

Non emergency evacuation of people with mobility disabilities during power or lift failures

It is the responsibility of Heads of Schools/Units to identify if you have any staff members or students with disabilities who may require evacuation assistance to leave a building if there is a power blackout or lift failure. In the case of staff – ensure that security is aware that you have staff members who may require assistance in future situations.

In the event of a power failure or lift breakdown if there is a person who is unable to utilise stairs to exit a building, i.e. a person who uses a wheelchair, then the following procedures should be followed:

- Speak with the person to identify if they need to leave the building or floor in the next ½ hour.
- In consultation with the person, decide who the nominated liaison person will be (note this can be the staff member who requires assistance).
- Nominated person will contact Security on 88888 to:
 - a. notify security of the need to evacuate a staff member or student and the reason for the required assistance i.e. no lift / no power
 - b. security will contact the appropriate University personnel and/or area to confirm how long power or lift breakdown will last
 - c. security will inform the nominated person of the timelines involved and confirm that evacuation is required.
- If evacuation required:
 - a. security will then arrange for a call to be made to the MFB on 82043600 for a code green call
 - b. security will inform the nominated person of the ETA of the assistance and attend to await arrival of the MFB
 - c. If the MFB have not responded with a reasonable time frame security will re-contact them to confirm assistance is on its way, ascertain what has caused the delay and the approximate ETA.

In order to ensure that these procedures remain effective and to identify any issues for concern:

- Security will send an email to Consultant HR Services (Disability) to:
 - a. inform them of the event
 - b. advise of any unforeseen complications, amendments to processes or other recommendations to be followed up.
- These procedures will sit as a standard operating procedure within the security system, be linked to the evacuation procedures, HR and FLC web sites, and be reviewed by all three Units/areas as required.