The purpose of this handbook is to provide wardens with their own guide of the procedures to follow during an emergency.

This information together with other training and resources can help wardens to keep everyone safe during emergency situations.

The evacuation procedures in this handbook have been prepared principally for fire emergencies, however they are suitable for use in most other emergencies.

In an emergency situation, what happens in the first few minutes is critical. The effectiveness of these procedures depends on the willingness of staff at all levels within the University to make themselves aware of their responsibilities during any emergency situation.

All wardens should make themselves familiar with the contents of the ‘Building Fire Evacuation Plan’ for their own building.

Wardens should know the location of fire exits and equipment on their floor and be confident they would know how to use this equipment in an emergency.

Wardens are encouraged to speak with staff in their area of responsibility to ensure they are all aware of the building exit routes and closest assembly area to use should there be a need for an evacuation.

It should be clearly understood that the primary duty of Wardens is not to physically combat emergencies but to ensure, as far as practicable, the safety and orderly evacuation of staff / students and visitors.

‘Let’s Keep Fire Safety Proactive not Reactive’
BUILDING NOTES

Location: Fire panel for this building ..............................................

Location: Emergency Assembly area/s ............................................

Mobility impaired people

No [ ] Yes [ ]

If Yes (location) ............................................................................

OTHER NOTES:

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Building Emergency Control Organisation (ECO)

It is a legal requirement in Queensland to have evacuation procedures in place with appointed evacuation co-ordinators and other persons who can assist in carrying out these procedures during an emergency.

Each building should have an Evacuation Co-ordination Organisation (ECO), which consists of a Building Warden, Floor/Area Wardens and Deputies who can all assist in building evacuations during all emergency situations.

The role of the ECO is crucial during emergencies. They are on the front line when an emergency in a building arises and their quick actions, clear thinking and calm leadership are vital to ensuring the safety of building occupants during an emergency.

The responsibilities of the ECO include:

- Fire and hazard prevention
- Safe and orderly evacuation of people from the building in an emergency
- Controlling an emergency until the arrival of Emergency services
- Speedy resumption of duties once the emergency is brought under control

Building Wardens

The Building Warden, during emergency situations, will be in control of the occupants of the whole building until the arrival of the Fire and Rescue Service.

Once emergency services have arrived, the Building warden then acts on the senior officer's instructions.

Responsibilities include:

- Ascertaining the nature of the emergency and determining appropriate actions
- Ensuring that the appropriate emergency service has been notified
- Attending to the building fire indicator panel and control incident as appropriate
- Ensure that the wardens are advised of the situation
- Order evacuations when needed
- Report on the state of the evacuation to emergency services
- Record evacuation details in an incident log

Deputy Building Warden

The Deputy Building Warden will assume the duties and responsibilities of the Building Warden whenever that person is absent from the premises. If both are absent from the building, a Floor/Area Warden can act as a Building Warden.

Should both the Building / Deputy Wardens be on the premises when an alarm is activated the Deputy Building Warden will assist the Building Warden.

Floor/Area warden

In emergency situations wardens act under the direction of the Building Warden.

They are appointed for the purpose of directing staff, students and visitors during an evacuation.

Wardens have the authority to evacuate their area of responsibility if they consider there is any danger.

In the event of an emergency, the floor/area warden needs to:

- Follow the instructions of the building warden by whatever means available
- Implement the emergency procedures for their floor/area by informing people when they need to evacuate to the assembly area
- Check all areas they are assigned to (inc toilets)
- Check the area for any abnormal situations
- Report on the state of evacuation to the building warden or emergency services
- Confirm to the Building warden that you have completed both the evacuation and any other actions requested of you

Deputy Floor/Area warden

The Deputy Floor/Area Wardens should assume the same duties and responsibilities whenever that person is absent from the premises.

Should both the Floor/Area warden and their Deputy both be on the premises when an alarm is activated the Deputy should assist with the evacuation.

NOTE: Wardens are not expected to place themselves in danger.
**ROLES AND RESPONSIBILITIES**

**Housekeeping for wardens during non emergencies**

Preventative measures including hazard identification and rectification are important and should be an ongoing task.

Building Wardens and Deputies should:

- Check all 'Exit' signs are illuminated and unobstructed from view
- Check all passageways and fire exits are clear. (No packaging material, furniture, etc to cause obstruction in an emergency)
- Identify all hazardous materials kept in your area and ensure that these are kept at a minimum and stored correctly
- Ensure that all occupants of your building are familiar with the 'Fire and Emergency evacuation procedures'
- All staff should be informed of who their wardens are and their specific duties in an emergency

Floor / Area Wardens and Deputies should:

- Be familiar with the area they represent
- Note all means of escape from their section
- Know the locations of manual call points, hose reels and extinguishers
- Be familiar with the operation of installed fire fighting equipment
- Wardens should be aware of mobility impaired persons in their area and plan with them what to do during an evacuation

**EVACUATIONS**

The following guidelines for evacuation procedures have been prepared principally for fire emergencies, but they are suitable for use in most other emergencies.

The features of a particular building, its occupants or fire alarm system may require modification to these procedures. If your building has special features the Building warden will inform floor / area wardens of procedure modifications. Building wardens should discuss any particular issues with the Campus Chief warden or the University Fire Office.

**What to do when an alarm is activated:**

**Building Wardens**

On hearing the fire alarm sounding or on being advised of an emergency situation, the Building Warden shall immediately:

- Ensure the relevant emergency service has been called
- Proceed to the fire indicator panel to get an indication of the area that triggered the alarm
- Reassure staff and students that the alarm is being investigated
- Inform the affected section using the PA system or runner to initiate a search and/or instigate designated actions

If a fire / or emergency has been found, the Building Warden must:

- Evacuate the building immediately - use the panel PA system to advise the wardens to commence evacuation procedures
- Ask wardens to confirm to you when their area has been checked and fully evacuated to the designated assembly area
- Make sure the progress of the evacuation and any action taken is recorded in an incident log
- Inform the emergency services personnel upon their arrival of the type, scope and location of the emergency

If no fire / emergency is not found, the Building Warden must:

- Inform occupants of the false alarm
- Meet the emergency service on arrival and inform them of the situation

Once the Emergency Services have arrived, the building warden then acts on the senior officer's instructions. In consultation with the Fire Services, the Building Warden can advise staff when it is safe to return to the building.

**Tips / notes:**

During any emergency an assistant will be valuable to act as a runner for messages, if required.

On hearing the alarm take the Deputy Building warden with you to the fire panel or in their absence ask a colleague to assist.
**Floor / Area Wardens**

In the event of an evacuation:

If a fire or emergency situation is found in your area:
- Inform the Building Warden
- Attempt to extinguish the fire or control the emergency situation having due regard to your own safety and level of training

If the fire or emergency cannot be extinguished or controlled the Warden must:
- Inform the Building Warden
- Put on your warden identification (cap and / or lanyard )
- Instruct all staff in the section to evacuate immediately to the assembly area
- Advise everyone not to use the lift
- Isolate the incident by closing all possible doors then report to the Building Warden and act on any instructions
- Do not allow anyone to enter the fire-affected area
- Leave the affected area and proceed to the Fire panel to give the Building Warden and Emergency services an update

If no fire or emergency is found but the building and alarm system has been activated the Warden should:
- Put on your warden identification (cap and / or lanyard )
- Reassure staff / visitors the situation is under control
- The building warden will provide instruction over the PA system. Wait for and follow these instructions
- If an evacuation is requested evacuate your floor / area to the assembly area
- Search the floor or area to ensure all persons have been evacuated (including toilets)
- Advise the building warden that the evacuation has been completed
- Proceed to the assembly area and wait with the others from your area until you are given the “all clear” to return

If the building and deputy wardens are both absent and no one has taken control of the Fire panel:

Wait until the alarm tone changes from Alert to Evacuate then commence evacuation procedures as mentioned above.

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**Evacuating people with Disabilities**

Evacuation procedures for buildings should include procedures for caring for the disabled.

For the purposes of evacuation procedures, people should be considered as disabled if they are unable to evacuate the building without assistance, or if their time to exit the building would be much greater than the average building occupant.

Wardens should be aware of disabled persons within their area.

Once all occupants have been evacuated, disabled persons should be guided to a pre-arranged evacuation point and the warden or a responsible person should stay in the safe area with the disabled person to provide comfort and reassurance.

The Building Warden must be notified of the location so they can arrange priority evacuation with the Emergency Services.

In the cases where disabled person/s are permanent occupant of the building:

Wardens should make arrangements for another person to be assigned to assist each disabled person in an emergency. This person should be someone working in close proximity to the disabled person who agrees to assist that disabled person to a predetermined “safe” area (eg on the landing in the fire stairs or at the lift) under the instruction of the floor / area warden

**Persons refusing to comply with Warden’s directions:**

Should a person refuse to comply with the directions given by an appointed warden:

(a) Ensure the person knows you are an warden and they have been clearly advised they are required to evacuate the building, because of an emergency situation

(b) Notify the Building Warden, who can then advise the Officer-in-Charge of the Emergency Service. This officer, at his discretion, may take the appropriate action under law to remove the person

NB: It is advisable to have a witness to confirm any refusals. Document any such incidents. Do not start an argument - just report it to the Building Warden
EVACUATIONS

Evacuation plans

One of the most important pieces of information for evacuation is your building specific evacuation diagram. This diagram should be on view to all staff. Ensure you are familiar with your floor evacuation diagram and you can direct staff to where the diagram is located.

Assembly area maps and evacuation plans for each building on each campus can be accessed via this web page:
http://www.griffith.edu.au/emergency-information/evacuation/evacuation-plans
http://www.griffith.edu.au/emergency-information/evacuation/evacuation-diagrams

IDENTIFICATION OF WARDENS

It is important that all occupants of your area can clearly identify you as a warden. Identification will assist in ensuring that people comply with your instructions and once an evacuation has been completed your identification will assist other ECO staff and Emergency Services personnel in locating you at the assembly area.

For individual building incidents (i.e. Fire alarms and other incidents contained to the building), attending personnel may be identified as follows:

Building wardens
Yellow helmet or cap and lanyard with ID holder.

Floor wardens
Red cap and lanyard with ID holder.

Warden identification card

Download and personalize your warden cards from the Griffith website:
http://www.griffith.edu.au/emergency-information/warden-identification

EMERGENCY WARNING SYSTEMS

Emergency warning systems (EWS) are fixed installations found in a variety of Griffith buildings.

The two main functions of the EWS are to:

- Warn the building occupants of an emergency situation, and
- To provide a means of emergency broadcast throughout the building

The EWS is incorporated into the building fire panel and provides audible signals, visual signals and verbal public address throughout the building in emergency situations. The main features of the EWS are the ALERT signal, the EVACUATION signal and the VERBAL ADDRESS system.

Note: The normal fire alarm operation on the Nathan, Mt Gravatt, Logan and Gold Coast Parklands drive campuses is that the fire alarm will activate the EVACUATION signal straight away.

Southbank campus and GH1 operate under the ALERT signal pending investigation and the EVACUATION signal may be activated should a decision be made to evacuate the building.

WARDEN INTERCOMMUNICATION PHONE SYSTEM (WIPS) where installed:

Emergency Warning and Intercommunication Systems (EWIS) are fixed installations found in a variety of Griffith buildings.

The two main functions of the EWIS are to:

- Warn the building occupants of an emergency situation
- To provide a means of emergency communication between specific locations in the building

The EWIS provides audible signals, visual signals and verbal public address throughout the building in emergency situations. The main features of a EWIS are the ALERT signal, the EVACUATION signal and the VERBAL ADDRESS system.

IMPORTANT: The devices required in an emergency are the foundation of a successful emergency response, so it’s important that you are familiar with them.
'First attack' fire fighting equipment includes: Fire Blankets, Fire Hose Reels and Fire Extinguishers. The locations are indicated on the evacuation diagram for your workplace.

Fire hose reels and portable fire extinguishers are located in easily identifiable locations throughout the premises. Know their locations and suitability for use on various types of fires e.g. electrical, flammable liquids, ordinary combustibles. Extinguishers are only suitable to use on fires in their incipient stages (small or beginning).

**Fire Extinguishers**

Before you use a fire extinguisher you must know:
- What fuel is burning
- What type of fire extinguisher is suitable for that type of fire
- How to operate the extinguisher

**PORTABLE FIRE Extinguisher / FIRE BLANKET SELECTION CHART**

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**Fire Blankets**

A Fire Blanket consists of a small piece of fire resistant fabric (usually woven glass fibre) that can be used to smother a small fire or wrap around a person if their clothing is alight.

Fire Blankets can withstand temperatures up to 500°C. They are compact and are packaged in a high quality, quick-release PVC container.

**Fire Hose Reels**

Fire Hose Reels are located close to exits and are suitable for use on class A fire, (paper, wood, rubbish, plastics, grass and bush). They are sited to enable coverage of the floors of the building. They operate on the same principal as a garden hose by, turning on the water control valve, running out the hose to the required location and turning on the water at the nozzle. They are 36 metres long and should only be used by suitably trained staff.

NB Fire Hose Reels are not to be used for any other purpose except fighting fires.

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To operate an extinguisher remember the word "PASS"

- **P** is for **Pull** the Pin (this is the securing pin or safety pin located in the top handle)
- **A** is for **Aim** the extinguisher at the base of the flames
- **S** is for **Squeeze** the operating handle (this will discharge the extinguishing medium from the extinguisher)
- **S** is for **Sweep** the extinguisher from side to side and up and down over and around the burning object

The operating instructions and designated use criteria are displayed on each extinguisher in word and pictogram format.
It is not possible to cover all types of emergencies in this handbook. Details on different types of emergencies are discussed on the Griffith website: http://www.griffith.edu.au/security/what-to-do-in-an-emergency

Your role as a warden may involve contacting Security, First Aiders or Emergency Services and/or execute an evacuation if required.

Apart from fire the other most common types of emergencies which may require an evacuation include:

- Bomb threats
- Gas leaks
- Chemical, biological and radiological incidents

If a bomb threat has been received tell the person taking the call not to hang up.

- CALL THE POLICE
- If found, DON’T touch the device.

Wardens should:

- Direct staff and students to the nearest exit and instruct them to take all personal items with them. Guide them to an alternate assembly area using a path of egress away from the suspect item (if the location is known)
  Note: In some buildings it may be necessary to direct occupants to use a specific exit or escape route

- Conduct a final check of all areas including toilets and all other occupiable spaces to ensure they are clear of occupants

- Advise the Building Warden when the floor/area has been evacuated. Ensure internal doors, except fire doors, are left open if possible, and that occupants do not re-enter the building

- Evacuate to the designated assembly area DO NOT return to building until advised to do so by Building Warden or Emergency Services

**Gas leaks**

Only those people trained in the storage and handling of dangerous goods should have access to them.

- Assist persons in immediate danger immediately (only if safe to do so)
- If flammable – shut off all ignition sources (only if safe to do so)
- Raise the alarm – Notify Fire Brigade on 0-000 and give details of problem
- Alert Security on Ext.7777
- Evacuate only if required

**Chemical spills**

- Move people away from the spill – uphill, upwind
- Locate MSDS for suspect chemical
- Do not attempt to clean up any spills unless you are adequately trained and equipped. Only those people trained in the storage and handling of dangerous goods should have access to them
- Contact department staff, security and /or the Qld Fire Service and provide as much information about the hazard as you can
- If you suspect there is any health and safety risk, advise staff to evacuate the building - make sure the assembly area is upwind from the spill or building
- Do not attempt to re-enter the affected area
- Remain at the assembly area until the ‘all clear’ is given

An alternative assembly area may need to be used if the weather conditions are transporting vapours toward the primary assembly area. Listen for instructions and take note of unusual smells and conditions.

For all other emergencies, act on instructions and advice from security, emergency services personnel or department and school staff.
WARDEN RESOURCES

Documents and information available to assist wardens:

The Griffith University Emergency Management Plan
Access the EMP (pdf) from this Griffith web page:

Building and Fire Evacuation Plans
for each building can be assessed via this Griffith web page:
http://www.griffith.edu.au/emergency-information/evacuation/evacuation-plans

Evacuation signs / diagrams
for each building on each campus can be accessed via this Griffith web page:
http://www.griffith.edu.au/emergency-information/evacuation/evacuation-diagrams

Campus Life information on emergencies
http://www.griffith.edu.au/emergency-information

Memory jogger
This PDF file can be accessed from this Griffith web page:
http://www.griffith.edu.au/emergency-information

TRAINING

Training for WARDENS:
An on-line training module for wardens is now available.
All wardens are required to complete this training at least once a year.
A reminder will be sent by email to all current wardens with a link to the training module.

If required, additional group training may be offered by the University Fire Officer.
Wardens can contact the University Fire Officer or their Chief Campus Warden if they have any queries or concerns about the role.

Annual Fire safety instruction for all STAFF:
ALL staff are required to complete this training online.
A reminder is sent by email directly to all staff in August each year.

LIST OF WARDENS IN YOUR BUILDING

All wardens are listed in the Griffith internal phone book:
http://www.griffith.edu.au/search/phonebook

To see wardens in your building:
Choose: ‘browse the phonebook’
Under ‘Useful links’ Choose: ‘Emergency Contacts’
Under ‘Emergency Contacts Choose: ‘Building and Floor Wardens’
Choose: your Campus
Choose: your Building

This record is the most up to date list available of current wardens.

IMPORTANT:
If you leave your position or for any other reason you can no longer fill your warden role please ensure that your supervisor and building warden are informed so that the role is not left vacant.
EMERGENCY PROCEDURES
Respond Correctly to Emergency Procedures including Fire Drills
Discuss the Emergency procedures with other staff
Ensure everyone is aware of the Evacuation Assembly Area
Everyone should know the location of fire extinguishers, fire hose reels and equipment for raising the alarm

REMEMBER – DISCUSS WHAT HAPPENS IF YOU ARE NOT THERE?

SMOKE
Crawl Low Under Smoke
Smoke is dangerous, it is hot and toxic
Smoke rises towards the ceiling leaving cooler, cleaner air close to the floor
Don’t go through smoke if you can help it. Use an alternate exit if one is available
Crawl on your hands and knees as quickly as possible

CLOTHING CATCHES ON FIRE
Stop, Drop and Roll
Act immediately
Stop where you are
Drop to the ground and cover your eyes and mouth with your hands
Roll over and over until the flames are extinguished

If another person’s clothing catches on fire
Make them stop, drop and roll
If a person is unable to drop to the ground, smother the flames with a towel, blanket or jacket

BURNS
Treat a burn with cool water for 10-15 minutes
Get medical help immediately for serious burns

HOME FIRE SAFETY
INSTALL A MINIMUM OF TWO SMOKE DETECTORS

Chief Campus Wardens' contact details for each campus are:

- Gold Coast
  - Maintenance Supervisor
  - Ext 28956
  - located in G19
- Logan
  - Maintenance Supervisor
  - Ext 21383
  - located in L01
- Mt Gravatt
  - Maintenance Supervisor
  - Ext 55614
  - located in M17
- Nathan
  - Maintenance Supervisor
  - Ext 57224
  - located in N26
- South Bank
  - Maintenance Supervisor
  - Ext 56331
  - located in S01

For emergency services (Police, Fire, Ambulance)
Dial 0 first to get an outside line, then 000
Give the following information
- Your Campus
- Your Building and location
- The type of emergency

On site Medical Assistance
Nathan campus
Gold Coast campus
(07) 3735 7299
(07) 5552 8794

Staff and students are encouraged to inform security in the event of an emergency. Security can meet and guide emergency vehicles to the relevant location on campus.

At any time report emergencies to Security on 7777

Local Police

- Nathan campus
  (Upper Mt Gravatt Police)
  (07) 3364 3102
- Mt Gravatt campus
  (Holland Park Police)
  07) 3847 8633
- Gold Coast campus
  (Southport Police)
  (07) 5541 4222
- Logan campus
  (Slacks Creek Police)
  (07) 3387 8333
- South Bank campus
  (South Bank Police)
  (07) 3844 5044

(Telephone numbers correct at time of printing)