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Related documents: This document should be read in conjunction with the generic [UNSW building evacuation procedure](#) , [UNSW Emergency Roles and Responsibilities](#) and UNSW ECO Handbook

1. Purpose

This protocol is required to ensure that all wardens, first aiders and occupants are aware of the evacuation procedure specific to the Wallace Wurth building.

2. Scope

This protocol applies to all occupants of, and visitors to, the Wallace Wurth Building.

3. Definitions and acronyms used

Emergency Control Organisation (ECO) – This is made up of volunteers from UNSW staff. They have been trained to evacuate a building and to manage a situation until emergency services arrive. An ECO Team is made up of a Chief and Deputy Chief Warden, Floor Wardens and First Aid Officers.

Emergency services – Fire brigade, Ambulance or Police.

Chief Warden – this position can be replaced by a Deputy Chief Warden throughout the document.

4. Introduction

In the event of an emergency situation, the Emergency Control Organisation for the Wallace Wurth Building shall take charge until the relevant Emergency Services arrive.

Emergency situations that may arise include fire, bomb threats, earthquakes, floods, threats of violence and medical emergencies. There may be times when occupants have to remain in the building or when it's more appropriate that only part of the building is evacuated.

The list of Wallace Wurth emergency personnel can be found on the poster by the bubblers (Levels LG to 1) or kitchen (Levels 2 to 6) and on the Emergency Management website:
<https://sharepoint.unsw.edu.au/sites/OHS/emrgcy/Kensington%20Campus/Forms/AllItems.aspx> (zPass required).

5. Wallace Wurth emergency personnel can be identified by:

- Chief Warden – White cap and hi-vis vest
- Deputy Chief Warden – White cap and hi-vis vest
- Wardens – Yellow cap and hi-vis vest
- First Aid Officers – Green cap and hi-vis vest

If any emergency personnel will be absent for a period of time (e.g. annual leave, long-service leave) they should notify the other warden for the area and the Chief Warden, to ensure there is appropriate emergency coverage during the absence.

If anyone is both a warden and first aid officer, warden duties should take precedence during evacuation unless there is also a first aid emergency. Workers should use their judgement to assess where their skills are most needed.

6. The alarm sounds you hear

ALERT: Beep-beep: This is the alert tone and informs you to prepare to evacuate. This tone usually sounds for approximately 3 minutes; however it could sound for longer than this if the situation needs further investigation. Do not evacuate during this time. Use this opportunity to shut-down your work and gather your belongings.



EVACUATE: Woop-woop: When you hear this sound evacuate the building. Toward the end there is a voice over "Evacuate as directed". When evacuating, do not use the lifts. You must not take any drinks with you in case of spillage.



7. Building Fire Detection Systems:

The Wallace Wurth building has a number of detection systems that, when activated, will also activate the building's alarm system. These include:

- Smoke Detectors
- The Sprinkler System
- If there is a drop in Water Pressure in the Sprinkler System
- Activation of a Red break glass point
- * Activation of a White break glass point.

Activation of any of the first four items above will automatically:

- Register on the Fire Panel
- Set off the evacuation alarm and its cascade sequence
- Report to Security and the Local Fire Brigade.

* Note that if a White break glass point is activated, the evacuation alarm will sound but there is no automatic report to Security or the Local Fire Brigade.



8. The cascade system

The Wallace Wurth building alarm works on a cascade system:

Each area will hear the Alert Tone for three minutes, and then the Evacuate Tone. Different areas will hear these tones in a cascaded sequence.

For a detailed explanation of the Cascade Sequence, please see the diagrams in Appendix 2 at the end of this document. The details depend on the original source of the alarm (i.e. east wing, west wing or atrium, and which floor).

Note: It could take about 20 minutes before the alarm sound is cascaded and heard on all floors.

Some occupants get nervous when they hear the alarm on another floor (particularly due to sound travelling through the atrium); wardens should calm occupants and make them aware of the cascade system.

9. Overriding the cascade system

It is UNSW process that security or Chief Warden will normally over-ride the cascade system once they reach the EWIS panel. An announcement will be made and then the whole building will be put into simultaneous evacuation.

The fire brigade may decide to mute the alarm sounds when they arrive on site (to make it easier for them to communicate and be heard). If you have started to evacuate your floor and the alarm sound stops, the evacuation must continue, unless you have been told otherwise by the Chief Warden, Security or the Emergency Services. This will usually be via announcement on the PA system.

10. Floor wardens' response to initial alert “beep-beep” sound:

1. Put on your cap and investigate your area for any obvious signs of danger.
2. Go to the red phone (WIP). In the East Wing these are inside the marked cupboards (one at north fire exit, one towards the south exit). In the West Wing inside the marked cupboards (one at north fire exit, one at the south exit). On the ground floor west wing entrance there is an additional WIP inside a cupboard at the bottom of the central staircase.
3. Co-ordinate with other wardens who are available on the floor.
4. Pick up the red phone which connects to the control panel and inform the Chief Warden that you are manning the zone, any issues in your area (e.g. signs of smoke, injured person) and any action taken so far.
5. Ensure that people do not enter your floor (e.g. from the Lowy or Biosciences building).
6. Calm and reassure staff, students and visitors and advise them to be ready for evacuation.
7. Direct persons working in laboratories to prepare to shut down experiments and turn off gases etc.
8. Await any further instruction from the Chief Warden either by the red phone or through the PA system.
9. If the issue is resolved then the beep-beep alarm sound will stop; follow instructions from Chief Warden to stand down.
10. If the issue is unresolved the alarm will follow through to evacuation tone.

If there is a fire emergency on your floor, follow your training and judgment to assess whether to safely extinguish it or to start immediate evacuation. Raise the alarm by pressing the white break glass next to the red phone then call UNSW Emergency Number Ext. 56666 and inform the Chief Warden.

11. Floor wardens' response to evacuation “woop-woop” sound:

1. Inform occupants that they must now evacuate the area and assemble at the lawn in front of the Chancellery Building.
2. Direct people to the relevant fire exits i.e. North West Staircase, South West route to Bioscience, North East Staircase, South East route to Bioscience, through Lowy building (levels 2,3,4 and 5) or building main entrance/exits.
3. **Note that the west-wing central staircase is no longer a designated emergency exit route.** Do not use the central staircase (unless necessary) in the event of an evacuation, as it does not directly lead to outside. If there was a fire in the ground foyer area you could be entering into a dangerous zone. For more information about the emergency status of the central staircase, **see Appendix 1** at the end of this document.
4. If the warning instruction is illuminated red DO NOT ENTER above any of the exits then they must not be used, advise occupants of this and direct them to alternative exit:
 - Bioscience link warning: in case of alarm in Bioscience building
 - Lowy link warning: in case of alarm in Lowy building
5. Ensure persons with disabilities follow the instructions in their Personal Emergency Evacuation Plan (PEEP) or assist them into the stairwells (avoid central staircase unless necessary; see Appendix 1 for details). Stairwells are fire-protected*, so long as all connecting doors are kept closed. Inform the Chief Warden of the status of the person (e.g. using a WIP).
* See Appendix 1 for more details on the fire-protection status of the Central Staircase.
6. All wardens, to carry out the following:
 - Ensure no one uses the lifts
 - Search all rooms and inner rooms (including laboratories, toilets and stores)

- Ensure fire doors are closed
 - Where possible close all doors and windows (do not lock doors)
7. For PC2 laboratories or any restricted access areas ensure that you have swipe-card access to the area. As far as is practicable, don a gown before searching the area and wash hands when leaving
 8. Listen for any instruction over the PA from the Chief Warden.
 9. Return to the red phone and report to the control panel. Information that may need to be relayed includes:
 - If the issue is in your area: any updates on action taken so far.
 - Confirm whether the floor is clear of people.
 - The exact location of any persons with disabilities waiting in the stairwell.
 - If there is someone who refuses to leave and their whereabouts.
 - Any other relevant information.

The Chief Warden may give you instruction regarding manning the exits for when you have exited safely.

Note: if it is not practical to use the red phone on your floor proceed to another floor to use the phone there or report directly to the control panel on the lower ground floor East Wing south east corner.

10. Exit the floor and building.

11. The first warden to exit should collect the loud-speaker from Lowy reception or front desk (often this will be a warden from the ground or lower floors).

Loud speaker



12. Floor warden's role outside the building

Evacuation

1. All wardens meet outside the building and co-ordinate duties. You may have already received instruction from the Chief Warden during WIP communications.
2. Ensure that there is a warden or security guard positioned at all external exits/entrances to ensure no-one enters the building.
 - Entrance on Botany Street
 - Entrance (and north east fire exit) on High Street
 - Entrance (and north west fire exit) next to Lowy (this should usually be guarded by the Lowy security officer).
3. Use the loud-speaker to help direct people away from the Wallace Wurth building toward the assembly area.
4. When the area is cleared for re-occupancy by Emergency Services this will be communicated via the Chief Warden or Security. Pass this message on to the building evacuees that the building is safe to re-enter.
5. Ensure that wardens positioned at alternative entrances/exits are notified.

13. Chief warden response to initial alert “beep-beep” sound

1. Go immediately to the lower ground floor panel in the East Wing.
2. Inform UNSW Security that the alarm has been activated.
3. Follow the EWIS Response Operating Instructions to over-ride the cascade system: Turn panel to manual, use the PA to make the evacuation announcement, then initiate full evacuation of the building (*full instructions available at the panel*).
4. Receive any calls from wardens.
5. Notify occupants via PA system if the alarm is stopped prematurely (e.g. by fire brigade) to ensure occupants do not become confused.

14. Chief warden response to evacuation “woop-woop” sound

1. Receive calls from the wardens and record on the panel and evacuation log once a floor has been confirmed as clear.
2. Ensure all ground-floor entrances to the building are manned by a warden. Direction may be given to UNSW Security to assist with this.
3. Inform the fire services on the evacuation status of both wings.
4. Notify occupants via PA system if the alarm is stopped prematurely (e.g. by fire brigade).

5. Provide Dangerous Goods Manifest to the fire services (if requested). This Manifest is located in a pocket, on the inside of the EWIS Panel door.
6. Provide updates to UNSW security based on information provided by the Fire Services.
7. Coordinate re-entry to the building once confirmed safe by Fire Services. Assistance may be sought from UNSW security to inform evacuees.
8. Complete the building evacuation form.

15. First aider's response to initial alert "beep-beep" sound

Put on your cap, fetch the portable first aid kit on your floor and take direction from the floor warden if your assistance is needed.

16. First aider's response to evacuation "woop-woop" sound

Exit the building following instructions from the floor warden; take a portable first aid kit with you, if it is safe to do so. As necessary provide first aid treatment at the assembly point until Emergency Services arrive.

17. Floor warden and first aiders response after an evacuation

Floor wardens to return the loud speaker to Lowy Reception Desk, help to open up the automatic fire doors that closed during the evacuation and check the red phone is on the hook. Ensure ground floor fire curtain is retracted (contact FM Assist if necessary).

Floor wardens to report any observations or discrepancies noted with the evacuation process to the Chief Warden.

Appendix 1

Notes on the Emergency Status of the Central Staircase in Wallace Wurth West

June 2014

Following the major redevelopment of Wallace Wurth, the Central Staircase in Wallace Wurth West is no longer a designated emergency exit. The Central Staircase does not exit directly to the outside of the building, instead taking you to the ground/lower ground floor, and there is no warning if the fire was in these areas.

The designated emergency exits are those exits which have a "Running Man" exit sign. The Central Stairway no longer has these.

However the Central Stairway does have "Fire Safety Door" and "Offences relating to Fire Exits" signage from levels LG up to 5 (excluding the separate, open staircase from level 5 to 6).

Thus the Chief Warden enquired about the official status of the Central Staircase in an emergency situation.

The following description was given by Nathan W. Smith, Senior Project Engineer (Building) with Lend Lease, in an email dated 26 May 2014:

"The central staircase (Stair 7) has been addressed in the Fire Engineering report. It has been nominated as a stair located within a fire isolated shaft, so can be used as a point of refuge if necessary."

(This description would exclude the separate, open staircase between levels 5 and 6. That new section is not fire-isolated, and does not have fire-door labelling etc.)

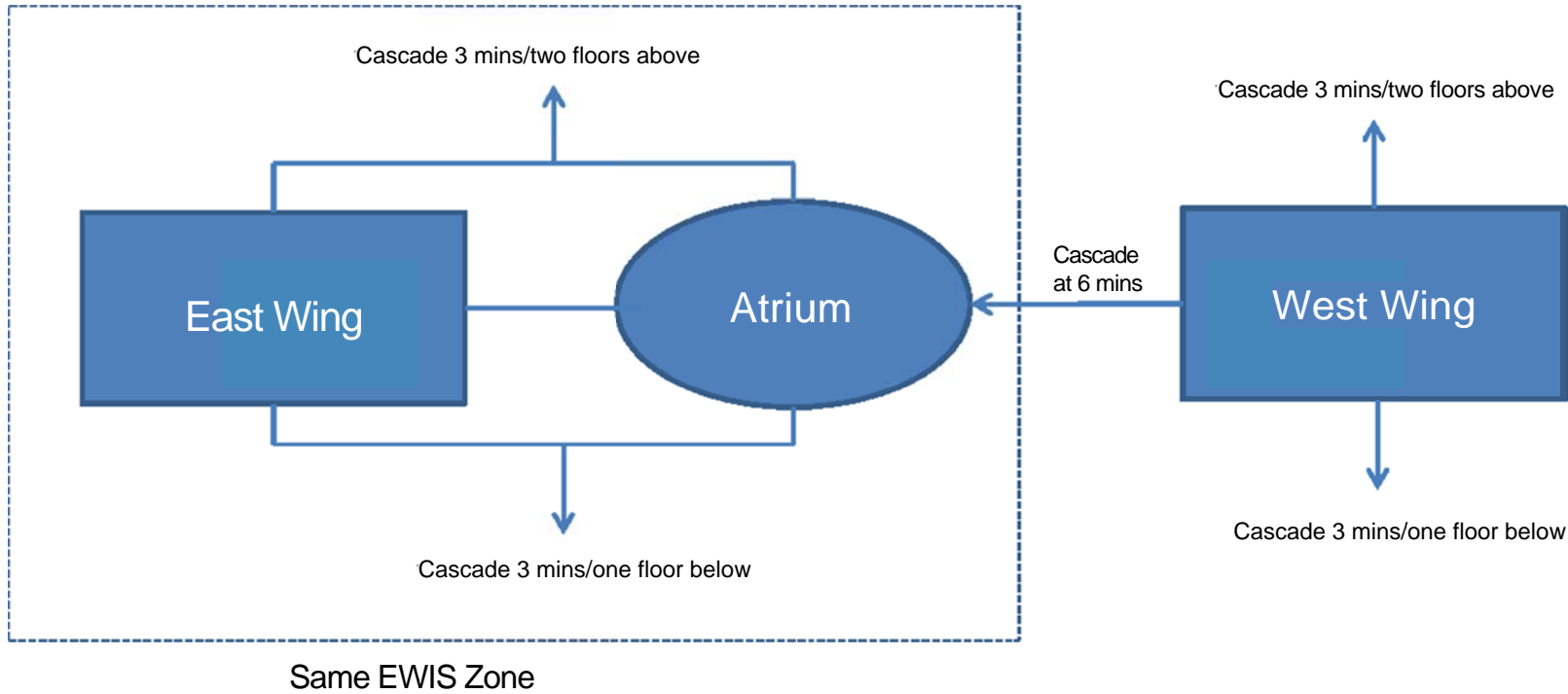
Thus the Central Staircase:

- Is a fire-rated staircase between levels LG and 5 (excluding the separate stairs from level 5 to 6).
- Is not currently a designated emergency exit.
- Is available as a point of refuge (excluding the separate stairs from level 5 to 6).

The latter "point of refuge" detail is important when writing Personal Emergency Evacuation Plans (PEEPs) for occupants with mobility difficulties. The Central Staircase is not the most preferred option, however it is available as a point of refuge if needed, for occupants on levels LG to 5.

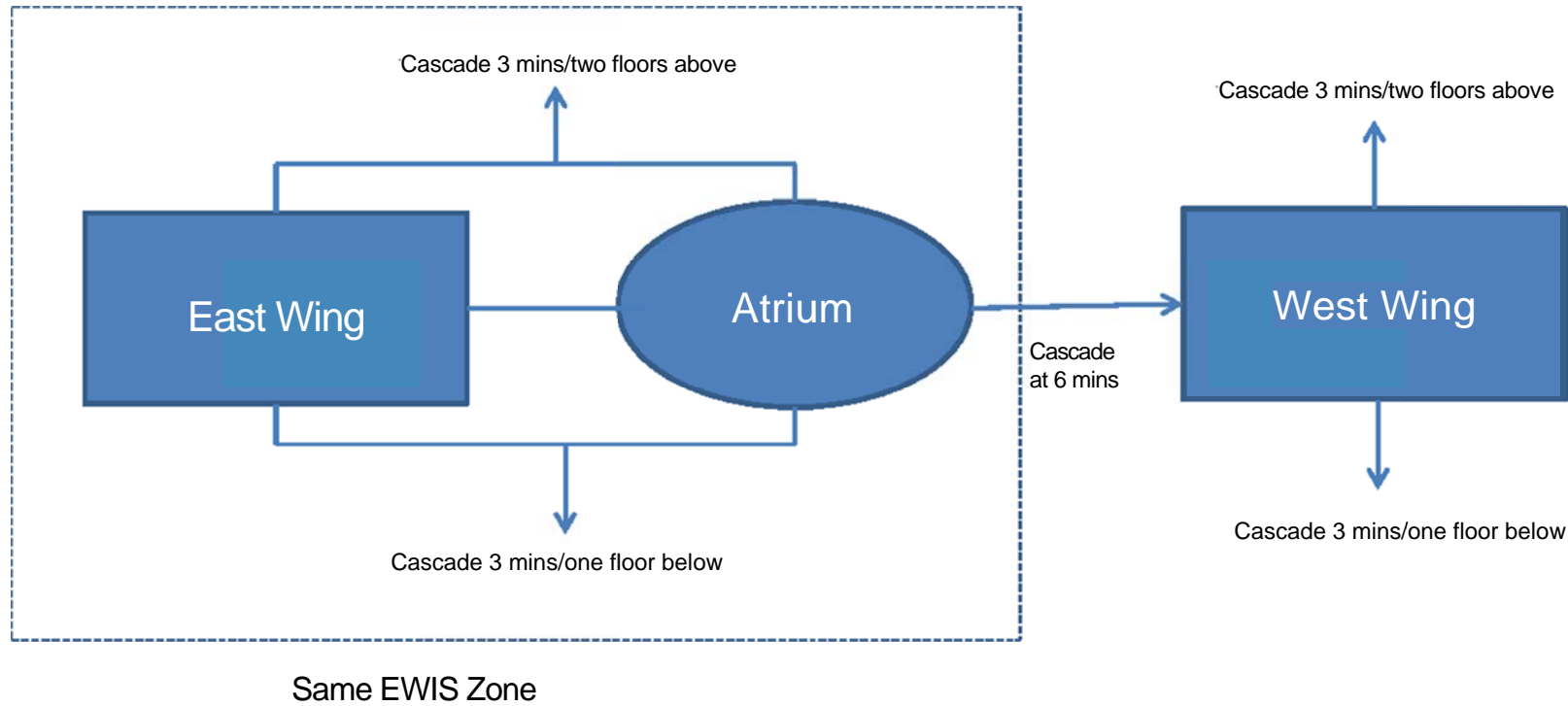
Appendix 2

Wallace Wurth Building – Cascade Sequence for West Wing as Fire Affected Floor



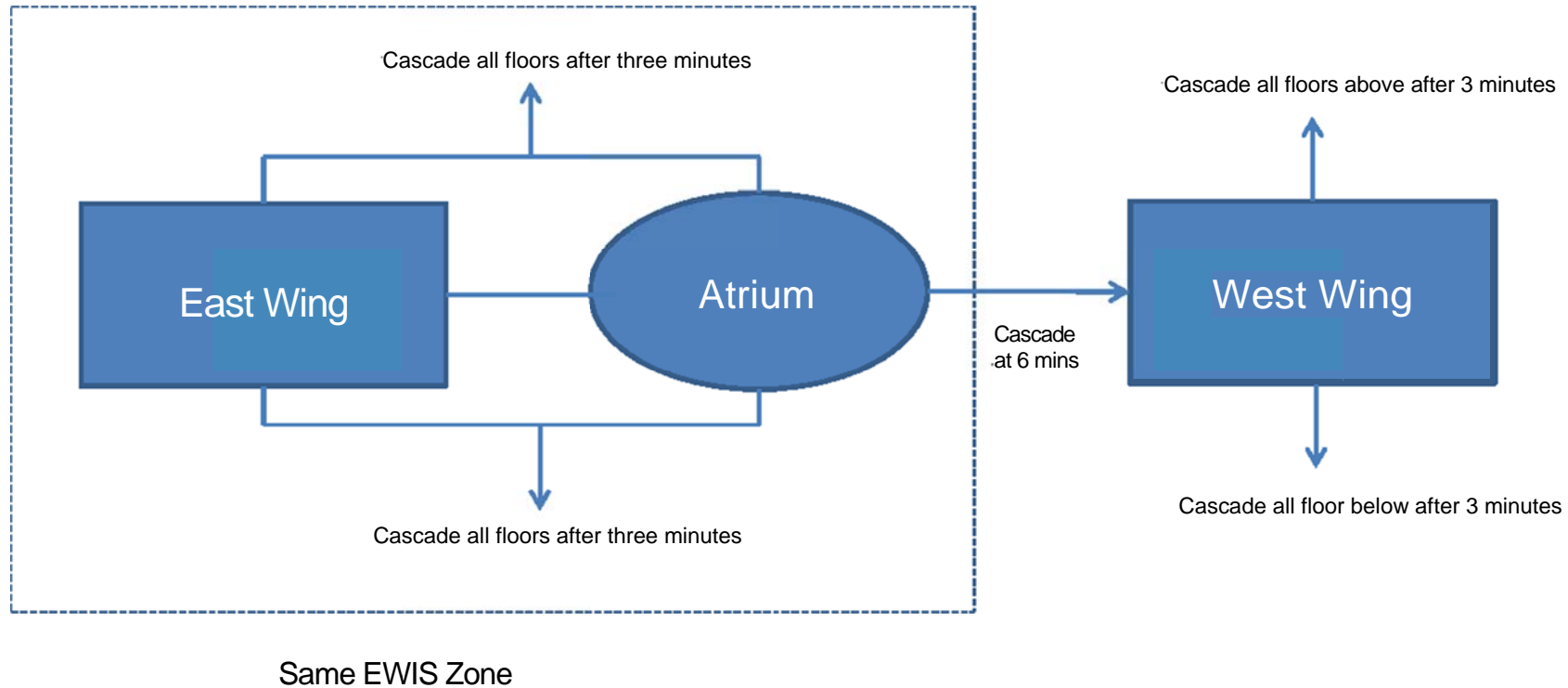
Note: First alert tone, followed by alarm tone at three minutes.

Wallace Wurth Building – Cascade Sequence for East Wing as Fire Affected Floor



Note: First alert tone, followed by alarm tone at three minutes.

Wallace Wurth Building – Cascade Sequence for Atrium as Fire Affected Floor



Note: First alert tone, followed by alarm tone at three minutes.