



**VAAL UNIVERSITY
OF TECHNOLOGY**
Inspiring thought. Shaping talent

**Department: Occupational
Health and Safety**

**Subject: Evacuation Planning
Procedure**

Doc No: OHS 043
Rev No: 01
Compiled by: OHS.
Approved by: Mapule Mashitisho
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EVACUATION PLANNING PROCEDURE

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Preamble

The Vaal University of Technology has a moral and legal obligation to safeguard and protect its students, staff and visitors against injury, diseases as well as risks to health & safety within the university.

1. Purpose

Evacuation planning is aimed at minimizing the possibility of an emergency arising, and at instituting effective action to minimize the consequences of an emergency should it occur.

2. Objective

Evacuation planning objectives are to:

- a. Identify, evaluate, and avoid or to minimize the risk of injury, loss, damage, or disruption.
- b. Identify and protect vital installations, services, and vulnerable areas.
- c. Formulate effective control over any emergencies.
- d. Exercise effective control over any evacuation situation.
- e. Ensure that all staff who are linked to the emergency structure comply with an approved standard of proficiency.
- f. Ensure that sufficient and effective emergency equipment is available.
- g. Establish and maintain communication with external emergency organizations.
- h. Ensure that all employees, students, and visitors are conversant with the emergency and evacuation procedures.

3. Fire emergency procedures

Fire during working hours

3.1 General

- 3.1.1 Raise the alarm for people to evacuate.
- 3.1.2 Any person discovering an uncontrolled fire must notify or get someone to notify the Protection Services Control room.
- 3.1.3 Inform the Control room operator of the exact location of the fire and the extent of the fire.
- 3.1.4 Try to control the fire with the available firefighting equipment.
- 3.1.5 The Control room operator will notify the fire brigade if necessary.



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- 3.1.6 Evacuate the area and move to the nearest assembly point.
- 3.1.7 Heads of departments, Lectures, Fire team members, Safety representatives and Protection Services Officers will take control of all staff, students, and visitors.
- 3.1.8 The person reporting the fire to Protection Services will also report whether there are any casualties.
- 3.1.9 If there are casualties, the Control room operator will notify the emergency care unit.

4. Evacuation on hearing the alarm

- 4.1 Do not panic.
- 4.2 Collect personal belongings unless instructed not to do so.
- 4.3 If possible, switch off all machinery and electrical equipment.
- 4.4 If possible, close all windows and doors.
- 4.5 Do not run but move quickly to the nearest safe exit and from there move to the assembly point.
- 4.6 Before opening any door, feel it near the top. If this is too hot to touch, do not open it (Use the back of your hand to touch doors or walls when evacuating a building filled with smoke or when the visibility is poor). In case of thick smoke, keep your head as low as possible.
- 4.7 Do not use the lifts at any time during the evacuation.
- 4.8 A designated person will take control at the assembly point.
- 4.9 Await the "all clear" call from the OHS Officer before returning to offices and classes.


5. If you are trapped inside a building

- 5.1 Call the Protection Services Control room and tell them your exact location and situation.
- 5.2 If possible, try to put some water-soaked fabrics at the bottom of the door to prevent smoke from entering.
- 5.3 If possible, retreat and close all doors between you and the fire.
- 5.4 Hang or wave a piece of light-colored cloth from a window to attract attention from the people who are outside the building. Do not attempt to jump.

6. Do's and Don'ts in case of fire

DO-

- 7.1. Report the fire-do not assume that someone else will.
- 7.2. Activate the nearest alarm box (know their location).
- 7.3. Close doors to delay the spread of fire.

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- 7.4. Use only the stairs when evacuating the building.
- 7.5. Assemble outside the building at the designated assembly point.

- DON'T-

- 7.6. Panic (help will be on the way).
- 7.7. Use lifts, even if they appear to be perfectly safe (they may turn into fatal traps).
- 7.8. Break windowpanes without good reason as falling glass may injure people below.
- 7.9. When leaving, open a closed door before feeling whether the top or the handle is hot (if it is, keep the door closed as flames on the other side will blast through the slightest opening with tremendous force).
- 7.10. Turn back to fetch your belongings if you are instructed to leave.
- 7.11. Congregate in the stairwells (**keep to the right** and move down and out of the building).


8. Fire after working hours.

- 8.1. Any person discovering an uncontrolled fire needs to notify or get someone to notify the Protection Services Control room.
- 8.2. Inform the Control room operator of the extent of the fire.
- 8.3. The Control room operator will call the fire brigade.
- 8.4. Try to control the fire with the available firefighting equipment. Remember "Safety first". Personnel will be trained in the use of firefighting equipment.
- 8.5. The Control room operator will notify the emergency control team.
- 8.6. The person reporting the fire to Protection Services will also report whether there are any casualties.
- 8.7. If there are casualties, Protection Services will notify the emergency care unit.

9. Fire in residences (day or night)

General

- 9.1. Any person discovering an uncontrolled fire must raise the alarm by pushing the evacuation alarm knob or notify the residence Security Personnel on duty or residence manager.
- 9.2. The residence manager and Protection Services Personnel on duty will call the fire brigade.
- 9.3. The Protection Services Personnel on duty will notify the Control room operator.
- 9.4. The Protection Services Personnel and Residence manager will assist with the evacuation process.
- 9.5. The Protection Services Personnel will control the situation.

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9.6. On hearing the alarm, Protection Services will assist in opening all exit doors.

10. Evacuation on hearing the alarm.

- 10.1. Do not panic.
- 10.2. Do not stop to collect personal belongings unless instructed to do so.
- 10.3. If possible, switch off all electrical equipment.
- 10.4. If possible, close all windows and doors.
- 10.5. Do not run but move quickly to the nearest safe exit and from there move to the designated assembly point.
- 10.6. Do not use the lift at any time during an evacuation.
- 10.7. Stay at the assembly point, where roll call will be taken.
- 10.8. Await the “all clear” call from the Occupational Health and Safety Officer before returning to classrooms and offices.

11. Gas and acetylene cylinders in fires

Since gas cylinders may explode in fires, it is essential to evacuate the immediate area by going to the designated assembly point.

- During the fire

- 11.1. Do not approach or attempt to move the cylinders.
- 11.2. Raise the alarm.
- 11.3. Notify the Control room.
- 11.4. The operator must try to determine from the caller how the fire started and what type of gas is involved.
- 11.5. The Control room operator will notify the Fire brigade.
- 11.6. The area must be evacuated.
- 11.7. If there are casualties, call the emergency care unit.
- 11.8. When the fire brigade arrives, the responsible person must inform them of the location of the cylinders, the number of cylinders and the type of gas they contain.
- 11.9. After the fire has been extinguished, watch the cylinders from a safe distance.
- 11.10. If steam appearing on the surface of the cylinders when sprayed with a firehose, continue spraying. Take care that the force of the spray jet does not knock cylinders over.
- 11.11. Check at half-hourly intervals until no steam is visible on the surface of the cylinders.



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- 11.12. When the steam has disappeared, check from a safe distance whether the cylinders remain wet for half an hour after being sprayed.
- 11.13. When the entire surface of each cylinder has remained cool for one hour, immerse the cylinder in water.
- 11.14. After 12 hours, the supplier may safely recover the cylinders.
- 11.15. The fire brigade will assist with the above.

12. General training (The need for training)

- 12.1. All staff, students and contractors must be trained in the evacuation procedures.
- 12.2. The use of firefighting equipment where possible needs to be explained to all staff and students.
- 12.3. All Protection Services staff will be trained in firefighting and basic first aid.

13. How to use a portable fire extinguisher

- 13.1. Pull the pin.
- 13.2. Aim at the extinguisher nozzle at the base of the flame.
- 13.3. Squeeze the trigger while holding the extinguisher upright.
- 13.4. Sweep the extinguisher nozzle from side to side, covering the area of the fire.
- 13.5. Do not use water when extinguishing an electrical fire.
- 13.6. Remember "Safety first".
- 13.7. When using a fire hose reel, open the valve, un-roll the fire hose reel and approach the fire from a safe distance, open the fire hose nozzle and direct it to the base of the fire.

14. Responsibilities of the safety officers

The Safety officers will.

- 14.1. Appoint emergency personnel and set out their duties in writing.
- 14.2. Ensure that the necessary training takes place.
- 14.3. Ensure that all personnel where possible are adequately trained to summon emergency services without delay when authorized to do so, and to initiate emergency interventions and care.
- 14.4. Ensure that emergency personnel are easily identifiable.
- 14.5. Ensure that communications are effective and that clear or coded instructions can be given to emergency personnel in any part of a complex with the minimum loss time.



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- 14.6. Ensure that all exits, evacuation routes, firefighting equipment and disaster equipment are prominently marked and displayed.
- 14.7. Ensure that the required emergency equipment is kept serviceable and secured.
- 14.8. Ensure that emergency equipments are serviced and well maintained, report deviations to the responsible department.
- 14.9. Ensure that status reports are received from all team members after all emergency situations.
- 14.10. Ensure that regular drills are held at least twice a year.
- 14.11. Liaise closely with other organizations in the community with a view to mutual aid.
- 14.12. Ensure that the emergency planning and procedures policy is regularly reviewed and updated after any emergency or once a year.

15. Firefighting team members responsibilities


- 15.1. On hearing the alarm, the fire team members of the area will move to the affected area. The fire team leaders will take control of the situation.
- 15.2. Fire team members will respond to emergency calls.
- 15.3. Assist in the evacuation procedures.
- 15.4. Assist fire brigade if necessary.
- 15.5. Assist the first aid team and emergency care unit.
- 15.6. Control bystanders.
- 15.7. The fire team leader will submit a written report to the Occupational Health and Safety Manager.

Note: All Protection Services staff will be trained in firefighting

16. First aid team members responsibilities

- 16.1. On hearing the alarm, the first aid team members of the area will take the **first aid box** and move to the affected area.
- 16.2. If there are any casualties, they will assist and treat the injured until the emergency care unit arrives. If the area is unsafe, they will remove the injured to a safe area.
- 16.3. After the situation has been brought under control, first aiders will submit a full report to the Occupational Health and Safety Manager.
- 16.4. Used stock in the first aid box will be replaced at OHS office.
- 16.5. After treatment of casualties, the dressing book will be completed.

17. Protection services staff

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- 17.1. On receiving the call about an uncontrolled fire, establish the area of the fire and the extent of the risk.
- 17.2. Establish whether there are any casualties and notify the emergency care unit.
- 17.3. Notify the fire brigade if necessary.
- 17.4. Ensure that the fire brigade and the emergency care unit have access to the area of the fire. Entrances are to be always kept clear.
- 17.5. Escort the fire brigade and emergency care unit to the area of the fire.
- 17.6. Cordon off the area.
- 17.7. Keep bystanders under control.
- 17.8. Do not allow any unauthorized persons or vehicles to enter the area.
- 17.9. Watch the wind direction since the fire may turn.
- 17.10. Complete the occurrence book.
- 17.11. Forward a report to the Occupational Health and Safety Manager.

Note: Protection services will take full control after hours.

18. Receptionist will.

- 18.1. Remain at his/her post unless the immediate area is under threat of fire.
- 18.2. Keep phone lines clear as far as possible.
- 18.3. Not provide information about the situation to external parties unless the Executive Director Advancement gives specific instructions to do so.

19. Lifts

- 19.1. People who get stuck in lifts will press the emergency bell, which will alert Protection Services.
- 19.2. If in possession of a cell phone, contact the Control room, the numbers are displayed in the lifts.
- 19.3. The Protection Services Personnel will notify the contractor whose number is available on speed dial.
- 19.4. The occurrence book will be completed.

20. Emergency escape doors



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- 20.1. Emergency escape doors will be locked and indicated by proper signage. Emergency doors must be able to open only from the inside of the building.
- 20.2. All staff should know how to open an emergency escape door.
- 20.3. Escape doors will be always kept clear.
- 20.4. All signage indicating routes to emergency escape doors will be displayed clearly.
- 20.5. The Occupational Health and Safety Department will complete and consider a checklist of all emergency escape doors.
- 20.6. All emergency doors will be numbered.
- 20.7. Alarms will be connected to all emergency exit doors.
- 20.8. The Fire Marshalls/SHE representatives will conduct random inspections monthly on fire equipment, assembly points. All deviations will be reported to the OHS Department.

21. Biological, Chemical or Radioactive contamination procedures after exposure

- 21.1. If personal protection or any other clothing becomes contaminated, it will be removed and placed in a plastic bag or container labeled "Biomedical, Chemical contaminated equipment".
- 21.2. The clothing may not be used again until it has been decontaminated under the direction of the Occupational Health and Safety Department and the Head of department.
- 21.3. Under no circumstances may contaminated clothing be removed from VUT premises without the Occupational Health and Safety Department and the Head of the department permission.
- 21.4. If skin has been exposed to a hazardous biological, chemical, or radioactive substance, it should be washed thoroughly with soap under running water for at least 10 minutes while SOP is being adhered to.
- 21.5. Any incident of accidental exposure to hazardous biological, chemical, or radioactive substance needs to be reported to the Occupational Health and Safety Department, Occupational Health Nurse, and the Radiation Control Officer immediately. The Occupational Health and Safety Department will ensure that the affected person receives the correct treatment. The incident needs to be reported to the Inspector of Department of Labour and Employment, the Compensation Commissioner, and the Department of Health by OHS manager.
- 21.6. All SOP (Standard Operational Procedures) to be adhered to.

22. Major chemical spill



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- 22.1. Report the incident to the Occupational Health and Safety Department, departmental Head and Protection Services so that the matter can be reported to HAZMAT response unit. Always avail Safety Data Sheets.
- 22.2. Notify the emergency care unit and the Health Practitioners if any persons have been affected.
- 22.3. Do not smoke in the area.
- 22.4. The Occupational Health and Safety Department will take charge of the cleaning process following HAZMAT NOTIFICATION.
- 22.5. Do not dump or sweep the spill into the drainage system.
- 22.6. Protection Services will keep people away from the area.
- 22.7. Protection Services will record the details in the occurrence book.
- 22.8. SOP instructions must be adhered to.

23. Evacuation procedures for major chemical spill

- 23.1. Evacuate the affected area and move to the assembly point.
- 23.2. Do not panic or run.
- 23.3. If persons have been injured, supply the medical personnel with a data sheet on the hazards of the chemical.

24. Procedure after an emergency of major chemical spill

- 24.1. Safety checks will be conducted by the Occupational Health and Safety Manager, Safety Officers, Occupational Health Nurse, Safety Representatives and Head of the department for the area concerned.
- 24.2. They will determine whether the emergency is under control or not.
- 24.3. They will inspect the area for hazardous and unsafe conditions, and check for new hazards resulting from the incident.
- 24.4. They will make sure that damaged structures and equipment have been rendered safe.
- 24.5. Staff and students may only be allowed to enter the area when it has been declared safe by the Head of the department.
- 24.6. The area will be cleaned up by the HAZMAT response unit.

25. Investigations after an emergency.



- 25.1. Investigate the affected area or the incident.
- 25.2. Establish the cause of the accident or incident.
- 25.3. Ensure that adequate preventative measures are introduced.
- 25.4. Submit a report to the SHE Committee and Vice Chancellor 16.1.
- 25.5. Seek legal advice if necessary.

26. Evacuation procedures and assembly points

- 26.1. When the fire alarm is raised, staff and students on all floors in all buildings must follow the evacuation signage (white arrow and running figure on green background) to the emergency exits.
- 26.2. Always use the shortest evacuation route to leave the building through the emergency exit door on the ground or first floor.
- 26.3. Do not use lifts-use only the staircases and emergency exit routes.

27. Assembly points

- On leaving buildings, staff and students must gather at the assembly points designated below.

27.1. A-block, AW-block, B-block, and CW building


Evacuate to assembly point **B**, is situated on the grass area in front of vehicle gate leading to Desmond Tutu Great Hall and Administration building (Front Vehicle gate V-2 AND V-3). Alternative assembly point is **A**, it is situated next to vehicle parking behind Desmond Tutu Great Hall (Next to Pedestrian gate P-1 AND Vehicle gate V-1). Alternative assembly point for the NEW IT & REGISTRATIONS BUILDING is **C**, it is situated on the grass area next to Campus main entrance gate, in front of vehicle gate leading to Protection Services Office.

27.2. Gym hall, Project & services, Motor-fleet, TT-block, Exams and C-block

Evacuate to assembly point **A**, it is situated next to vehicle parking behind Desmond Tutu Great Hall (Next to Pedestrian gate P-1 and Vehicle gate V-1).

27.3. V-block, D-block, E-block, Y-block, U-block, Library and F-block

Evacuate to assembly point **C**, it is situated on the grass area next to main campus entrance gate, in front of vehicle gate leading to Protection Services Office.

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27.4. New Engineering Building, RST-blocks, M-block, J-block AND P-block, African Language and Disability building

Evacuate to assembly point **E**, it is situated on the open space behind T-Block (Next to Pedestrian gate leading to Bedworthpark student entrance).

27.5. G-block, GW-block, K-block, Cafeteria and N-block

Evacuate to assembly point **D**, it is situated on the grass area next to student's car parking in front of N-Block staff car parking (opposite campus clinic). Alternative assembly point for GW-Building is **C**, it is situated on the grass area next to main campus entrance gate, in front of vehicle gate leading to Protection Services Office.

27.6. Isak styl stadium

27.6.1. VUT FM building

Evacuate to assembly point situated next to the netball court.

27.6.2. Pavilion rooms, club house and storeroom buildings

Evacuate to the assembly point situated on the grass area next to the stadium entrance gate (Inside the premise).

27.7. Vanderbijlpark student residences on campus.

27.7.1. Meloding, Kutlwanong, Khayaletu, Dinaleding, Residence waste site, Cafeteria, Protection services control Room and Khomanani.

Evacuate to assembly point **A**, it is situated on the grass area next to the DELIVERY gate (Inside the premises next to Khomanani residence).

27.7.2. PRIMA, BOIKETLONG, MATRONS RESIDENCES, GUEST HOUSES, UHURU, LESEDING-ABC &E, TSALANANG DFG & H, HALL-J or KIOSK, LETHABONG-LMN & P, SINQOBILE-RST &U, STAFF KITCHEN, AND HALL-K or LAUNDRY.

Evacuate to assembly point **B**, it is situated on the grass area next to the Tennis courtyard. (Inside the premises next to Boiketlong residence).



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27.7.3. Ubuntu, Dikgalala, Inkwenkwezi, Chapel and Lapa

Evacuate to assembly point **C**, it is situated on the grass area next to the Channel gate. (Next to Ubuntu & Dikgalala residence).

27.8. Southern Gauteng Science & Technology Park (Campus Sebokeng).

27.8.1. Technology transfer & innovation (TTI).

Evacuate to assembly point A, it is situated on the grass area next to the main entrance gate near the palisade fencing.

27.8.2. Institute of Chemical Biotechnology

Evacuate to assembly point A, it is situated on the grass area next to the main entrance gate near the palisade fencing.

27.8.3. EA, EC, ED, EF, HEALTH & WELNESS, EP, EL, EK, EQ, ES, ER, ET, EG, EE AND EB-block buildings.

Evacuate to assembly point **A**, it is situated on the grass area next to the main entrance gate near the palisade fencing.

27.8.4. EU, CAFETERIA, LIBRARY, AUDITORIUM A-1 TO A-4.

Evacuate to assembly point **B**, it is situated on the grass area next to the pedestrian gate leading to Library.



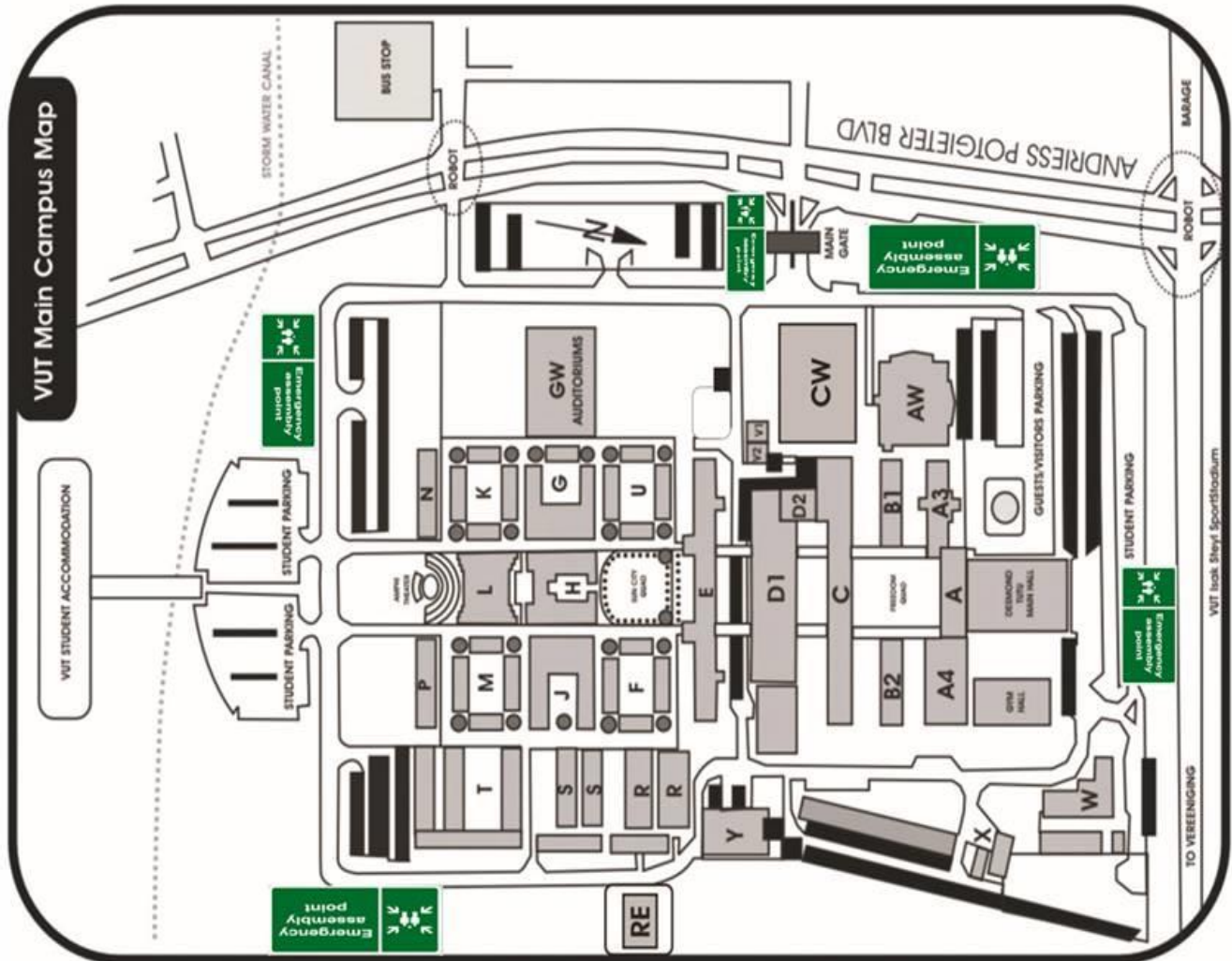
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APPENDIX A: Emergency Assembly points on Vanderbijlpark Campus





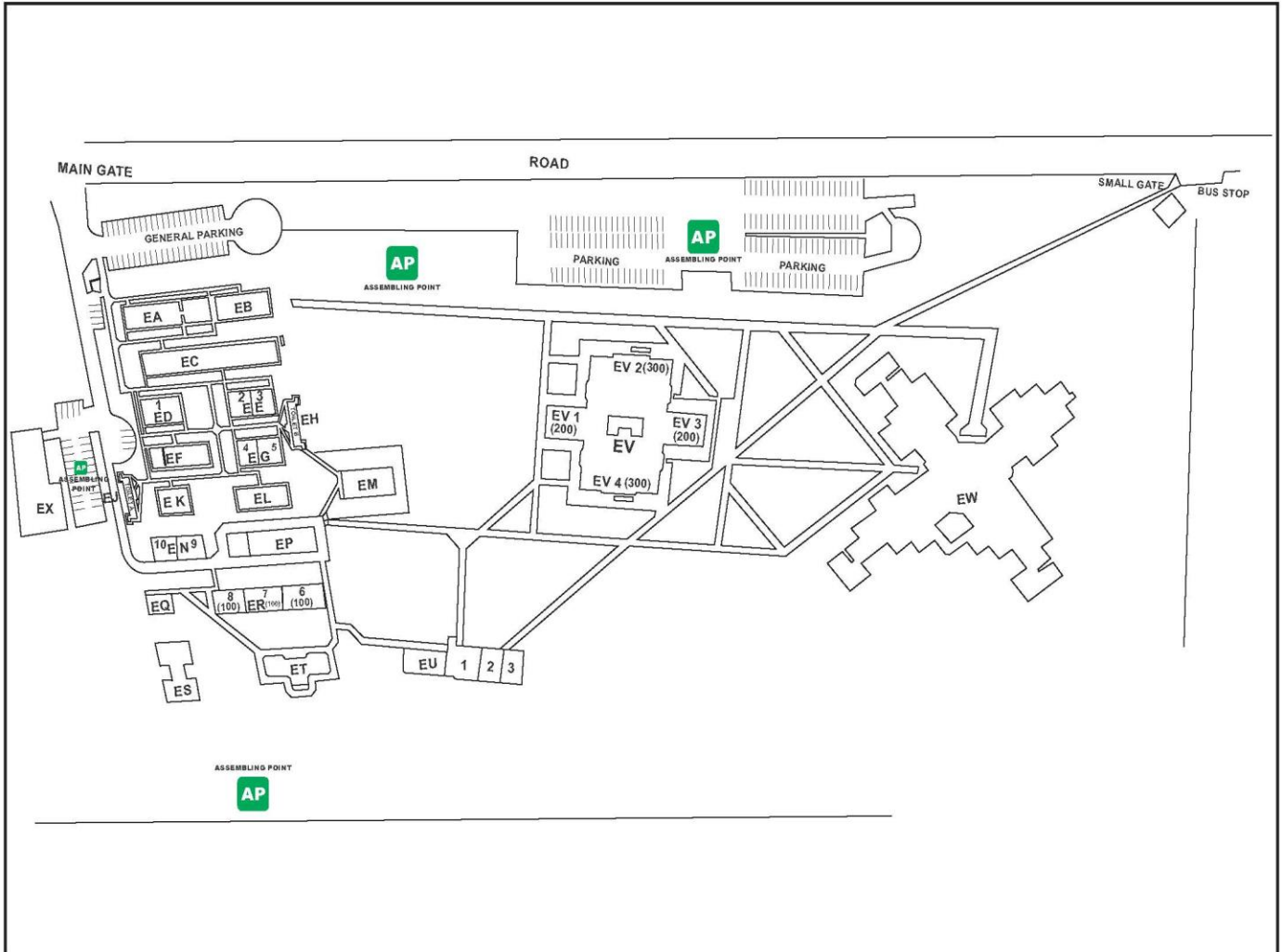
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APPENDIX A: Emergency Assembly points on Sebokeng Campus (SGSTP)



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