## Emergency Evacuation Procedure

<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Emergency Evacuation Procedure</th>
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<tbody>
<tr>
<td>Version</td>
<td>3.0</td>
</tr>
<tr>
<td>Comply with</td>
<td>Standard 6.0, National Code</td>
</tr>
<tr>
<td>Date created</td>
<td>May 2013</td>
</tr>
<tr>
<td>Date last revised</td>
<td>July 2015</td>
</tr>
<tr>
<td>Department responsible</td>
<td>Operations and Compliance</td>
</tr>
<tr>
<td>Responsible person to monitor and interpret</td>
<td>Chief Operating Officer</td>
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</tbody>
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Contact address
28-32 Elizabeth Street
Melbourne, VIC 3000
GPO BOX 5466
Contact: +61 3 8639 9000
http://www.rgit.edu.au
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1. Objective of Procedure

The objective of this procedure is to recognise the Emergency Procedure in case of fire, earthquake or terrorist attack and bomb threat or any type of emergency situation where the Institute needs to evacuate the building for the safety of students, staff members or anyone else that is in the building at the time of an emergency situation.

2. Responsibility

The Chief Wardens, CEO and Human Resources Officer, are responsible for implementing the evacuation procedures but in the event of their absences, the Chief Operating Officer is responsible for the implementation of the emergency procedures.

3. Requirements

RGIT Management has created an EPC (Emergency Planning Committee) as part of RGIT Compliance Team.

Committee

Chair: Sujata Shrestha
Member: Chandra Yonzon, CEO (Chief Warden)
Member: Rabi Yonzon (Chief Warden)
Member: Vikas Pilania, Chief Operating Officer (Deputy Chief Warden)
Member: Buddhi Raya
Member: Warrick Steabben (CHT representative)
Member: Soli Doraisamy

Emergency Evacuation Team Structure

Chief Wardens: Chandra Yonzon and Rabi Yonzon
Deputy Chief Warden: Vikas Pilania and Sujata Shrestha

Wardens for RGIT Main Campus (28-32 Elizabeth Street)

Basement: Dean Liu and Rakesh Maharjan
Level 1: Sunny and Sonu - from OM Vegetarian Café
Level 2: Vernaz Rai and Zeena Chhetri
Level 3: Linda and Warrick Steabben – from Complete Hospitality Training
Level 4: Anastasiia Pustovit and James Hallal
Level 5: Syed Ali and Drudpad (Rupert) Gurung
Level 6: Shusil Tamang and Suresh Shrestha
Level 7: Sowmini Menon and Sheela Pappachan
Level 8: Swojan Karki and Buddhi Raya
4. Procedure

In case of fire: The Chief Warden will go directly to ground level, where the emergency panel and microphone are located. He will open the panel with the key or break the small glass box, if there is no key. He will announce the occurrence of an emergency situation over the public speaker system, as follows: “Ladies and gentlemen, your attention please! There is an emergency situation in the building. Please evacuate by the nearest exit and follow the instructions given by the wardens. Please do not use the lifts – use only the two staircases and make your way down to ground level immediately.”

Warden duties: Two wardens are assigned to each floor. In case of an emergency, one warden is responsible for leading everyone out of the building using staircases 1 and/or 2 and directing them to the assembly point at the corner of Elizabeth and Flinders Streets if exiting via the Elizabeth St exit or, if exiting via the back of the building, to the corner of Flinders and Rothsay Lanes. The second warden is responsible for checking that no one is left behind on the level/floor.

Important points to remember:
- Do not allow anyone to use the lifts
- Use White Caps for Chief and Deputy Wardens
- Use Red Caps for Floor Wardens
- Gather at designated assembly points
- Help everyone who needs assistance, especially the disabled
- Ring 000 for assistance

Once the evacuation is completed, the following announcement will be made by the Chief Warden, if it is safe to re-enter the building:

“Ladies and gentleman, your attention please! The situation is now under control. We can re-enter the building.”

If the situation remains unsafe, the Chief Warden will make an announcement appropriate to the situation which may include the need to temporarily suspend work operations.

5. Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description of modifications</th>
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<td>1</td>
<td>May 2013</td>
<td>Original</td>
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<tr>
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<tr>
<td>2</td>
<td>July 2013</td>
<td>Revision or wording and currency</td>
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<tr>
<td>2.1</td>
<td>October 2013</td>
<td>EPC and floor wardens changes</td>
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<tr>
<td>3.0</td>
<td>July 2015</td>
<td>Overall editing and update</td>
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