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

Remove people -
  from the vicinity of the fire/immediate 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

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

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

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