10.8 Fauna Park – Evacuation

**Purpose**

The Macquarie University Fauna Park stretches over 11Ha; and is committed to non-intrusive research. Induction is required To ensure the Health & Safety of all visitors and to assist Fauna Park Staff when required. All emergencies requiring an evacuation at the workplace have been identified. These include Fire, Biological or Chemical Hazard emergencies.

**Guideline**

**Evacuations**

The Building Warden, Emergency Wardens or Critical Response Personnel will judge if occupants need to evacuate.

- An animal liberationist attack or bomb threat may be treated as a Lock-down situation.
- Security will advise the Critical Response Personnel of the appropriate procedure. This will most likely apply to all buildings.
- Storm damage or natural disasters may require either an Evacuation or a Stay-put procedure depending on the level of damage and the type and strength of the storm / disaster.
- Security will advise the Critical Response Personnel of the appropriate procedure and which buildings this applies to.
- An evacuation map and procedure has been posted inside the entrance to each building to ensure a quick and safe evacuation of everyone who may be present at the Fauna Park.
- It clearly identifies routes to safe assembly areas and a description of the mechanisms for alerting people at the workplace to an emergency.
- It addresses all types of situations and hazards, which may arise at the workplace.

This procedure covers all staff and students who work in the Fauna Park.

Property is responsible for updating these notices regularly.
The Fauna Park Manager is responsible for making sure all workers and others in the workplace, such as contractors are accounted for in an evacuation.

- Notices have been posted stating that contractors must register at the Office in W21A before beginning work.
- They will receive Induction Information including an evacuation map; see Appendix 1, Trades Induction.
- Security also has a list of external contractors who have collected keys from their office.
- Security should cross-check with the Fauna Park Manager that these people have been evacuated.
- The First Aid Officer is responsible for providing special assistance for hearing, vision or mobility-impaired people, and include a process for accounting for persons. Emergency Wardens will assist.

Process for Accounting for Persons:

- The Fauna Park Manager is responsible for accounting for staff and others in the workplace in an evacuation.
- Security should cross-check the names of external contractors they have given keys to.
- The Building Warden and will collate information from Emergency Wardens, Scientific Officer/ First Aider and Academics.
- The Academics are responsible for making sure their students and visitors are accounted for in an evacuation.
- The First Aid Officer is responsible for making sure hearing, vision or mobility-impaired people are accounted for in an evacuation. Colleagues may be required to assist.
- Colleagues will also notify the Emergency Warden if an officemate is missing.

<table>
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<th>Contact Officer</th>
<th>Campus Security Manager</th>
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<tbody>
<tr>
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<td>1 July 2012</td>
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<tr>
<td>Approval Authority</td>
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<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
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