### EMERGENCY COLOUR CHART (For buildings with a single fire alarm signal) (Appendix B.2)

<table>
<thead>
<tr>
<th>Code Red</th>
<th>Fire/Smoke WARDENS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Warden [Name and ext no]</td>
<td></td>
</tr>
<tr>
<td>Deputy Chief Warden [Name and ext no]</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Code Blue</th>
<th>Medical Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST AID OFFICERS [Name and ext no]</td>
<td></td>
</tr>
<tr>
<td>Uni Security back-up (831) 35444</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code Black</th>
<th>Personal Threat</th>
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<tbody>
<tr>
<td>Code Purple</td>
<td>Bomb Threat</td>
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<table>
<thead>
<tr>
<th>Code Orange</th>
<th>Evacuation</th>
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<tr>
<th>Code Yellow</th>
<th>Internal Emergency</th>
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<table>
<thead>
<tr>
<th>Code Brown</th>
<th>External Emergency</th>
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#### On hearing the fire alarm
- Cease activities
- Check immediate area for signs of fire/smoke
- Commence **RACE** if Fire/Smoke identified in the immediate area
- Commence evacuation via designated exits (Do not use lifts.)
- Evacuate to the designated external assembly area (see 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
- Remove people - from the vicinity of the fire/external danger
- Alert the Fire Service (0) 000 and University Security (831) 35444 and other staff/visitors, adjoining offices
- Contain the fire by closing the door (if possible)
- Evacuate the area using the nearest safest exit or Extinguish the fire if trained and safe to do so

#### 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.

#### 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.

#### 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 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.

#### Hazardous Substances spill
- Follow the procedures on the Material 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.

#### Other emergencies
- Report the issue to Security or contact the Emergency Services if life threatening.

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