EMERGENCY EVACUATION POLICY AND PROCEDURES

The Fire Safety Manual should be read in conjunction with this policy

Purpose
This is a general Emergency Evacuation Policy and Procedure which sets out the broad obligations of Education Centre of Australia Pty Ltd (“ECA”) and workplace participants under OHS legislation.

Commencement of Policy
This Policy will commence from 2/01/2012. It replaces all other Emergency Evacuation Policies and Procedures of ECA (whether written or not).

Application of the Policy
This Policy applies to employees, agents and contractors (including temporary contractors) of ECA, collectively referred to in this Policy as ‘workplace participants’.
This Policy does not form part of any employee’s contract of employment. Nor does it form part of any other workplace participant’s contract for service.

Policy
On hearing the evacuation alarm, workplace participants should be aware there is a real or potential emergency in the workplace. On hearing the alarm or on being instructed to evacuate by a fire warden, workplace participants should immediately:
1. Obey any directions given by a fire warden.
2. Assemble at the nearest emergency exit - all emergency exits should be clearly marked.
3. Assist mobility-impaired workplace participants to the appropriate fire exit.
4. Do not use the lifts.
5. Follow the instructions of a fire warden.
6. Exit the building in a calm and orderly, but quick fashion. Move at a quick walk, do not run.
7. High-heeled shoes should be removed before entering the fire stairs.
8. Maintain one clear step between the person in front of you on the stairwell to prevent stumbling.
9. When out of the building proceed immediately to the designated assembly area, which is 545 Kent Street.
10. Return to the building only when instructed by a fire warden.
11. Report any person not accounted for to a fire warden.

Variations
ECA reserves the right to vary, replace or terminate this policy from time to time.