



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</p>
Responsibility for Implementation	Kent Designated Fire Wardens, Kent Designated First Aiders, Kent staff
Compliance and Monitoring	Chief Executive Officer (CEO), Executive Manager Risk & Compliance/Governing Board Secretary

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.

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.

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).

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.

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 Executive Manager Risk & Compliance/Governing Board Secretary.

Document Title: Emergency Evacuation Policy & Procedures	
Date Compiled: 28 May 2015	By: Executive Manager Risk & Compliance
Due Date for Review: July, 2021	Website Access Permission: Public
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	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
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 Version 8 – 7 th May, 2021	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 Executive Chair V4 22 nd August, 2019 Executive Chair V5 6 th February, 2020 CEO – 22nd May, 2020 Executive Director/CEO – 12th August, 2020 CEO – 7th May, 2021
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.	

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.
External Contacts	
Lifeline – Crisis Support and Suicide Prevention (Australia Wide)	13 11 14 (24/7)
SYDNEY CAMPUS NSW Rape Crisis Centre MELBOURNE CAMPUS Victorian Rape and Domestic Violence Services – Sexual Assault Counselling Australia	1800 424 017 1800 211 028
SYDNEY CAMPUS NSW Mental Health Line MELBOURNE CAMPUS Sexual Assault Crisis Line	1800 011 511 (Accessline referral service) 1800 806 292 (24/7)
Poisons Information Centre	13 11 26

KENT STAFF CONTACT LIST

CRITICAL INCIDENT TEAM CO-ORDINATORS (After Business Hours) SYDNEY CAMPUS	
Executive Dean Mr. Srujal Patel	Mobile: 0421 714 541
Executive Manager Student and Campus Services Ms. Irina Batyrkulova	Mobile: 0410 900 297
CRITICAL INCIDENT TEAM CO-ORDINATORS (After Business Hours) MELBOURNE CAMPUS	
CEO Mr. Justin Foot (<i>Critical Incident Team Leader</i>)	Mobile: 0498 003 397
Executive Manger Governance Systems/Academic Board Secretary Ms. Sonya Francis	Mobile: 0411 131 039
Associate Dean Dr. Benoy Varghese	Mobile: 0433 981 724
Kent, 10 Barrack Street, Sydney 2000 - Emergency Contacts (During Business Hours) SYDNEY CAMPUS	
Executive Dean Mr. Srujal Patel	Office: (02) 9093 5131 Mobile: 0421 714 541
Head of Vocational Education Mr. Rafal Gasior	Office: (02) 9093 5141 Mobile: 0424 644 355
Executive Manager Student and Campus Services Ms. Irina Batyrkulova	Office: (02) 9093 5122 Mobile: 0410 900 297
Executive Manager Information Technology & Facilities Mr. Daniel Burt	Office: (02) 9093 5115 Mobile: 0419 433 773
Building Manager Mr. Michael Morrison	Mobile Number: 0434 563 422

Kent, 10 Barrack Street, Sydney 2000 - Emergency Contacts (After Business Hours) SYDNEY CAMPUS	
Executive Manager Student and Campus Services Ms. Irina Batyrkulova	Mobile: 0410 900 297
Executive Dean Mr. Srujal Patel	Mobile: 0421 714 541

Kent, 350 Queen Street, Melbourne, Victoria, 3000 - Emergency Contacts (During Business Hours) MELBOURNE CAMPUS	
CEO (Critical Incident Team Leader) Mr. Justin Foot	Office: (03) 8353 0808 Mobile: 0498 003 397
Associate Dean Dr. Benoy Varghese	Office: (03) 8353 0831 Mobile: 0433 981 724
Executive Manger Governance Systems/Academic Board Secretary Ms. Sonya Francis	Office: (03) 8353 0801 Mobile: 0411 131 039
Higher Education Administrators Ms Marnie Ryan Mr. Lucas Luu	Marnie Office:(03) 8353 0830 Lucas Office (03) 8353 0840
IT Support Technician Mr Tim Silvester	Office: (03) 8353 0811 Mobile: 0413 840 736
Building Manager Mr. Ajay Singh	Mobile: 0449 851 008

Kent, 350 Queen Street, Melbourne 3000 - Emergency Contacts and (After Business Hours) MELBOURNE CAMPUS	
CEO Mr. Justin Foot (<i>Critical Incident Team Leader</i>)	Mobile: 0498 003 397
Associate Dean Dr. Benoy Varghese	Mobile: 0433 981 724
Executive Manger Governance Systems/Academic Board Secretary Ms. Sonya Francis	Mobile: 0411 131 039