1.2.7.2 Emergency procedures

Policy The College follows recommended safety procedures in an emergency.

Responsibilities

The Campus Administrator/National Office Fire Warden is responsible for the overall monitoring of emergency procedures, and for ensuring that the appropriate information is supplied to staff and students.

The landlord and chief fire warden for the building are responsible for organising evacuation drills and ensuring that emergency wardens are appointed.

The appointed fire wardens are responsible for liaising with the chief fire warden during any emergency or drill.

The Campus Administrator/National Office Fire Warden or Campus Manager are responsible for instructing staff in the procedures to be followed, for example, where to meet, taking the roll, who to report to when the roll is completed.

All staff are responsible for being aware of Yoobee School of Design’s emergency evacuation procedures.

Staff members with current first aid certificates will be utilised if required.

Procedures

Emergency information is supplied to students in the student information handbook.

Evacuation procedures are on the wall of each area in the campus, and at National Office.

In the event of an emergency, all persons, including students and visitors, within the building must evacuate or be evacuated from the building immediately through the designated exit.

On reaching the outside, all staff and students report to the designated reporting area and the fire wardens check in with the building Emergency Warden.

Students are instructed in the emergency/evacuation procedures in their orientation session.

Fire drills are held regularly in each building.

The Campus Manager/National Office Fire Warden reviews the emergency procedures each year using data from the annual meeting of all building fire wardens and the compliance audits.

Supporting evidence

Evacuation procedures on the wall of each space in the campus.

Information in the student handbook.

Building evacuation documentation.

Compliance audit documentation.