave the building by the nearest and safest exit route **but do not use the lifts**
 - Continue to follow instructions from the ECO to the designated assembly point.
- 2.3 Assist any person with a disability to leave the building. Do not attempt to carry people down stairs. If people are unable to take the stairs, they can be placed inside the fire safety stairwell after the majority of people have evacuated the stairwell, and a staff member can remain with them. The ECO (Chief Fire warden) should be alerted when this is the case.
- 2.4 Walk quickly and calmly (do not run) to the designated assembly area for your building or as advised by a member of the ECO.
- 2.5 Remain at the assembly area until instructed to leave by a member of the ECO.
- 2.6 Do not re-enter the building until informed that it is safe to do so by a member of the ECO.
- 2.7 If the event that caused the evacuation is a critical incident, refer to the *Critical Incident Policy and Procedures*.

3.0 In the Event of Fire and/or Smoke

Raise the alarm

- If it is safe to do so, ensure the immediate safety of anyone within the vicinity of the fire.
- Raise the alarm if not already sounding, using a break glass alarm panel or by shouting ‘Fire, Fire, Fire’ if a panel is not available. The alarm system automatically notifies the Fire and Emergency Services.

- If the event that caused the evacuation is a critical incident, refer to the *Critical Incident Policy and Procedures*.

Evacuate

- Evacuate the building as instructed to do so by a member of the ECO by the nearest and safest exit route **but do not use the lifts**.
- Walk quickly and calmly to the assembly area. Do not run.
- Remain in the assembly area in groups until instructed to leave by a member of the ECO.
- Do not re-enter the building until informed that it is safe to do so by member of the ECO.

N.b. the assembly area will be specific to the building or location where the evacuation takes place and will be clearly indicated in signage in each location. All Kent staff and students receive information on the emergency evacuation procedures specific to the location they are studying or working in during their Orientation or Induction training.

4.0 Responsibility of a Person with a Disability

4.1 Whether your disability is of a temporary or permanent nature, wherever possible it is important that you know what your needs are and plan ahead for emergency situations and/or evacuation. You should know the exit routes in the buildings that you frequent, and check them for suitability, even if they are not your normal route of travel.

4.3 If a person is reliant on a wheelchair for mobility and there is no wheelchair or other suitable egress, another person should wait with them in a fire isolated stairwell until emergency services arrive. Ensure that the Fire Warden is advised of this.

5.0 Records Management

All records relevant to this document are to be maintained in a recognised Kent record keeping system by the Chief Risk and Compliance Officer.

Document Title: Emergency Evacuation Policy & Procedures	
Date Compiled: 28 May 2015	By: Executive Manager Risk & Compliance
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Date Updated: 5 th April, 2017 10 th January, 2018 1 st June, 2018 18 th July, 2018 21 st February, 2019 21 st August, 2019 6 th February, 2020 22 nd May, 2020 12 th August, 2020 5 April 2023	REVIEWED BY: General Manager Campus Operations/Campus Director Campus Director (Melbourne) Managing Director/CEO CEO Manager Governance Systems/AB Secretary Manager Governance Systems/AB Secretary Manager Governance Systems/AB Secretary Manager Governance Systems/AB Secretary Executive Manager Governance Systems/AB Secretary Executive Manager Governance, Risk and Compliance
Version Control Update (Current): Version 1 – 28 May 2015 Version 2 – 5 th April, 2017 Version 3 – 21 st February, 2019 Version 4 – 21 st August, 2019 Version 5 – 6 th February, 2020 Version 6 – 22 nd May, 2020 Version 7 – 12 th August, 2020	Approved By: Governing Board Meeting Date: V1 17 th June, 2015 V2 5 th April, 2017 Managing Director V2 1 st June 2018 CEO – V2 18 th July, 2018 CEO V3 21 st February, 2019

Version 8 – 7th May, 2021
Version 9 – 5 April 2023

Executive Chair V4 22nd August, 2019
Executive Chair V5 6th February, 2020
CEO – 22nd May, 2020
Executive Director/CEO – 12th August, 2020
CEO – 7th May, 2021
Governing Board – V9 5 April 2023.

AMENDMENTS:

V2 – add Melbourne Campus details and minor amendments.

10/01/2018 and 01/06/2018 - Update contact details in Appendix 1.

18/07/2018 – Update Kent position titles and contact details in Appendix 1.

V3 21/02/2019 – Update Appendix 1 Emergency Contact List

V4 21/08/2019 – Update Kent position titles and Appendix 1 Emergency Contact List and addition in Policy Statement of relevant Federal/State Legislation/Regulations relevant to this policy.

V5 06/02/2020 – update Kent position titles and APP 1 Kent Contact List.

V6 22/05/2020 – update Kent position titles and APP 1 Kent Contact List.

V7 12/08/2020 – update Kent contact details Appendix 1.

V8 07/05/2021 – update Kent contact details Appendix 1.

V9 05/04/2023 – updates to encompass delivery at locations managed by third parties and inclusion of Queensland legislation for delivery at Indus Brisbane.

APPENDIX 1 – EMERGENCY CONTACT LIST

Emergency Services	
Police/Ambulance/Fire Brigade (Australia Wide)	000 (24 Hours/7 days per week) Sydney Address to give to Emergency Services as per Google Maps is: 10 -12 York Street Sydney –(mail delivery address is 10 Barrack Street Sydney) Melbourne Address: to give to Emergency Services is 350 Queen Street, Melbourne. Indus Brisbane: to give to Emergency Services is Level 2 183 North Qy, BRISBANE CITY
External Contacts	
Lifeline – Crisis Support and Suicide Prevention (Australia Wide)	13 11 14 (24/7)
SYDNEY CAMPUS NSW Rape Crisis Centre	1800 424 017
MELBOURNE CAMPUS Victorian Rape and Domestic Violence	1800 806 292 (24/7)
MELBOURNE CAMPUS Sexual Assault Crisis Line	1800 211 028
INDUS BRISBANE CAMPUS Queensland Sexual Assault Helpline	1800 010 120
SYDNEY CAMPUS NSW Mental Health Line	1800 011 511 (Access line referral service)
MELBOURNE CAMPUS Victorian Mental Health Advice Line	1300 60 60 24
INDUS BRISBANE CAMPUS Queensland Mental health access line	1300 MH CALL (1300 642 255)
Poisons Information Centre	13 11 26

KENT STAFF CONTACT LIST

SYDNEY CAMPUS, MELBOURNE CAMPUS & INDUS BRISBANE CAMPUS CRITICAL INCIDENT TEAM CO-ORDINATORS (After Business Hours)	
Chief Operating Officer Mr Srujal Patel	Mobile: 0421 714 541
Chief Information Officer Mr. Daniel Burt	Office: (02) 9093 5115 Mobile: 0419 433 773
Chief Risk and Compliance Officer Ms Jana Jovancevic	Mobile: 0402 044 868

SYDNEY CAMPUS Kent, 10 Barrack Street, Sydney 2000 - Emergency Contacts (During Business Hours)	
Chief Operating Officer Mr Srujal Patel	Mobile: 0421 714 541
Chief Information Officer Mr. Daniel Burt	Office: (02) 9093 5115 Mobile: 0419 433 773

MELBOURNE CAMPUS Kent, 350 Queen Street, Melbourne, Victoria, 3000 - Emergency Contacts (During Business Hours)	
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Executive Dean (Teaching and Learning) Dr. Benoy Varghese	Office: (03) 8353 0831 Mobile: 0433 981 724
Higher Education Administrator Ms Marnie Ryan	Marnie Office:(03) 8353 0830
Building Manager Mr. Ajay Singh	Mobile: 0449 851 008

INDUS BRISBANE CAMPUS Level 2 183 North Qy, BRISBANE CITY, QLD, 4000 - Emergency Contacts (During Business Hours)	
CEO Ms Ranjita Pillai	Office: (07) 3036 3850 Mobile:
Building Manager	Mobile: TBA