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WAITE CAMPUS

In the event of a

LIFE-THREATENING EMERGENCY

DIAL

(0)

Outside line

000

Police – Ambulance – Fire Service

THEN →

Explain the exact nature of the emergency and arrange to meet the emergency service provider

NOTIFY CAMPUS SECURITY

8313 7200 or 8313 5444

FIRE/SMOKE DISCOVERED

- R**emove people from immediate danger
- A**lert other occupants and Security activate (break glass) alarm if available
- C**ontain the fire – Close the door
- E**vacuate the area using the nearest safest exit or extinguish fire (if trained and safe to do so)
- Proceed to the designated assembly area
- Assist others to evacuate
- Follow designated escape routes and fire exit signage
- Await instructions from the Wardens or Emergency Services at the assembly area
- Occupants with Special Needs to activate their PEEP (Personal Emergency Evacuation Plan)

MEDICAL EMERGENCY

- On discovery of a person who requires immediate medical attention:
 - Call for assistance from others in the area
 - Check for danger in the area eg electrical faults, dangerous objects, substances
 - Contact Ambulance Service (or delegate)
 - Advise location
 - Nature of emergency (if known)
 - If trained, commence resuscitation or any other treatment warranted until assistance arrives.
 - Notify first aiders who work in the area (or delegate)
 - Notify Campus Security (or delegate)

Stay with the person until help arrives

EVACUATION

- Chief Warden** to brief Warden(s) on the nature/scale of the emergency, plan of action & safest path of egress.
 - Wardens to:**
 - advise occupants of path of egress
 - inform the Chief Warden if persons with disabilities cannot be evacuated
 - Occupants to:**
 - get your workplace ready to be left unattended
 - Save data and shut down computers
 - Turn off gas and electrical equipment
 - Take personal belongings
 - Proceed to the assembly area
 - Follow the Warden’s instructions
 - Do not re-enter the building until given the “All Clear”
 - Occupants with Special Needs to activate their Personal Emergency Evac. Plan
- DO NOT USE LIFTS**
FOLLOW designated exit routes

INTERNAL EMERGENCY

- Major Hazardous Substances Spill**
 - Contact Fire Service Advise Location, Type (if known)
 - Restrict access to the area
 - Alert others in the area
 - Notify Campus Security
 - Evacuate affected area and close doors
 - Activate (Break Glass) alarm if available
- Major Flood**
 - Notify Campus Security
 - Alert others
 - Beware of water affected electrical installations
 - Re-locate equipment if possible
 - Notify Chief Warden/Manager
 - Evacuate the danger area
- Structural Damage**
 - If persons trapped, contact Fire Service
 - Notify Campus Security
 - Evacuate the affected area and isolate.

PERSONAL THREAT

- DO NOT Place yourself at risk**
- Obey the offender’s instructions.
- Attempt to de-escalate the situation.
- Call for back-up asap.
- Record description of offender, what was said, touched etc. (See checklist overleaf)**
- Contact the Police
- Notify Campus Security
- Report incident to the Chief Warden/Manager.
- Isolate the area until the Police arrive.

BOMB THREAT

- Telephone threat**
 - Treat as genuine.
 - Record exact wording, nature of threat, time, duration of call, details of caller’s voice, background noises.
 - Do not hang up the phone.
 - Contact Police, Security and immediate Supervisor
 - Report (don’t touch) any suspicious object to the Police.
- Complete bomb threat checklist see overleaf**
- Written threat**
 - Avoid any unnecessary handling
 - Do not photocopy
 - Contact Police and Security

EXTERNAL EMERGENCY

- Upon being advised of an external emergency which may impact on your area:
 - Assess level of risk based on the nature of the emergency
 - Consider lock-down or shelter-in-place options if necessary.
 - Commence shut-down procedures if necessary
 - For earthquake: Do not use lifts**
 - Indoors: take cover under sturdy furniture or brace against the wall
 - Outdoors: move into the open
- Be guided by the Emergency Services and/or Campus Security**

BIOLOGICAL AGENT

- (eg Anthrax Scare)**
 - DO NOT DISTURB THE ITEM**
 - If Spilt** – do not try to clean it up or brush it from clothing
 - Cover the package eg with a garbage bin to inhibit dispersal
 - Advise people to remain in the area
 - Prevent other people from entering the area
 - Stay in the area, help will come to you
- Contact Police then**
- Notify Campus Security**

BOMB THREAT CHECKLIST

BOMB THREAT CHECKLIST QUESTIONS TO ASK	
1. When is the bomb going to explode?	Accent (specify) _____ Any impediment _____
2. Where did you put the bomb?	Voice (loud, soft, etc) _____ Speech (fast, slow, etc) _____ Diction (clear, muffled) _____ Manner (calm, emotional) _____
3. When did you put it there?	Did you recognise the voice? _____ If so, who do you think it was? _____
4. What does the bomb look like?	Was caller familiar with the area? _____
5. What kind of bomb is it?	
6. What will make the bomb explode?	THREAT LANGUAGE
7. Did you place the bomb?	Well Spoken: _____ Incoherent: _____ Irrational: _____
8. Why did you place the bomb?	Taped: _____ Message read by caller: _____
9. What is your name?	Abusive: _____ Other: _____
10. Where are you?	BACKGROUND NOISES
11. What is your address?	Street noises: _____ Aircraft: _____ Voices: _____ Music: _____ Machinery: _____ Local call <input type="checkbox"/> STD <input type="checkbox"/>
EXACT WORDING OF THREAT	OTHER
	SEX: Male <input type="checkbox"/> Female <input type="checkbox"/> AGE: _____ yrs
REMEMBER – KEEP CALM	CALL TAKEN
DO NOT HANG UP	Date: _____ Time: _____ Duration of call (minutes) _____ Number called _____
REPORT THE CALL IMMEDIATELY TO YOUR MANAGER OR CHIEF WARDEN	RECIPIENT _____ Contact number(s) _____

PERSONAL THREAT DESCRIPTION OF OFFENDER

PERSONAL THREAT DESCRIPTION OF OFFENDER	
NOTES FOR COMPILATION	
<ul style="list-style-type: none"> Separate form required for each offender To be compiled immediately after incident by each staff member and witnesses Please tick as applicable If answer is unknown write NK against heading Do not consult others during compilation Senior officer to collect forms and hand to police. 	
Name or nicknames used _____	Ethnic Origin _____
Approximate Age _____	Height _____
Complexion	Disguise
Fair <input type="checkbox"/> Dark <input type="checkbox"/> Pale <input type="checkbox"/>	Sex Male <input type="checkbox"/> Female <input type="checkbox"/>
Fresh <input type="checkbox"/> Ruddy <input type="checkbox"/> Tanned <input type="checkbox"/>	Build Thin <input type="checkbox"/> Medium <input type="checkbox"/> Solid <input type="checkbox"/>
Pimply <input type="checkbox"/>	Voice Clear <input type="checkbox"/> Loud <input type="checkbox"/> Raspy <input type="checkbox"/>
Accent Yes <input type="checkbox"/> No <input type="checkbox"/>	Spectacles Glasses <input type="checkbox"/> Sunglasses <input type="checkbox"/>
Posture Type _____	Facial Hair Unshaven <input type="checkbox"/> Moustache <input type="checkbox"/> Beard <input type="checkbox"/>
Walk Erect <input type="checkbox"/> Normal <input type="checkbox"/> Stooped <input type="checkbox"/>	Hands Large <input type="checkbox"/> Small <input type="checkbox"/>
Quick <input type="checkbox"/> Springy <input type="checkbox"/> Slow <input type="checkbox"/>	Fingers Callused <input type="checkbox"/> Hairy <input type="checkbox"/> Stained <input type="checkbox"/>
Limp <input type="checkbox"/>	Gloves Missing <input type="checkbox"/> Other _____
Hair Length _____	Skin Latex <input type="checkbox"/> Leather _____
Hair Style _____	Fabric <input type="checkbox"/> Other _____
Hair Colour _____	Description Tattoos <input type="checkbox"/> Scars <input type="checkbox"/>
Eyes Colour _____	Jewellery _____
Shape _____	Other identifying features _____
Ears Size/Shape _____	Weapon Type _____
Earrings _____	Method of escape _____
Lips Size _____	Direction of escape _____
Shape _____	Vehicle Make _____
Teeth Good <input type="checkbox"/> Spaced <input type="checkbox"/> Uneven <input type="checkbox"/>	Model _____
Missing <input type="checkbox"/> Discoloured <input type="checkbox"/>	Registration Number _____
Clothing (include logos, colour, patterns, markings)	Colour _____
Headwear _____	Description _____
Shirt _____	Number of occupants _____
Pants _____	Other information _____
Footwear _____	
Carry bag _____	
Description of what the offender did, said, touched, carried, other	

PLEASE PRINT OUT A HARD COPY OF EACH CHECKLIST FROM THE UNIVERSITY OF ADELAIDE EMERGENCY MANAGEMENT WEBSITE, AND HAVE AVAILABLE AT YOUR DESK

COMPLETE THE APPROPRIATE CHECKLIST AS SOON AS POSSIBLE, BEFORE DISCUSSING WITH ANYONE.
TAKE THE FORM WITH YOU WHEN PROVIDING DETAILS TO THE POLICE, AND PHOTOCOPY FOR YOUR OWN RECORDS.

<https://www.adelaide.edu.au/infrastructure/services/emergency-management>

If you require any further information in regard to Emergency Procedures for your area, please contact Campus Security.