

For buildings with an EWIS EMERGENCY COLOUR CHART

(Appendix B.1)

Code Red
Fire/Smoke

WARDENS

Chief Warden
[Name and ext no]

Deputy Chief Warden
[Name and ext no]

- On hearing the fire alarm alert signal (beep...beep...)**
- Cease activities
 - Check immediate area for signs of fire/smoke
 - Prepare the area for possible evacuation and standby for further instructions.
- On hearing the evacuation signal (whoop....whoop...)**
- commence evacuation via designated exits. **Do not use lifts.**
 - commence **RACE** if Fire/Smoke identified in the immediate area
 - evacuate to the designated external assembly area
 - [...Insert location...]
 - Assist any person who requires assistance or inform the warden
 - Following "All clear" from the Wardens – re-enter the building.

- On discovery of Fire/Smoke**
- R**emove people -
from the vicinity of the fire/immediate danger
- A**lert the Fire Service (0) 000 and University Security (831) 35444 and other staff/visitors, adjoining offices
- C**ontain the fire
by closing the door (if possible)
- E**vacuate the area using the nearest safest exit or
Extinguish the fire if trained and safe to do so

Code Blue
Medical Emergency

FIRST AID OFFICERS

Insert name and ext no

Uni Security back-up
(831) 35444

- On discovery of a person who requires medical assistance**
- As a guide:
- If the person/patient is conscious**
- Obtain their name and details of their condition (symptoms)
 - Assess the urgency of their problem
 - Provide assistance if required.
- If the person has collapsed**
Follow First Aid procedures for **DRSABCD**
- FOR LIFE THREATENING EMERGENCIES ALWAYS PHONE (0) 000**
- ← For First Aid treatment**
- Contact the Designated First Aid Officer, or if unavailable
 - Contact Security Office

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|----------|--|
| D | Danger
Ensure the area is safe for yourself, others and the patient. |
| R | Response
Check for response i.e. ask their name, to open their eyes. |
| S | Send for help – Gain local First Aider assistance. Call triple zero (0) 000 or delegate. Provide details of exact location. Ensure someone is at the building/nominated entrance to direct the ambulance officers. Advise Security who will provide assistance. |
| A | Airway – Open their mouth. If foreign material present, place them in the recovery position and clear their airway with your fingers. |
| B | Breathing – Check for breathing (i.e. by look, listen or feel). If breathing, place in recovery position or if not, start CPR. |
| C | CPR – 30 chest compressions : 2 breaths
Continue until help arrives or person recovers. |
| D | Defibrillation
North Tce/Waite/Roseworthy campus - Contact Security (or delegate) who will arrange for a defibrillator to be brought to the location. |

Code Black
Personal Threat

- If a person's behaviour is "out of control" and you are concerned for your safety or the safety of others:
- Do not place yourself or others at risk
 - Obey the offender's instructions
 - Remain calm and attempt to de-escalate the situation
 - Alert other staff and/or raise the alarm with the Police when safe to do so.

- Once the offender has left -
- Request any witnesses to remain
 - Complete an offender description form as soon as possible prior to speaking with other staff (See Emergency Management Plan)
 - Secure the area until the Police/Security have completed their investigation, and request any witnesses to remain.

Code Purple
Bomb Threat

- If you receive a written threat:**
- keep the threat including any envelope or container
 - avoid any unnecessary handling to preserve evidence (e.g. fingerprints)
 - do not photocopy
 - contact the Chief Warden and Security and follow their instruction.
- If you receive a telephone threat:**
- do not disconnect the call
 - quickly record any information received and transfer to the bomb threat checklist available from your Floor Warden.
 - contact the Chief Warden and Security and follow their instruction.

- If you identify a suspect object**
(i.e. the object is unidentified, unusual or foreign to the environment, an obvious bomb – visible wiring, explosives)
- inform the Chief Warden who will assess the need to alert the Police
 - evacuate and cordon off the immediate area
 - do not move or touch any suspect object
 - avoid using any mobile phones or wireless technology devices until given the clearance by the Police.
- NOTE – Search procedures**
It should be noted that the Police do not conduct the search. The most appropriate personnel to carry out the search are the staff as they have the knowledge of "what belongs" and "what doesn't". The search is co-ordinated by the Chief Warden.

Code Orange
Evacuation

If an emergency requires an evacuation the Warden network will advise you of the nature and proximity of the hazards relevant to the situation and the safest path of egress to the assembly area.

Follow their instruction, secure your area and provide assistance if required.

Do not re-enter the building until given the "All clear" by the Emergency Services.

Code Yellow
Internal Emergency

- Hazardous Substances spill**
- Follow the procedures on the Safety Data Sheet and training
 - Contact Security.
- Services failure (e.g. power, water, gas)**
- Alert Security. Place signage (if applicable) to advise staff/occupants or public of the emergency.

- Biological exposure (e.g. blood, vomit, urine, needlestick, unknown substance/powder)**
- report any potential exposures to your Manager/Supervisor.
- Other emergencies**
- Report the issue to Security or contact the Emergency Services if life threatening.

Code Brown
External Emergency

The Chief Warden/Emergency Service will advise you on the course of action if an external emergency may impact on the building (e.g. offender in the vicinity of your building, chemical spill or gas leak in the vicinity, fire in an adjacent building, bushfire, threat of an explosion).

- It may involve an:
- evacuation;
 - lock-down of the building; or
 - shelter-in-place. Depending on the emergency.

FOR ANY EMERGENCY SITUATION WHERE ASSISTANCE IS REQUIRED CONTACT UNIVERSITY SECURITY (831) 35444) 35444