

# **EVACUATION PLAN – DAVID CARO**

## **BUILDING 192**


### **Overview:**

The University of Melbourne's reference for the evacuation plan for the David Caro Building, building 192, (encompassing all of the North and South Buildings and the Laby and Hercus lecture theatres) is the:

"Emergency preparedness and response procedure"  
@ <http://safety.unimelb.edu.au/docs/emergency-preparedness-response-procedure.pdf>

The following is predominantly a procedural document for Wardens and Deputy Wardens that are part of the 'Emergency Control Organisation (ECO) involved in any evacuation:

1. The Chief Warden,
2. The Wardens,
3. The Roll Wardens (who are also wardens),
4. The Blockers.



Alternative  
arrangements  
will be made

**ALL WARDENS MUST INFORM THE CHIEF WARDEN OF THEIR ABSENCE**

The Chief Warden's main function during a crisis (or evacuation drill) is to collect the building evacuation information from both Roll Wardens, re-deploy staff and maintain a presence at the East-Wing entrance next to the main alarm control panel to assist the fire-department on arrival. The Chief Warden is also responsible for reviewing evacuation procedures (which should be checked by the University's 'Emergency Management Controller' – currently Stephen Yeats)

One warden from each wing (East and West) has the function of Roll Warden. All Wardens must report to their respective Roll Wardens and alert them of any problems and people who are incapable of moving or who do not wish to do so.

**Wardens are not obliged to move these people as the warden's safety is paramount.** The Roll Wardens, on completion of their roll, report to the Chief Warden who can relay any problems to the fire department.

The Roll Wardens and the Chief Warden are required to have walkie-talkies with them during an evacuation and will immediately switch them on. The Chief Warden will determine the Roll Warden on the West side. The Roll Warden on the East side can be determined on the day as there are only a few Wardens on this side and all will have been trained.

There are three (3) **walkie-talkies** and these are normally set to **channel (03) – alternative channel is (13)**. It is the responsibility of the Chief Warden and Safety Officer to regularly check

**This document is to be reviewed yearly: last reviewed: 26/06/15**

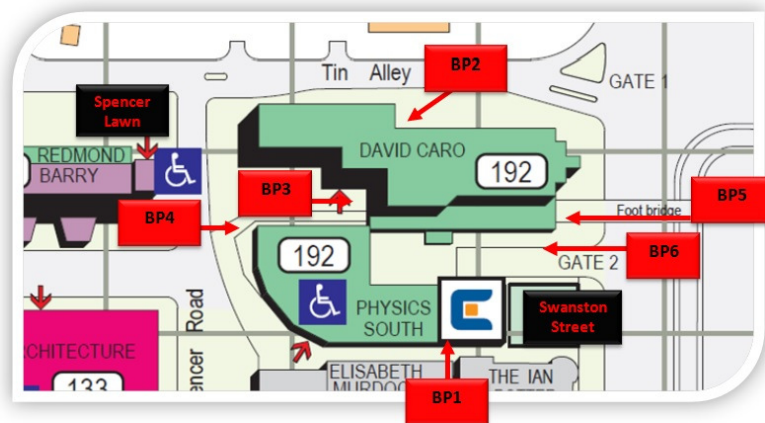
the state of the units (at least once a year). Generally, the Chief Warden will co-ordinate the gathering of the required information from the Roll Wardens.

See  
evacuation  
maps

There are two assembly areas:

1. AA1 - Assembly Area 1: THE ENCLOSED REDMOND BARRY LAWN  
[This is the preferred assembly area as AA2 has constricted safe area.]
2. AA2 - Assembly Area 2: SWANSTON STREET FOOT-PATH, ADJACENT TO THE POTTER GALLERY LAWN

### DAVID CARO ASSEMBLY AREAS MAP



BP = blocking points

### ALL WARDENS (INCLUDING DEPUTY WARDENS) MUST REPORT TO THE ROLL WARDENS

There are two rooms in which the respective Physics Rolls are housed along with the walkie-talkies:

1. West-Wing items:  
Outside Room 103
2. East-Wing items:  
Perspex document holder in the Undergraduate Labs Staff Room (Room P3.17)

For procedural reasons, the Chief Warden should be selected from the 1<sup>st</sup> level Admin Offices.

### There are six (6) blocking stations:

After wardens have reported to their respective Roll Wardens, they will be provided with blocking cards and must assume their blocking positions mentioned on the cards to stop traffic through the David Caro Building.

**Position 1:** Ground floor entrance to Lecture Theatres adjacent to Kiosk on South Side

**Position 2:** The Main Ground Floor entrance on Tin Alley

**Position 3:** Ground level near Physics pond, in front of Laby IDEAS Centre

**Position 4:** Base of the ramp on Spencer road

**Position 5:** Swanston Street overpass

**Position 6:** Loading Bay entrance on Swanston Street

***All Blockers should follow the instructions on their cards which are:***

- Ensure that you (Fire Warden) are wearing your emergency hat.
- Attend the blocking position after being allocated this position by the Chief Warden or delegate.
- Do not stand too close to the building.
- Check for signs of danger and avoid hazards
- Your OWN personal safety is paramount!
- Advise people not to enter the building.
- Never indicate that the event is a drill (it may not be!).
- Do not physically restrain people from entering the building.
- If it is too dangerous to perform this duty, report back to Chief Warden.

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- WAIT for the “ALL CLEAR” signal from the Chief Warden (or delegate) before leaving this role. The All Clear may not be given until sometime after the bells stop sounding.
- Return this Blocking Card to the Roll Warden.

To have their area details noted. **Roll wardens** are easily **identified** by their **red folder** and **are located** at **bottom of Western ramp and Swanston Street near Potter lawn.**

The actual people who fill the above positions are listed on the School of Physics OH&S website and also posted at each and every floor.

It is the responsibility of the Chief Warden/Safety Officer to change their sheets whenever the staffing in the building has changed.

### **MAIN BUILDING:**

#### **Level 0**

Evacuees: Evacuate up nearest staircase and exit. Assemble on AA1.  
Note: The Western Exit (Spencer Rd.) will open.

Warden: Circuit evacuation, then up West Staircase and exit by West Door. Report at AA1 Do not evacuate into Nuclear Building, beyond ramp and fire-door adjacent to room 060.  
The Physics-South Warden will control

#### **Level 1**

Evacuees: East corridor (encompassing Student and Science Faculty Workshop, Melbourne Materials Institute (MMI), Bionic Vision Australia (BVA) and Laby IDEAS Centre)  
Preferred evacuation by main entrance. Assemble on AA1.

Warden: Evacuate corridor from east to main exit and then evacuate the Laby IDEAS Centre. Report at AA1.

#### **Level 1**

Administration area

Evacuees: Evacuate through West emergency exit. Assemble on AA1.

Warden: Chief Warden to evacuate area who then collects the two walkie-talkies and evacuation folders and stands at the fire panel. The Chief Warden then designates a Roll Warden.

#### **Level 2**

Evacuees: Evacuate by nearest exit. Assemble on AA1.

Warden: Evacuate east (direct people to the ramp) to west (direct people to West stairwell). Report to Roll Warden at AA1.

#### **Level 3**

Evacuees: Preferred evacuation to main stairwell and west stairwell. Assemble on AA1.

Warden: Evacuate east to west. The Warden is to sweep the area from the eastern fire-door to the West stairwell exit. Report to Roll Warden at AA1.

**Level 4** CoEPP

Evacuees: Evacuate via East stairwell. Assemble on AA2.  
Warden: Evacuate CoEPP areas. Report to Roll Warden at AA2.

**Level 4** West corridor

Evacuees: Evacuate by West stairwell exit. Assemble on AA1.

Warden: Evacuate room 459 and sweep to the western exit. Report to Roll Warden at AA1.

**Level 5**

Evacuees: Preferred evacuation to main stairwell or West stairwell exit. Assemble on AA1.

Warden: Evacuate east to west. Report to Roll Warden at AA1.

**Level 6** (encompassing Geoff Opat Seminar room and Baker Lab)

Evacuees: Preferred evacuation via main stairwell and West stairwell exit. Assemble on AA1.

Warden: Evacuate east to west. Report to Roll Warden at AA1.

**Level 7**

Evacuees: Preferred evacuation to main stairwell and West stairwell exit. Assemble on AA1.

Warden: Evacuate east to west. Report Roll Warden at AA1.

**NUCLEAR BUILDING - PHYSICS SOUTH** (encompasses Lecture Theatres and Graduate School of Science)

**Level 0**

Evacuees: EPP evacuate up nearest staircase to service yard. Assemble on AA2.  
Pelletron evacuate up nearest exit. Assemble AA1

Warden: Start room 060 (Materials Lab) Evacuate west to east. Report Roll Warden at AA2.

**Level 1**

Evacuees: Evacuate by nearest exit. Assemble on AA2.

Warden: Evacuate west to east. Report to Roll Warden at AA2.

**Level 2** Graduate School of Science staff area (this area has two wardens and two deputies)

Evacuees: Evacuate by eastern exit. Assemble on AA2.

Warden: Follow the evacuees and report to Roll Warden at AA2.

**Level 2** Graduate School of Science computer lab and lecture theatres

Evacuees: Evacuate via the ramp. Assemble on AA1.

Warden: Direct people in the computer lab to the ramp. Proceed to 1st level Laby entrance to evacuate to the front of the lecture theatre. Loop around to the Hercus theatre and proceeds to sweep out any remnants. Report to Roll Warden at AA1.

Note 1: In the absence of either Warden, the other clears their own area and then takes on the role of deputy of the other and reports to the assembly area of the absent warden.

Note 2: It is the Wardens responsibility to instruct the Laboratory Demonstrator in evacuation procedure. In the event the warden is not present the Demonstrator will take on role of Warden.

### **PART 1 PRAC ROOMS AND PODIUM LEVEL:**

#### **Level 2** Podium level

Evacuees: Preferred evacuation to bridge stairs. Assemble on AA2.

Warden: One warden who has come from the Part 1 prac rooms is to direct people to the fire exit adjacent to room PP2.11. Another warden who has come from the Part 1 prac room should sweep people in rooms PP2.11 to PP2.06 to exit via the ramp and then proceed to room PP2.01 to PP2.04 and direct to exit via bridge stairs. Both wardens to report to Roll Warden on AA2.

#### **Level 3**

Evacuees: Evacuate down nearest Staircase and exit. Assemble on AA2.

Warden: Evacuate west to east. Assemble on AA2.

#### **Level 4**

Evacuees: Evacuate down nearest Staircase and exit. Assemble on AA2.

Warden: Evacuate west to east. Assemble on AA2.