



1. Purpose

The purpose 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 college needs to evacuate the building for the safety of students, staff members or anyone else who is in the building at the time of emergency situation.

2. Responsibility

The CEO, as the organisation's Chief Warden, will be responsible for implementing evacuation procedures but in cases of the CEO's absence, the Campus Manager is responsible for the implementation of the emergency procedures.

3. Procedures

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

Committee:

Chair: CEO

Member: Campus Manager

Member: Student Support Officer

Member: Trainer

Emergency Evacuation Team Structure:

Chief Warden: CEO/Campus Manager

Deputy Chief Warden: Student Support Officer

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 we do not have a key. He will announce the 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 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 Warden
- Use Red Caps for Floor Wardens
- Gather at designated assembly points
- Help everyone who needs assistance, especially disabled
- Ring 000 or 112 for assistance

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

“Ladies and gentlemen, 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.