

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

<p>Code Red Fire/Smoke</p> <p>WARDENS</p> <p>Chief Warden [Name and ext no]</p> <p>Deputy Chief Warden [Name and ext no]</p>	<p>On hearing the fire alarm</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cease activities <input type="checkbox"/> Check immediate area for signs of fire/smoke <input type="checkbox"/> Commence RACE if Fire/Smoke identified in the immediate area <input type="checkbox"/> Commence evacuation via designated exits <p>Do not use lifts.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evacuate to the designated external assembly area [Insert location] <input type="checkbox"/> Assist any person who requires assistance or inform the warden <input type="checkbox"/> Following "All clear" from the Wardens – re-enter the building. 	<p>On discovery of Fire/Smoke</p> <p>Remove people - from the vicinity of the fire/immediate danger</p> <p>Alert the Fire Service (0) 000 and University Security (831) 35444 and other staff/visitors, adjoining offices</p> <p>Contain the fire by closing the door (if possible)</p> <p>Evacuate the area using the nearest safest exit or Extinguish the fire if trained and safe to do so</p>														
<p>Code Blue Medical Emergency</p> <p>FIRST AID OFFICERS</p> <p>[Name and ext no]</p> <p>Uni Security back-up (831) 35444</p>	<p>On discovery of a person who requires medical assistance</p> <p>As a guide:</p> <p>If the person/patient is conscious</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain their name and details of their condition (symptoms) <input type="checkbox"/> Assess the urgency of their problem <input type="checkbox"/> Provide assistance if required. <p>If the person has collapsed Follow First Aid procedures for DRSABCD</p> <p>FOR LIFE THREATENING EMERGENCIES ALWAYS PHONE (0) 000</p> <p>← For First Aid treatment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the Designated First Aid Officer, or if unavailable <input type="checkbox"/> Contact Security Office. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; color: blue; font-weight: bold;">D</td> <td>Danger Ensure the area is safe for yourself, others and the patient</td> </tr> <tr> <td style="text-align: center; color: blue; font-weight: bold;">R</td> <td>Response Check for response i.e. ask their name, to open their eyes.</td> </tr> <tr> <td style="text-align: center; color: blue; font-weight: bold;">S</td> <td>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.</td> </tr> <tr> <td style="text-align: center; color: blue; font-weight: bold;">A</td> <td>Airway – Open their mouth. If foreign material present, place them in the recovery position and clear their airway with your fingers.</td> </tr> <tr> <td style="text-align: center; color: blue; font-weight: bold;">B</td> <td>Breathing – Check for breathing (i.e. by look, listen or feel). If breathing, place in recovery position or if not, start CPR</td> </tr> <tr> <td style="text-align: center; color: blue; font-weight: bold;">C</td> <td>CPR – 30 chest compressions : 2 breaths Continue until help arrives or person recovers</td> </tr> <tr> <td style="text-align: center; color: blue; font-weight: bold;">D</td> <td>Defibrillation North Tce/Waite/Roseworthy campus - Contact Security (or delegate) who will arrange for a defibrillator to be brought to the location.</td> </tr> </table>	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.
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<p>Code Black Personal Threat</p>	<p>If a person's behaviour is "out of control" and you are concerned for your safety or the safety of others:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do not place yourself or others at risk <input type="checkbox"/> Obey the offender's instructions <input type="checkbox"/> Remain calm and attempt to de-escalate the situation <input type="checkbox"/> Alert other staff and/or raise the alarm with the Police when safe to do so. 	<p>Once the offender has left -</p> <ul style="list-style-type: none"> <input type="checkbox"/> Request any witnesses to remain <input type="checkbox"/> Complete an offender description form as soon as possible prior to speaking with other staff (See Emergency Management Plan) <input type="checkbox"/> Secure the area until the Police/Security have completed their investigation, and request any witnesses to remain. 														
<p>Code Purple Bomb Threat</p>	<p>If you receive a written threat:</p> <ul style="list-style-type: none"> <input type="checkbox"/> keep the threat including any envelope or container <input type="checkbox"/> avoid any unnecessary handling to preserve evidence (e.g. fingerprints). <input type="checkbox"/> do not photocopy <input type="checkbox"/> contact the Chief Warden and Security and follow their instruction. <p>If you receive a telephone threat:</p> <ul style="list-style-type: none"> <input type="checkbox"/> do not disconnect the call <input type="checkbox"/> quickly record any information received and transfer to the bomb threat checklist available from your Floor Warden. <input type="checkbox"/> contact the Chief Warden and Security and follow their instruction. 	<p>If you identify a suspect object (i.e. the object is unidentified, unusual or foreign to the environment, an obvious bomb – visible wiring, explosives)</p> <ul style="list-style-type: none"> <input type="checkbox"/> inform the Chief Warden who will assess the need to alert the Police <input type="checkbox"/> evacuate and cordon off the immediate area <input type="checkbox"/> do not move or touch any suspect object <input type="checkbox"/> avoid using any mobile phones or wireless technology devices until given the clearance by the Police <p>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.</p>														
<p>Code Orange Evacuation</p>	<p>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.</p> <p>Follow their instruction, secure your area and provide assistance if required.</p>	<p align="center">Do not re-enter the building until given the "All clear" by the Emergency Services.</p>														
<p>Code Yellow Internal Emergency</p>	<p>Hazardous Substances spill</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow the procedures on the Material Safety Data Sheet and training <input type="checkbox"/> Contact Security. <p>Services failure (e.g. power, water, gas)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alert Security. Place signage (if applicable) to advise staff/occupants or public of the emergency. 	<p>Biological exposure (e.g. blood, vomit, urine, needlestick, unknown substance/powder)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report any potential exposures to your Manager. <p>Other emergencies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report the issue to Security or contact the Emergency Services if life threatening. 														
<p>Code Brown External Emergency</p>	<p>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.)</p>	<p>It may involve an:</p> <ul style="list-style-type: none"> <input type="checkbox"/> evacuation; <input type="checkbox"/> lock-down of the building; or <input type="checkbox"/> shelter-in-place. Depending on the emergency. 														

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