



EMERGENCY & EVACUATION POLICY

DATE: 4 DECEMBER 2007

INTRODUCTION

It is the policy of St Paul's College to ensure the safety and welfare of its employees and the St Paul's College Community. In keeping with this policy, the College will develop and implement emergency facilities, procedures, training and practice drills to assist in ensuring the health, safety and welfare of its employees and the St Paul's College Community.

PROCEDURE

The Principal must have in place a documented operational emergency plan and evacuation plan and process for post emergency care of affected employees and others, and is responsible for ensuring that:

- Emergency and evacuation procedures and facilities are established, maintained and reviewed regularly to ensure they are appropriate and adequate for the identified needs;
- Employees are provided with appropriate training, information and instruction in emergency procedures and the use of emergency equipment and facilities;
- Staff should be advised that fire drills are to be taken seriously and are part of a program to save life;
- St Paul's College structures are developed that clearly show roles and responsibilities in the event of an emergency, e.g. Chief Fire Wardens, Fire Wardens, Critical Incident Team;
- The number of persons appointed, and the training at a particular workplace must be adequate to ensure reasonable protection taking into consideration the following factors:
 - ❖ the nature of the hazards at the workplace;
 - ❖ the size and location; and
 - ❖ the number and mobility of employees and the St Paul's College Community;
- Training must be adequate to ensure that the person can carry out the task competently. Training should include evacuation procedures and the use of extinguishers;
- All staff are aware of their roles and responsibilities in the event of an emergency and have been provided appropriate and adequate training to ensure this;
- Evacuation drills are practised regularly. Evacuation Documents are used to record the effectiveness of the drill (see Evacuation Responsibilities OHSW Procedures);
- Liaison occurs with local emergency services as required;

- All reasonably foreseeable situations that constitute an emergency have been identified and assessed with appropriate controls in place;
- Take appropriate action to ensure that any reasonably foreseeable potential emergency situations identified are eliminated or minimised;
- Identify appropriate post emergency care.

Following a drill, a debriefing session should be conducted to discuss the effectiveness of the drill, and to make recommendations for future improvement.

TRAINING

All employees will be briefed / trained in the requirements of this Policy and Procedure during induction and when implemented or amended.

Employees will be trained (where applicable) in any risk assessments and / or safe operating procedures developed as a result of this Policy and Procedure.