THE UNIVERSITY of ADELAIDE

Warden Emergency Procedure Manual 2020

Roseworthy Campus

Building Name	
Chief Warden	

Contact Phone Number(s)	
Assembly Area (1)	
Assembly Area (2)	

EMERGENCY PHONE NUMBERS:

FIRE POLICE AMBULANCE	(0) 000
Security Emergency	(831) 35444
National Security Hotline	1800 1234 00

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1 INTRODUCTION

The University of Adelaide's Emergency Evacuation Plan has been designed to provide information on the roles and responsibilities of the Emergency Control Organisation (ECO) in each building.

For the purpose of this plan, an emergency is any unplanned event that can cause:

- Deaths; or
- Significant injuries to employees, staff, students or the public; or
- Shut down the business; or
- Disruption to operations; or
- Physical or environmental damage.

For example:

- Fire/Smoke
- Medical Emergency
- Bomb Threat
- Personal Threat
- Internal Emergency
  - Structural Damage
  - Power Failure
  - Hazardous Substance Spill
  - Biological Agent
  - Flood
- External Emergency

The Manual layout will assist your Emergency Control Organisation (ECO) to quickly access procedures/guidelines for each Emergency situation. Each emergency has its own colour coded tab division. The first page(s) of each tab division outlines the role of the Chief Warden, Deputy Chief Warden, Wardens and staff as applicable.

This plan is designed as a template for each member of the Emergency Control Organisation (ECO) in each building.

Please review the content, and complete the relevant sections of your manual as applicable.

AMENDMENTS

The University of Adelaide is committed to continuous improvement.
The procedures in this manual will be reviewed on an ongoing basis.
If you wish to suggest amendment to any section of the manual, please contact Infrastructure Branch.

ADDITIONAL PAGES

If you require replacement pages for your manual, please contact Infrastructure Branch, who will direct you accordingly.

FURTHER INFORMATION

If you require any further information or clarification, please refer to AS 3745 Emergency control organisation and procedures for buildings, structures and workplaces (as amended), Infrastructure Branch or the Security Office.

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2 DEFINITIONS

ARMED PERSON	A person who is, or is suspected to be or claims to be in possession of an offensive weapon or instrument
ASSEMBLY AREA	An area used for temporary assembly of staff and visitors during an emergency. The area may be internal or external to the building.
BCA	Building Code of Australia
BOMB **(in accordance with AS 3745)**	A device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, may explode or may not necessarily explode (i.e. incendiary, chemical, radiological, sharps, animals/reptiles). <u>Improvised explosive device</u> A device fabricated in an ad hoc manner, which contains explosive components designed to, or capable of causing unlawful injury or damage.
CHIEF WARDEN	The person in charge of the building until relieved by an external emergency service
CODE BLACK	Personal Threat, armed or unarmed persons threatening injury to themselves or others.
CODE BLUE	Medical Emergency
CODE BROWN	External Emergency. An event which arises externally to the building.
CODE ORANGE	Evacuation of a section or whole of the building to prevent or reduce injury to staff and visitors.
CODE PURPLE	Bomb or arson threat received by telephone or other means
CODE RED	Fire/Smoke situation that threatens staff, visitors or property
CODE YELLOW	A sudden event which arises internally and which may be caused by an internal or external source and may adversely affect the safety of persons in the building.
EGRESS	Path of travel from an area in the building, through a final exit, to a place of safety.
EMERGENCY	An event either internal or external, which may adversely affect staff, visitors or property, and which requires an immediate response and/or requires the use of resources and personnel greater than the level available at the time of the emergency.
EMERGENCY CONTROL ORGANISATION (ECO)	A structured organisation, which is responsible for providing a timely and appropriate response to emergency situations.
EMERGENCY COORDINATION CENTRE (ECC)	The co-ordination centre during an emergency
EMERGENCY DOOR RELEASE	Green (or White) Break Glass Button that releases/unlocks exit door mechanisms when activated.

2 DEFINITIONS (Continued)

EMERGENCY EVACUATION PLAN	A documented scheme of the emergency arrangements for a facility. It consists of the preparedness, prevention and response activities and includes the assigned responsibilities, actions and procedures required in the event of an emergency.
EMERGENCY PLANNING COMMITTEE (EPC)	A committee responsible for establishing and managing a building's Emergency Control Organisation and Emergency Evacuation Plan in accordance with AS 3745 (as amended). (Note: Responsibilities are managed under the University of Adelaide Emergency Management Contract)
EMERGENCY SERVICES	A member of a recognised emergency service, i.e. Metropolitan Fire Service (MFS), Country Fire Service (CFS), Police, State Emergency Services (SES)
EMERGENCY WARNING AND INTER-COMMUNICATION SYSTEM (EWIS)	A system which allows audible and visual warnings, public address announcements and alternative telephone communications during an emergency.
FIRE INDICATOR PANEL (FIP)	The control panel for the building's automatic detection system
MANUAL CALL POINT (MCP)	Red Break Glass Alarm, or White Break Glass Alarm.
MAY	Indicates the existence of an option.
PERSONS WITH SPECIAL NEEDS	Persons who require more time or different forms of communication, compared with other occupants, to respond to an emergency or assistance to respond to an emergency or evacuate from a facility.
PA	Public Address System
SAFE PLACE	A place of safety within a building, structure or workplace: • which is not under threat from an emergency; and • from which people are able to disperse after escaping the effect of an emergency to a road or open space. A roadside or open space.
SHALL	Indicates that a statement is mandatory.
SHOULD	Indicates a recommendation.
SUSPECT OBJECT	A suspect object is any object found on the premises and deemed a possible threat by virtue of its characteristics, location and circumstances.
TRAINING EXERCISE	An activity simulating an emergency event through activation of alarms and deployment of personnel to test the process and procedures, and identify any planning inadequacies.
WARDENS	Persons responsible for ensuring the safety of the occupants and their orderly evacuation from the danger area.
WIP	Warden Intercommunication Point (Red/White emergency phone)

3 NOMINATED EMERGENCY CONTROL ORGANISATION (ECO) FOR THE BUILDING

3.1 CHIEF WARDEN

NAME	OFFICE NO	LOCATION	CONTACT NUMBER

3.2 DEPUTY CHIEF WARDEN(S)

NAME	OFFICE NO	LOCATION	CONTACT NUMBER

3.3 FLOOR WARDENS

NAME	OFFICE NO	LOCATION	CONTACT NUMBER

3.4 FIRST AID PERSONNEL (If applicable)

NAME	OFFICE NO	LOCATION	CONTACT NUMBER

3.5 CHIEF WARDENS IN ADJACENT BUILDINGS

NAME	OFFICE NO	LOCATION	CONTACT NUMBER

3 NOMINATED EMERGENCY CONTROL ORGANISATION (ECO) FOR THE BUILDING

3.6 In your role as the Chief Warden (and Deputy Chief Warden) :

✓	You are in control of the emergency until the arrival of the Emergency Services. (Security will assist you, if resources allow).
✓	Be familiar with the layout of your area(s) of responsibility.
✓	Understand the operation of the communication systems (if applicable).
✓	You will be required to maintain communications with your Wardens and occupants whilst the Emergency Services are managing the Emergency.
✓	Know the location of any staff that have a permanent disability and discuss evacuation procedures/options with them, in conjunction with the Floor Warden.
✓	Understand the operation of and correct use of Fire Extinguishers.
✓	Know the Emergency Alarms in your Building.
✓	Know the methods of raising the alarm.
✓	Know the location of the External Assembly Area(s) and alternatives.
✓	Familiarise yourself with your role and the procedures for all emergencies.
✓	Always prioritise **LIFE SAFETY** first.

3.7 In your role as the Floor Warden (and Deputy) :

✓	You are in control of the emergency in your area of responsibility. • Be familiar with the layout of your area of responsibility. • Be familiar with the Communication systems available in your building.
✓	Know the paths of egress (and alternatives).
✓	Understand the operation of and correct use of Fire Extinguishers.
✓	Know the Emergency Alarms in your Building.
✓	Know the methods of raising the alarm.
✓	Know the location of the External Assembly Area(s).
✓	**Understand RACE procedures:** **Remove people from immediate danger** **Alert others (eg raise the alarm if not sounding, dial (0) 000 and Security)** **Contain the Emergency (if possible)** **Evacuate/Extinguish (if trained and safe to do so)**
✓	Familiarise yourself with your role and the procedures for all emergencies
✓	Always prioritise **LIFE SAFETY** first.

If you are unsure of any of the above, contact Infrastructure Branch/Security for additional information

4 BUILDING FIRE SAFETY FEATURES

As a member of the ECO it is important that you are familiar with the layout of your area and the building fire safety features.
Your building may have one or more of the following installed.
If you are unsure please contact Infrastructure Branch.

4.1 Active and Passive Protection

The Building Code of Australia (BCA) dictates the features that are required in each building. Installed fire safety features can be either active or passive.

4.1.1 **Active protection** (Working or operative)

- ❑ Automatic detectors
- ❑ Automatic sprinkler systems
- ❑ Smoke/heat vents
- ❑ Gas flooding systems
- ❑ Air/smoke systems
- ❑ Signals (audible/visual)
- ❑ Manual Call Points and Emergency Door Release
- ❑ Hydrants, hose reels and extinguishers

4.1.2 **Passive protection** (Not active – inert – power of resistance)

Refers to structural elements and fire related systems which passively protect a building by confining the fire to its area of origin.
Passive protection controls the spread of fire by automatically venting or blocking combustion products.
It includes:

- ❑ Fire rated walls, floors, ceilings, windows etc
- ❑ Fire/smoke doors
- ❑ Fire and smoke dampers and ventilation
- ❑ Stairways
- ❑ Fire retardant treatments

4.2 Fire/Smoke detection systems

4.2.1 <u>Smoke Detection - Ionization Type</u>

- ❑ A detector which responds to combustion products capable of affecting currents of ionization within the detector.
- ❑ Provides earlier warning of fire conditions than do heat detectors
- ❑ More sensitive to fast burning flaming fires than optical smoke detectors
- ❑ Are less sensitive to slow burning, smouldering fires than optical types.
- ❑ When operated, the small red light on the detector will be illuminated. (LED – light emitting diode)

4.2.2 <u>Smoke Detection - Photo-optical Type</u>

- ❑ Responds to combustion products capable of affecting the absorption or scattering of radiation in the infra-red, visible and/or ultraviolet region of the electromagnetic spectrum.
- ❑ Provides earlier warning of fire conditions than do heat detectors
- ❑ More sensitive to slow burning, smouldering fires than ionization detectors
- ❑ Less sensitive to flaming fires than ionization detectors.
- ❑ When operated, the small red light on the detector will be illuminated. (LED – light emitting diode)

4 BUILDING FIRE SAFETY FEATURES

4.2 Fire/Smoke Detection Systems (Continued)

4.2.3 Heat Detection

- The detector is activated by the heat generated by a fire.
- Used in locations where detection is considered advisable, yet the installation of a smoke alarm is inappropriate or would cause an unacceptable level of nuisance alarms.
- Various temperature types dependent upon application.
- When operated, the small red light on the detector will be illuminated.

4.2.4 Sprinklers

- A device which discharges water automatically in a predetermined pattern over a specified area which it operates on reaching a predetermined temperature.
- The sprinkler cannot be switched off until the arrival of the Fire Service

4.3 Manual Call Points and Emergency Door Release

4.3.1 Red Break Glass Alarm

- A device for the manual operation of a fire alarm system.
- All visible surfaces (except for the frangible elements) shall be red.
- Usually located in corridors and at the Fire Indicator Panel.

4.3.2 White Break Glass Alarm

- A device for the manual operation of a local building alarm.
- Does **NOT** notify the Emergency Services.
- For use in situations where the building may need to be evacuated and/or the ECO to be activated without the need to alert emergency services.
- Located in some buildings.

4.3.3 Emergency Door Release

- A device for the manual operation of access control on an otherwise secure door to be overridden for emergency egress.
- Usually fitted to emergency exit doors in higher security areas.

N.B. An electromagnetic door lock on a fire exit route must be wired into the fire alarm system such that the power to the lock is cut when the alarm sounds so that the door can be pushed open freely. In case the power to the door lock does not cut off when the alarm activates, all such doors must have an emergency door release device fitted beside them.

4.4 Hydrants

- Located externally and internally.
- Fire service personnel connect into hydrants for water supply.

4 BUILDING FIRE SAFETY FEATURES

4.5 Emergency Communications

Used by the Emergency Control Organisation in an Emergency to direct building occupants. May include one or more of the following:

- Public Address system
- WIPs (Warden Intercommunication Point) - Emergency Phone
- Telephone/Mobile phone/Email
- Intercom
- Radio
- Runner
- Loud Hailer

Each ECO network in each building is to identify what methods of communication are available and develop a system for all options. This will ensure communications are maintained even if one system should fail e.g. the utilisation of runners may be the only option. Communications should be clear, concise and consistent. For runners, consider written instructions to reduce misinterpretation. Co-opt Wardens or other staff to assist if necessary.

4.6 Exit sign/Emergency lighting

- Exit signs shall be installed in the locations determined in accordance with the BCA
- They are required to provide sufficient lighting during an emergency and Illuminate the safe route to an emergency exit.
- They will operate on battery for a period of 90 minutes.
- Exit signs and direction arrows shall be white and the background shall be green
- Exit signs shall be mounted at between 2m and 2.7m above floor level or immediately above the door if higher than 2.7m.

4.7 Compartmentation

- The BCA determines where and when compartmentation is required
- They are designed to contain both fire and/or smoke within a given compartment for a specific time period (e.g. 1, 2, 3 or 4 hours).
- They are specially constructed walls, floors, ceilings and doors which have Fire Resistance Levels as specified for that particular class of building and construction type.
- The doors can be identified by a compulsory tag, both on the door and door frame. Such doors must be kept shut at all times unless they are fitted with an approved door hold-open device which will automatically release in the event of an alarm.
- They may also include separation of lift shafts and stairwells.
- Compartmentation may be both horizontal and/or vertical and enable staged evacuation of a building (e.g. when occupants are disabled).
- Where compartmentation is required, the building owner must make provisions to ensure that any opening/penetration has been protected to prevent the spread of fire.
- Smoke doors are sealed and capable of resisting smoke at 200°C for 30 minutes.

4.8 Fire Indicator Panel (FIP)

- The panel will activate an audible alarm signal and indicate the location where a smoke detector, heat detector, sprinkler or manual call point is operated.
- The panel may also:
  - Alert the fire service
  - Alert security
  - Sound external bells
  - Shutdown air-conditioning
  - Activate the Emergency Warning and Intercommunication System
  - Automatically close fire/smoke doors
  - Release designated exit doors

4 BUILDING FIRE SAFETY FEATURES

4.9 Emergency Warning and Intercommunication Systems (EWIS)

- An emergency warning and intercommunication system is required for some classes of buildings – in accordance with the BCA.
- The EWIS will provide warning of occupants in the event of an emergency, and assist in the orderly evacuation of the building.
- The EWIS will generate alert & evacuation signals in individual zones within a building.
  - Alert signal (Beep, Beep)

    Audible and repetitive signal (approx. 0.6 seconds on, 0.6 seconds off)
  - Evacuation signal (Whoop, Whoop)

    Audible and frequency-modulated continuous tone
  - Duration of alert signal
    - The alert signal shall continue on until manual control of the system is taken.
    - If not responded to within a prescribed time from initiation, the automatic evacuation sequence shall commence. The prescribed time shall be established to suit the particular building, but it shall not exceed 10 minutes.
- The EWIS will provide an emergency intercommunication system (when the key switch is in the automatic and manual positions).
- The EWIS facilitates verbal address to individual zones & throughout the building.
- The EWIS will operate from a dedicated battery power supply in the event of power failure.

4.10 Warden Intercommunication Points (WIPs) – Emergency Phone

- Will provide facilities for the Chief Warden to call individual WIPs or address all WIPs simultaneously, with group connection at his/her discretion.
- When the handset is lifted, any incoming intercommunication call signals shall be muted.
- Will provide facilities for the Floor Warden to call the controlling Emergency Control Panel by lifting the handset.

4 BUILDING FIRE SAFETY FEATURES

4.11 Your building Fire Safety Features

Please conduct a walk-through inspection of your building/area of responsibility and record the following : (If unsure please contact Infrastructure Branch)

	(X)	Please mark the features applicable
Detection Systems Installed	☐	**Sprinklers**
	☐	**Smoke Detectors**
	☐	**Heat Detectors**
	☐	**None installed**
Manual Call Points/ Emergency Door Release	☐	**Installed. Closest location(s)** **(1)** _____ **(2)** _____
	☐	**None installed**
Fire Indicator Panel	☐	**Installed.** **Location:** _____
	☐	**Not installed**
Early Warning Intercommunication System (EWIS)	☐	**Installed**
	☐	**Not installed**
Compartmentation	☐	**Installed : Rating _____ minutes**
	☐	**Fire Isolated Stairwell(s)**
	☐	**Not installed**
Emergency Alarm(s)	☐	**Fire Alarm**
	☐	**EWIS - Alert Tone (Beep, Beep)** **EWIS – Evacuation Tone (Whoop, Whoop)**
	☐	**No Alarm**

5 EMERGENCY MANAGEMENT POLICY

Links to University Websites

https://www.adelaide.edu.au/hr/hsw/

https://www.adelaide.edu.au/policies/

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

Overview:

The University recognises that it has a duty of care to protect personnel, contractors, students, co-location partners and visitors in the event of any emergency.

This system comprises:

- Emergency-related building infrastructure and essential service provisions(such as alarms, fire suppression systems, fire extinguishers and evacuation pathways etc);
- Emergency Control Organisation networks (ECO'S) and
- Emergency Management Plans

Given the complexity of University locations and infrastructure, its large and varying population, range of internal hazards and complexity of emergencies needing to be considered, the University recognises that no single "Emergency Management Plan" will be able to adequately ensure safety in unpredictable situations.

Scope:

This policy applies to all students, staff, contractors, volunteers, visitors, or other co-location partners at all campuses, or other properties, which are owned by the University or occupied by University personnel.

The University's Emergency Management encompasses The Emergency Management Planning Group, the Incident Management Task Group, the Incident Response Team and the Emergency Control Organisation (Warden Network)

6 TRAINING

During an emergency, the effective operation of the emergency response is achieved only if all members of the ECO and the other occupants are familiar with their role and responsibilities.

6.1 Chief Wardens and Deputy Chief Wardens:

- Are required to attend a 1 day accredited warden course every 2 years.
  A Statement of Attainment will be issued on successful completion of the training.

- Are required to take part in the annual emergency evacuation exercise and debrief for their building/area of responsibility.

6.2 Floor Wardens:

- Level 1 Training (Initial Training)
  It is a requirement by the University, for all Wardens to initially attend a 3.5hr training course which includes Nationally Accredited Fire Extinguisher Training.

  A Statement of Attainment will be issued for the Extinguisher component of the course.

  Venue: Chubb Training Group, 41-45 Richmond Road, Keswick SA 5035

  Dates/Times: Refer to the Infrastructure Website, log in required
  https://www.adelaide.edu.au/infrastructure/services/emergency-management

  A Statement of Attainment or Certificate cannot be provided to a student without a valid Unique Student Identifier (USI). Chubb Training will require your USI before you can be enrolled. A USI can easily be created using the USI website.

- Level 2 Training (Ongoing Training)
  Your ongoing training will be conducted following your Emergency Evacuation Exercise.

  Wardens are required to attend a minimum of one session per annum to meet the requirements of AS 3745.

  Duration: 1 hr
  Venue: On site

Evacuation Exercise

All Wardens are required to take part in the annual emergency evacuation exercises (if on duty) and debrief for their building/area of responsibility.

6.3 Dates/Times

Training dates are available on the University Website
https://www.adelaide.edu.au/infrastructure/services/emergency-management

6.4 Bookings Please contact 8400 6666

6.5 Venue Chief Warden and Level 1 Warden Training only
41-45 Richmond Road, Keswick SA 5035

6.6 Training Attendance Records

Training attendance records (from 5/8/02 to date) are available on request from Chubb Training Group (8400 6666)

7 EMERGENCY EVACUATION EXERCISES

7.1 Objectives and Format

The Emergency Evacuation Exercise aims to:

- Test the planning process and procedures;
- Identify needs and planning inadequacies;
- Demonstrate capabilities and communication; and
- Allow the ECO to work together as a team.

Every building is required to have one Emergency Evacuation Exercise each 6 months. The Chief Warden may organise for a brief for the ECO prior to the exercise if necessary. All members of the ECO shall take part in the exercise (if on duty), and treat the alarm as genuine.

All members of the ECO should take part in the debrief immediately following the exercise, to provide feedback.

The outcomes of the exercise are to be documented by the Emergency Management Contract Administrator and a copy of the Emergency Evacuation Report provided to the Chief Warden, Manager Security Services and HSW Unit via email and pdf attachment.
The Chief Warden is to disseminate copies of the report to the relevant Branch/School Manager(s) and members of the ECO.

In accordance with AS 3745, exercises without notice are NOT recommended

7.2 UNISAFE

If any emergency equipment is found to be faulty or there are any issues with your building please report through **Unisafe**. https://www.adelaide.edu.au/hr/hsw/unisafe/

Install the UniSafe (EHS 360) app to your mobile service:

Enter the URL: https://www.adelaide.edu.au/hr/hsw/unisafe/

Health and Safety Officer register : https://www.adelaide.edu.au/hr/hsw/intranet/contact/

7.3 An Emergency during an Emergency Exercise

In accordance with the Australian Standard 3745, in the event of an emergency occurring during a planned exercise the words “No Duff” should be used by the ECO to confirm a real emergency situation.

- Immediately after an emergency response exercise, the ECO and other key participants shall attend a debriefing session conducted by the Chief Warden.
- Where an evacuation exercise is conducted, the observer’s checklist shall be analysed during debriefing sessions and any deficiencies shall be reported to the EPC.
- The EPC shall arrange the amendment of the procedures, where necessary and disseminate the information to all ECO members.

7.4 Dates and Times

- A mutually convenient date/time will be scheduled by the University of Adelaide Contract Administrator each year in consultation with the Chief Warden.
  It is the responsibility of the Chief Warden to inform the Wardens and School/Branch heads where applicable.

7 EMERGENCY EVACUATION EXERCISES

7.5 Test of the Emergency Alarm Signals and Communication System (EWIS) Where applicable.

The ECO are to conduct a test of the:

- ❑ Emergency Alarm Signals; and
- ❑ Communication System (EWIS)

As often as necessary, to ensure the occupants within the building are aware of the two alarm signals, and the ECO are competent in the use of the EWIS.

Example - Chief Warden Communication Test PA Announcement (talk slowly & clearly)

- Attention. Attention. This is the Chief Warden.
- I am about to conduct a test of the emergency alarm signals.
- Please listen to the signals but take no further action.
- The first signal will be the Alert signal, followed by the Evacuation signal.
- I repeat, this is a test only.
- Please listen to the signals but take no further action.

Sound each alarm for approx. 5 seconds each, then announce:

- This concludes the test of the alarm signals.
- Would all Floor Wardens please pick-up your WIP for a test of the communication system.

The Chief Warden is to conduct a two-way communication test with each WIP.

Following the test

- ❑ The date and time of each test should be recorded by the Chief Warden.

The Chief Warden is to report any malfunction of the signal audibility or PA clarity to Infrastructure Branch.

8 MEDIA MANAGEMENT

The designated Media Spokesperson for the University of Adelaide is
Deputy Director, Media & Corporate Relations who can be contacted on 8313 5414

If unavailable, please contact Security on 8313 5990 or direct them to the Security Office.

The ECO and staff are not to make statements.

9 EMERGENCY MESSAGE/ACTION LOG

Should an emergency incident be investigated by authorities (i.e. it is a notifiable incident), the ECO may be required to provide an account of what happened, and the actions taken.

To assist you, it is strongly recommended that the Chief Warden (and Wardens) record a chronological record of what occurred. An Emergency Message/Action Log is provided in the Forms/Checklists section of the manual.

It should be completed at the time of the incident, or as soon as possible whilst fresh in your mind. Remember, it needs to be accurate. (e.g. When using approximate times, record that it is approximate).

The Emergency Message/Action Log is to be stored at the Fire Indicator Panel or within easy access.

Following the incident, copies should be filed with the Emergency Incident Report Form.
The Chief Warden (or Warden) should retain the original copy for their own records.
As a guide, complete an Emergency Message/Action Log for all Notifiable Incidents.

10 PERSONS WITH SPECIAL NEEDS

In accordance with AS 3745 (Emergency control organization and procedures for buildings, structures and workplaces), persons with special needs having physical, intellectual, visual or auditory impairments, either temporary or permanent.

Where a person has special needs the emergency management procedures for their building location and the University will be discussed with them during their induction by their Manager/Supervisor and/or Health and Safety Officer and/or Chief Warden/Floor Warden.

On hearing the alarm and in a Multistorey building regardless of which building the person is working in, whether in their normal work area or visiting on campus, the University's emergency procedures will be the same for a person with special needs. They are requested to report to the floor warden at the WIP and/or ensure that someone is aware that they require assistance.

Evacuation
If evacuation is required and the person is able to walk unaided, (i.e. minor injury/disability affecting mobility), they should be requested to wait until the floor/area has been evacuated and then evacuate down the stairs with the Floor Warden or delegate.

They are not to use the lifts unless under the direction of the Emergency Services.
If they are unable to use the stairs, then a warden or co-opted person should remain with them near communications (e.g. the WIP). Inform the Chief Warden that you are remaining and your location.

When there is a fire emergency and you are on the fire affected floor, move away from the fire and wait in a safe place (eg fire isolated stairwell) for the Fire Service. Always ensure that someone is aware of your location and you have reliable communication if possible. If there is no Chief Warden at the time of the alarm, then contact Security Office ext 35444 and inform them there is an emergency in your building and your current situation. They will provide advice and assistance as required until the "All Clear" from the Emergency Services is confirmed.

Refer Section 24 Forms/Checklists

11 POST EMERGENCY PROCEDURES AND DEBRIEF

Post Emergency
The actions to be undertaken by the ECO after an emergency should include, but not be limited to, the following:-

(a) Chief Warden:

- When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members to have occupants return to their facility, as appropriate.
- Organise a debrief with ECO members and, where appropriate, with any attending Emergency Service.
- Compile a report for the EPC and management.
- Refer Section 24 Forms/Checklists

(b) Communications Officer:

- Collate records of events during the emergency for the debrief and ensure they are secured for future reference.

(c) Floor/area wardens and wardens

- Compile a report of the actions taken during the emergency for the debrief.

(d) Emergency response team:

- Clean and service used specialised equipment
- Replace specialised equipment as necessary

NOTE: The re-entry and post emergency actions should be done in collaboration with the facility owners, managers, occupiers and employers

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12 FIRE/SMOKE (CODE RED)

12.1 Buildings with an EWIS

(If no Deputy, then the Chief Warden is to complete both roles or nominate a Deputy to assist)

CHIEF WARDEN

- ❑ Cease activities and Report to the EWIS/FIP.
- ❑ Follow the Chief Warden instructions at the panel.

IDENTIFY AREA IN ALARM

- ❑ Communicate with Warden in area of alarm via WIP re status.
- ❑ If no response, contact area in alarm via PA and request someone pick-up WIP handset.

CONFIRMED FIRE/SMOKE OR IF STATUS UNSURE

- ❑ Use PA to advise building occupants of the situation as per Chief Warden Procedures at the FIP.
- ❑ Co-ordinate evacuation of the building

IF NO FIRE/SMOKE LOCATED/EVIDENT

- ❑ Remain at FIP.
- ❑ Advise occupants to remain on standby.
- ❑ Await instructions from the Fire Service.
- ❑ Complete Incident Report Form & Log (see forms)

DEPUTY CHIEF WARDEN

- ❑ Cease activities and report to the EWIS/FIP.

CONFIRMED FIRE/SMOKE

- ❑ Contact Security
- ❑ Record information on building status including location of person(s) with special needs
- ❑ Delegate duties to available Wardens (eg monitor entrances to prevent entry)
- ❑ Establish communications with Assembly Area Co-ordinators
- ❑ For "All Clear" Co-ordinate re-entry to the building.

FLOOR WARDEN

- ❑ Cease activities and report to the WIP handset
- ❑ Pick up WIP handset and await response from the Chief Warden
- ❑ Replace handset when advised and standby for further instructions

- ❑ If advised that the alarm has initiated from your area, commence systematic search of floor/area of responsibility.
- ❑ Advise Chief Warden of findings via WIP

STAFF/LECTURERS

- ❑ Cease activities and commence search of immediate area for signs of fire/smoke.

Buildings with students

- ❑ Request students remain where they are until the source of the alarm has been investigated

IF NO EVIDENCE OF FIRE/SMOKE

- ❑ Await further instructions via PA or Floor Warden

DO NOT EVACUATE

IF FIRE/SMOKE LOCATED IN YOUR AREA

- ❑ Advise the Chief Warden via WIP handset/runner
- ❑ Commence **RACE**
  - **R**emove people from immediate danger
  - **A**lert others use a manual call point, call (0) 000
  - **C**ontain fire/smoke by closing door(s)
  - **E**vacuate area/Extinguish (if safe)

  The order in which RACE is performed is not prescriptive

- ❑ Conduct sweep of entire area (if safe) to ensure all occupants have evacuated via nearest, safest exit.
- ❑ When your area is cleared confirm "All Clear" to the Chief Warden via WIP or in person at the Fire Indicator Panel.
- ❑ Report to the Fire Indicator Panel for further tasking.

PERSONS WITH SPECIAL NEEDS

- ❑ If person(s) on your floor advise the Chief Warden of your location
- ❑ If on the fire affected floor, wait in a safe area (e.g. fire isolated stairwell) for the Emergency Services (if safe to do so). Refer Section 24 information sheet.

AFTER NORMAL WORKING HOURS – OCCUPANTS ARE TO EVACUATE ON EITHER SIGNAL
On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

12 FIRE/SMOKE (CODE RED)

12.2 Buildings with a Single Alarm

(If no Deputy, then the Chief Warden is to complete both roles or nominate a Deputy to assist)

ON HEARING THE FIRE ALARM BELL

CHIEF WARDEN

- ❑ Cease activities
- ❑ Contact Security 35444
- ❑ Report to Fire Indicator Panel

IDENTIFY AREA IN ALARM
(if possible)

- ❑ Await and record advice from Floor Wardens re Floor evacuation status
- ❑ If Fire is confirmed ensure Fire Service is informed (0) 000.
- ❑ Delegate duties to available Wardens when they present to the Fire Indicator Panel
  eg Monitor entrances to prevent access, re-entry
- ❑ Await arrival of the Fire Service and advise them of the location of the emergency, evacuation status of area/building, and the location of anyone remaining in the building if applicable.
- ❑ Provide assistance as required.
- ❑ When advised by Fire Service of "All Clear" arrange for persons to be returned to the building.
- ❑ Complete Emergency Incident Report & Log (see forms)

FLOOR WARDEN

- ❑ Cease activities
- ❑ Conduct systematic search of immediate area for signs of fire/smoke.
- ❑ Request occupants evacuate via the safest exit

IF FIRE/SMOKE IN YOUR AREA

Commence **RACE**

Remove persons from immediate danger
Alert others in the area & Chief Warden
Contain (eg close door)
Evacuate/Extinguish (if safe)

- ❑ Conduct sweep of entire area (if safe) to ensure all personnel/occupants have evacuated via nearest, safest exit
- ❑ **If person(s) with special needs** cannot be evacuated, ensure the Chief Warden is informed.
  ie request someone report to the Chief Warden on your behalf, and advise you are remaining and where you are located. (This information will then be passed onto the emergency services)
  Stay with the person Refer Section 24 information sheet.
  Ensure the Chief Warden or Security (Ext: 35444) are aware of your location.
- ❑ When your area is cleared report "All Clear" to the Chief Warden at the Fire Indicator Panel and await further instructions. The Chief Warden may allocate additional duties

STAFF

- ❑ Cease inter/across floor movement
- ❑ Secure classified material
- ❑ Evacuate as instructed by Warden, and proceed to Assembly area

Note the order of RACE is performed is not prescriptive.
It will depend on the situation

NOTE
For persons with special needs:
DO NOT USE LIFTS
If you are on the fire affected floor, move to a safe place (e.g. stairwell)

The Emergency Services will provide assistance on their arrival.

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

12 FIRE/SMOKE (CODE RED)

12.3 Discovery of Fire/Smoke

This includes any area on the University grounds, including carparks and areas where alarms are not installed.

If you discover fire/smoke, follow RACE procedures:

R	**Remove people from immediate danger.** **(Do not obstruct Exits or Exit routes)**
A	**Alert other occupants in the vicinity of Fire/Smoke.** **Notify the Fire Service (0) 000 (or delegate).** **Notify Security (831) 35444 (or delegate someone to report to Security in person to provide details). If available utilise a manual call point / break glass.**
C	**Contain the Fire and Smoke if possible** **(ie close doors if applicable).**
E	**Evacuate to a safe area; or** **Extinguish Fire if safe and trained to do so.** **Do not attempt to fight the fire on your own.** **Ensure you have back-up.**

REMEMBER

The order in which RACE is performed is not prescriptive.

It will depend on the situation.

DO NOT PLACE YOURSELF AT RISK

12 FIRE/SMOKE (CODE RED)

12.4 Evacuation for confirmed Fire/Smoke Emergency

Occupants are exposed to two hazards during a fire:

1. **Flames and radiant heat**
   The highest risk is in the vicinity of the fire. The danger decreases rapidly as the distance from the fire increases.

2. **Smoke**
   Smoke and toxic gases given off by the fire are the more dangerous.
   The risk to staff and occupants is through the inhalation of hot smoke, toxic gases or both.

   The danger from this hazard is present at considerable distances from the fire itself. A smoke filled environment is hazardous to occupants and will cause them to behave irrationally, become disorientated and physically distressed if not removed. Exposure to smoke or hot air when inhaled may cause extreme irritation or burning of the respiratory passages. The effect may be so severe as to inhibit effective breathing and ultimately lead to asphyxiation.

Follow RACE Procedures

- **R**emove people from immediate danger.
- **A**lert others use manual call point, call (0) 000
- **C**ontain the Fire and Smoke if possible by closing the door
- **E**vacuate/Extinguish (if safe and trained to do so)

(The order is not prescriptive. It will depend on the situation)

Remember

- Staff are to identify the safest path of egress. (This may change depending on the nature and scale of the emergency.) Evacuation may need to be in two different directions, so you are not walking past the hazard.
- The Fire Service is normally on site to assist within 5-7 minutes.

12.5 If you are required to enter an area/room where the door is closed

- Feel the outside of the door with the back of your hand (top, centre and bottom)
- If cool – carefully check the metal handle with the back of your hand
- If cool – slowly open the door approx 10-20cm, shielded behind the door opening, to protect yourself.
- If considered safe – enter the room/area

If door/handle is hot do not open the door.
If room is filled with smoke, shut the door. Proceed to an alternative EXIT.

Remember – do not place yourself at risk.

12.6 Classes of Fire

Fires are classified according to the type of fuel which is burning.

Class	Fuel	Which Extinguisher you should use
A Class	Paper, Wood, Plastic, Fabric	Water, Foam, Dry Powder
B Class	Flammable Liquids	Foam, Carbon Dioxide, Dry Powder
C Class	Flammable Gases	Dry Powder
D Class	Fire involving combustible metals	Special Purpose Extinguishers only
E Class	Energised Electricity	Carbon Dioxide, Dry Powder
F Class	Cooking oils and Fats	Foam, Carbon Dioxide, Dry Powder

12 FIRE/SMOKE (CODE RED)

12.7 Fire Extinguishing Equipment

Fire extinguishers are located throughout the building. It is vitally important that correct extinguisher selection is made when using fire extinguishers.

- **Identify the Class of Fire and select the correct extinguisher.**
- **Check it is operating before you enter.**
- **Always position yourself between the fire and your escape route.**
- **Do not place yourself at Risk.**
- **To use an extinguisher, remember PASS**

Pull the pin – test the extinguisher

Aim at base of the fire

Squeeze the operating handle

Sweep from side to side

CO2 EXTINGUISHER • For extinguishing Class B and E fires (those involving flammable and combustible liquids or electricity) • Indicated by a red cylinder with a black band • Limited effect on A class fires • Non-conductor of live electricity • Very effective in enclosed areas however will remove oxygen content from the atmosphere • Lasts between 10 – 20 seconds • Effective range approx. 1 metre	
DRY POWDER EXTINGUISHER • Used on Class B(E) or AB(E) fires. Depending on powder type • Indicated by a red cylinder with a white band • Extinguishes by smothering and is a chemical reaction inhibiting agent • Creates a dense powder cloud on application • Extinguishing powder is a particularly swift acting fire-fighting agent, however, once the powder disperses, there is a risk of the fire re-igniting, particularly if it involves flammable liquids. • The powder residue may damage sensitive equipment and requires careful clean up after the fire. • In enclosed spaces may be a respiratory irritant • Lasts up to 120 seconds (depending on size of extinguishers) • Effective range 2 – 3 metres.	

12 FIRE/SMOKE (CODE RED)

12.7 Fire Extinguishing Equipment (Continued)

WATER EXTINGUISHER

- For extinguishing Class A fires (those involving common solid combustible materials).
- Indicated by a red cylinder
- Water is pressurised with air or nitrogen
- Extinguishes fire by removing the heat
- Not to be used on live electrical fires or flammable liquid
- Used either as a jet stream or spray
- Lasts for between 60 – 120 seconds
- Effective range – up to 6 metres

FIRE HOSE REELS

- Consists of 20mm diameter plastic hose, up to 36 metres long and fitted with a nozzle.
- The hose is wound on a reel which is connected to a water supply.
- The stream of water will throw about four to six metres from the nozzle
- Used to extinguish a Class A fire (those involving common solid combustibles)
- Can be operated by one person, but it is recommended that two people work as a team – one at the hose reel and one at the fire.

<u>To operate a hose-reel:</u>

- Open the main valve to release the nozzle
- Run out the hose
- Turn on the water at the nozzle and direct water stream at the base of the fire

FIRE BLANKETS

- Pull the tabs downwards.
- Use blanket to protect hands and forearms.
- Gently cover the vessel containing the fire completely with the fire blanket.
- Turn off the heat source.
- Leave the fire blanket in place until cool.

12 FIRE/SMOKE (CODE RED)

12.8 Information from the CFS Website:

The CFS cannot guarantee a fire appliance will be there to protect your property so you need to:

- Know that the bushfire dangers are for your areas – visit www.cfs.sa.gov.au/incidents
- On a daily basis, know the Fire Danger Rating for your area and what you need to do – View "Bans and Ratings" tab www.cfs.sa.gov.au/site/home.jsp
- Act decisively the moment you know there is danger
- Watch for signs of fire, especially smoke and flames
- Put your Bushfire Survival Plan into action (avoid a 'wait and see') response.

Look and listen for information on television, radio, internet, mobile phones and by speaking with neighbours.

- CFS website www.cfs.sa.gov.au
- Bushfire Information Hotline **1800 362 361** or teletype service **TTY 133 677 then ask for 1800 362 361.**
- Other options are available at National Relay Service
- CFS on Facebook or Twitter
- On local ABC radio, FIVEaa, or one of our other Emergency Broadcast Partners

Refer Code Brown (External Emergency) Section 18 for further CFS information

13 BOMB THREAT (CODE PURPLE)

13.1 Buildings with an EWIS

(If no Deputy, then the Chief Warden is to nominate a Deputy to assist)

ON RECEIVING A BOMB/ARSON THREAT (Verbal or Written)

TREAT AS GENUINE

CHIEF WARDEN

Personally meet with the person receiving the threat and collate information using completed Bomb Threat Check list.

CONTACT POLICE (0) 000
Advise exact location & contact number

CONTACT SECURITY (831) 35444
Advise exact location & contact number
Contact:
- ❑ Deputy Chief Warden(s)
- ❑ Relevant Dept Head(s)

Collect:
Emergency Incident Log to record actions as they occur. (see forms/checklists)

- ❑ Proceed to Fire Indicator Panel
- ❑ Meet with Security, Senior Management (if applicable)
- ❑ **Assess threat & options page 30**
- ❑ Consult with police on their arrival

For options 2, 3 or 4 (13.4)
Turn the EWIS into Manual. Using PA Announce "Attention, Attention. Wardens please pick up your WIP phone". Repeat**.**

Co-ordinate Search
Brief Wardens. Request they visually search paths of egress (including stairwells) and/or work areas as applicable.
Have the Deputy Chief Warden(s) conduct an external search and search the Assembly Area. **Record areas searched**.

IF SUSPECT OBJECT LOCATED OR IMMEDIATE THREAT TO OCCUPANTS
Evacuate & Isolate area.
Report find to the Police/Security

IF DECISION TO EVACUATE BUILDING
Advise safest path of egress to Wardens.

Using PA announce slowly and clearly
"Attention, Attention. This is the Chief Warden. There is a need to evacuate the building. Please evacuate when you hear the Evacuation signal on your floor. Follow the directions of your Warden" Repeat announcement.
Then activate Evacuation Signal.

DEPUTY & WARDENS

Search area(s) as instructed by the Chief Warden.
Remember the priorities will be:
- ❑ Outside areas including assembly areas
- ❑ Building entrances and exits, evacuation routes
- ❑ Public areas within the building
- ❑ Work areas

Advise Chief Warden of search findings.

IF SUSPECT OBJECT LOCATED
REPORT TO THE CHIEF WARDEN/SECURITY
DO NOT TOUCH OR COVER

IF INSTRUCTED TO EVACUATE
- ❑ Co-ordinate systematic evacuation of all occupants from your area(s) of responsibility. (e.g. conduct sweep of entire area)
- ❑ Advise occupants, safest path of egress to designated assembly area.
- ❑ Advise personnel to take personal belongings.
- ❑ When area is cleared advise Chief Warden at the FIP/Control Centre.
- ❑ Follow the Chief Warden's instructions

PERSON RECEIVING THREAT

VERBAL

Do not terminate the conversation

Accurately record information given

Do not hang up

(Use Bomb Threat Checklist)

WRITTEN

Avoid any unnecessary handling

Retain evidence

Do not photocopy
Place in a plastic sleeve or transparent folder
Complete Bomb Threat Checklist.

CONTACT THE CHIEF WARDEN
If no immediate response
CONTACT SECURITY (831) 35444
Advise your exact location and contact number

Do not discuss the call with other staff.
Chief Warden/Security will personally meet with you. Have your checklist ready.

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

13 BOMB THREAT (CODE PURPLE)

13.2 Buildings with no EWIS

(If no Deputy, then the Chief Warden is to nominate a Deputy to assist)

ON RECEIVING A BOMB/ARSON THREAT (Verbal or Written)

TREAT AS GENUINE

CHIEF WARDEN	DEPUTY & WARDENS	PERSON RECEIVING THREAT

CHIEF WARDEN

Personally meet with the person receiving the threat and collate information using completed Bomb Threat Check list.

CONTACT POLICE (0) 000
Advise exact location & contact number

CONTACT SECURITY (831) 35444
Advise exact location & contact number
Contact:
- ❑ Deputy Chief Warden(s)
- ❑ Relevant Dept Head(s)

Collect:
Emergency Incident Log to record actions as they occur. (see forms/checklists)

- ❑ Proceed to Fire Indicator Panel
- ❑ Meet with Security, Senior Management (if applicable)
- ❑ **Assess threat & options page 30**
- ❑ Consult with police on their arrival

For options 2, 3 or 4 (13.4)
- ❑ Contact Wardens & conduct a briefing
- ❑ Nominate a Control Centre.

Co-ordinate Search
Request Wardens to visually search paths of egress (including stairwells) and/or work areas as applicable.
Have the Deputy Chief Warden(s) conduct an external search and search the Assembly Area. **Record areas searched**.

IF SUSPECT OBJECT LOCATED OR IMMEDIATE THREAT TO OCCUPANTS
Evacuate & Isolate area.
Report find to the Police

IF DECISION TO EVACUATE BUILDING

Advise safest path of egress to Wardens.

Continue to liaise with the Emergency Services and follow their instructions.

Maintain communications with the Wardens and the Assembly Area.

PERSON RECEIVING THREAT

VERBAL	WRITTEN

VERBAL

Do not terminate the conversation

Accurately record information given.

Do not hang up.

Use Bomb Threat Checklist

WRITTEN

Avoid any unnecessary handling

Retain evidence

Do not photocopy
Place in a plastic sleeve or transparent folder
Complete Bomb Threat Checklist.

CONTACT THE CHIEF WARDEN
If no immediate response
CONTACT SECURITY (831) 35444
Advise your exact location and contact number

Do not discuss the call with other staff.
Chief Warden/Security will personally meet with you. Have your checklist ready.

Search area(s) as instructed by the Chief Warden.
Remember the priorities will be:
- ❑ Outside areas including assembly areas
- ❑ Building entrances and exits, evacuation routes
- ❑ Public areas within the building
- ❑ Work areas

Advise Chief Warden of search findings.

IF SUSPECT OBJECT LOCATED
REPORT TO THE CHIEF WARDEN/SECURITY
DO NOT TOUCH, COVER OR MOVE

IF INSTRUCTED TO EVACUATE
- ❑ Co-ordinate systematic evacuation of all occupants from your area(s) of responsibility. (e.g. conduct sweep of entire area)
- ❑ Advise occupants, safest path of egress to designated assembly area.
- ❑ Advise personnel to take personal belongings.
- ❑ When area is cleared advise Chief Warden at the FIP/Control Centre.
- ❑ Follow the Chief Warden's instructions

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

13 BOMB THREAT (CODE PURPLE)

13.3 GENERAL CONSIDERATIONS

- All Bomb **Threats** will differ in circumstance. Treat all threats as serious.
- Assess each **threat** individually, based on the information received and then develop a strategy even if you have received a threat the day before.
- They are usually made by people seeking to create a state of alarm. They are used to disrupt productivity or an activity without actually risking life or property. (e.g. Exams)
- A "**threat**" is only a "threat" until something tangible is found.
  Location of a "**suspect item**" is treated differently.
- A threat will be either "specific" or "non-specific" i.e. the individual will provide specific and detailed information or may make a non-specific, simple statement. The non-specific threat is the more common.
- Past experience has identified that determined bombers will not normally give a warning.

Phones and Radios
In accordance with AS 3745 care should be exercised with mobile phones, radio sets, wireless technology transmission and any other equipment producing electromagnetic radiation in situations where improvised explosive devices are suspected. Such equipment should not be used until clearance is given by the attending bomb technicians.

13.4 ASSESSING THE THREAT

Chief Warden/Security Manager (or nominee):

- Personally meet with the person receiving the threat to ensure all information has been documented and a copy available for the Police.
- If possible discuss the threat and options with Management and call in Infrastructure Branch as a resource.
- Nominate a suitable control centre on the ground floor with good communications (if possible), and remain there. (e.g. EWIS for those with an EWIS)
- Advise all Wardens of the location to ensure communication is maintained.
- Once all the information is available there are four options available.
  Each will have advantages and disadvantages and must be weighed against the potential risk.

  - **Option 1 : Take no further action**
    If the slightest doubt exists another option must be considered.
    Every threat shall be treated as genuine until proven otherwise.

  - **Option 2 : Search with Partial Evacuation**
    If the offender has included the specific or general location of the object.
    Personnel essential to a search remain and critical activities/services may be continued.
    Other non-essential personnel are evacuated from the area(s) at risk.

  - **Option 3 : Search and Evacuation**
    Nominate persons who have an understanding of what belongs or what does not belong to carry out the search. Personnel remain in-situ and are evacuated once the presence of a suspicious article is confirmed. Should a suspicious object be located then the area should be evacuated and isolated. A search of other areas should continue to ensure that there are no other suspect objects.

  - **Option 4 : Evacuate Immediately**
    When the risk is considered high e.g. if elevated risk due to current security alerts, recent confrontation with known potentially violent individuals or bodies or recent violent action (or malicious damage) or if threat included warning of an imminent explosion, evacuate as quickly and as safely as possible

13 BOMB THREAT (CODE PURPLE)

- **Option 4 : Evacuate Immediately (continued)**

Limitations of total evacuation
In accordance with AS 3745, immediate and total evacuation would seem to be the most appropriate response, however there are significant safety and economic factors associated with a bomb threat, which may weigh against an immediate evacuation as follows:

Risk of injury
Occupants may be evacuating via areas which have easy access to the public.
i.e. their path of egress/assembly area may be where the object has been placed.

Response limitation
Total and prompt evacuation will remove personnel who may be required to make a search

Panic
A sudden bomb threat evacuation may cause panic and unpredictable behaviour, leading to unnecessary risk of injury.

Essential Services
Some evacuations may be precluded by the essential nature of the operations conducted within the building.

Loss to business services
While the protection of life should outweigh any economic loss, repeated threats may increase loss of business and interruption of services to an unacceptable level.

"Total and immediate evacuation whilst risky is the easy decision, and having taken the easy way, the hard decision of when to return still has to be made."
(AS 3745)

Identifying an item as Suspect:

Is the Item:

H	**Hidden?**
O	**Obviously a bomb?**
T	**Typical of its environment?**
	Has there been:
U	**Unauthorized access?**
P	**Perimeter Breach?**

13 BOMB THREAT (CODE PURPLE)

13.5 DECISION TO SEARCH

Success of the search is reliant on local knowledge (e.g. what belongs or what does not belong in a location at a given time), therefore a search by the occupants is the most efficient. Ensure Wardens and staff (if involved) are adequately briefed and reassured.

Please note, (as outlined in AS 3745), law enforcement authorities ie the police, do not normally assist occupants of buildings, structures or workplaces in searching for suspect bombs unless a suspect bomb has been located by the site occupants.

The aim of the search is to identify any object(s) which is/are:

- not normally found in an area or location, or for which an owner is not readily identifiable suspicious for any other reason e.g. suspiciously labelled, presence of tape, wire, string or explosive wrappings suspicious due to the size, weight, shape or sound of the package;
- there is evidence of fresh diggings, footprints, marks etc on the outside of the buildings
- signs of tampering with electrical installations
- fittings have been moved
- furniture has been re-arranged
- new components introduced

Most common areas where devices are found
Where members of the public have access i.e. entrances, corridors, bathrooms, storerooms, waste receptacles.

Search corridors and rooms as follows:
Conduct an audio/visual check. Listen carefully for any unusual sounds.

- First Search Height: Floor to waist
- Second Search Height: Waist to head
- Third Search Height: Head to ceiling
- Fourth Search Height: Ceiling

Exterior Search
Search begins at ground level and radiates outwardly to approx. 10 metres and to a clearly defined border such as a kerb or wall. Close attention must be given to piles of leaves, shrubbery, entrances, other access, manholes, rubbish bins, other extraneous containers, and parked vehicles.

Complete the ground level search to a height accessible to a bomber.

Documentation after an area is searched
Contact the Chief Warden so they can notate the overall search plan.

The Chief Warden (delegate) is to mark areas searched to eliminate duplication or omission.

VEHICLE SEARCH
A detailed search should only be conducted by trained technicians.
Car bombs are arguably the most hazardous devices.
Consider this when deciding on an appropriate assembly area if evacuation of the building has been initiated

13 BOMB THREAT (CODE PURPLE)

13.6 SUSPICIOUS OBJECT LOCATED

- Do not move, touch or open any unusual object.
- Report immediately to the Chief Warden and/or Police.
- Evacuate area (at least 100 metres) and follow evacuation procedure
- Secure the area and move all persons away from glass windows, doors or partitions.
- Prevent other persons from entering the area.

Open all doors

If device/suspect device is located, the Police take control of the area and the device.
The site will remain under their control until the area is declared "safe" and control restored to the Chief Warden for subsequent re-occupation.

13.7 IF DECISION TO EVACUATE

Search exits and assembly areas before evacuation for any suspect devices.
These areas must be searched to ensure that personnel are not unnecessarily exposed to danger during the evacuation.

- Never assemble personnel in front of, or directly below glassed areas.
- Evacuate in an orderly manner approx. 30 metres apart
- Occupants are to take all of their personal belongings ie bags, parcels etc
- Utilise all available staff and visitors to assist to evacuate persons with special needs ie those who require assistance
- Ensure all doors and windows are left open
- The Chief Warden may direct occupants to an alternative assembly area.

13.8 ROLE OF THE POLICE

The police are on site to:

- Provide advice to the Chief Warden
- Provide traffic control
- Assist in evacuation
- Assist with return of persons to the building.

On arrival police will:

- Conduct interviews with the Chief Warden and all persons who have had involvement; and Security to discuss access for vehicles, specific hazards within the building etc
- Consider area where item could be placed to minimise risk
- Wait at the control point until the search is completed.

If no device is located, all information will be recorded and the police will leave after the de-brief.

AS A GENERAL GUIDE

- The Emergency Services are on site to manage the emergency
- The Emergency Control Organisation (eg Chief Wardens) together with Security are responsible for the co-ordination of the search and the evacuation of the building (if required).

13.9 RE-OCCUPATION

After an evacuation the Chief Warden **must** consult with the Police and Security Manager (or nominated person) to decide when re-entry should occur.

If evacuation was ordered without a search, then a search must be undertaken before re-occupation. The search results should guide the decision to re-enter the premises.

If a suspicious object was located and police are in control of the building**,** the scene will remain under their control under the area is declared "safe". They will inform the Chief Warden when re-occupation can occur.

When given the "All Clear"
The Chief Warden/Security Manager is to nominate a person to contact the Wardens and occupants at the designated Assembly Area(s) to advise "All Clear".

13 BOMB THREAT (CODE PURPLE)

13.9 RE-OCCUPATION (continued)

It is suggested that re-occupation be systematic to ensure that "Secure areas" are not compromised. Before re-entry the Chief Warden shall first arrange for Wardens to check secure repositories to ensure that they have not been tampered with whilst unattended.

If evidence of tampering is found, Security staff should be called and the area cordoned off (to preserve evidence) before staff or students are permitted to return to the building.
Floor Wardens shall co-ordinate the re-occupation of their area(s).

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures.

13.10 WRITTEN THREAT

On receipt of a written threat it is essential to maintain the integrity of the document.

- Place the document in a plastic envelope (or transparent folder) to preserve the condition and to prevent contamination
- **DO NOT** photocopy – this process could destroy useful information
- Mail bombs are constructed principally to function on opening or the removal of an inner article from an envelope or package. Most devices are designed to remain in the postal system for a period of time and robust enough to survive the rigours of the system.

MAIL BOMB RECOGNITION POINTS

Excessive securing material

Xcessive weight

Protruding wires or tin foil

Lopsided or unevenly weighted

Oily stains and discolorations

Still or rigid envelope

Is, package expected

Visual distractions

Excessive postage

Proper names and title not, or incorrectly used

Address – handwritten or poorly typed

Restrictive markings eg "CONFIDENTIAL"

Common words misspelt

Either unusual or foreign origin

Lacks address of sender

14 MEDICAL EMERGENCY (CODE BLUE)

14.1 On discovery of a person who needs urgent medical attention

ASSESS SITUATION
(including own safety}

Ring (0) 000 (or delegate)
State clearly

- **Medical Emergency**
- **Type (if known)**
- **Location (including name of building and where you are)**

FIRST AID KITS ARE LOCATED

Defibrillator location if appropriate

↓

Stay with the person, call for on-site assistance

→

Assistant to contact

- ❑ First Aid Personnel on site. (see Emergency Evacuation Poster for listing)
- ❑ Chief Warden
- ❑ Security (831) 35444

Advise type of emergency and location of injured/ill person.

↓

If trained, Apply first aid until the arrival of the Emergency Services If applicable, commence D R S A B C D (see overleaf)

↓

If trained, Apply first aid until the arrival of First Aid Personnel and/or the Emergency Services. Assist with D R S A B C D if applicable

RESUSCITATION GUIDELINES

CPR (one Operator, Two Operators

Adult	2 breaths To 30 compressions in 15 seconds (9yrs and older) (**2 hands 4-5cm compressions**) 100 - 120 compressions per minute
Child	2 breaths To 30 compressions in 15 seconds (1-8yrs old) (**2 hands 1/3rd depth compressions**) 100 - 120 compressions per minute
Infant	2 puffs To 30 compressions in 15 seconds (0-1yr old) (**2 fingers 1/3rd depth compressions**) 100 – 120 compressions per minute

Note: Compressions must be paused to allow effective ventilations.

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

14 MEDICAL EMERGENCY (CODE BLUE)

14.2 RESUSCITATION GUIDELINES

Note: On site First Aid personnel should have current First Aid Certificate.

D — **Check DANGER**
(To you, to others & casualty)

R — **Check RESPONSE**
(Is casualty conscious?
Gently shake and shout)

If response

IF NO RESPONSE
Turn casualty into the recovery position
Gain Assistance.

S — **SEND for Help** (0) 000

A — **Check AIRWAY**
(Clear mouth and open airway –
Remove any foreign objects)
Check for signs of life

Signs of Life-
Conscious, responsive and moving

B — **Check BREATHING**
(Look, listen and feel for breath)

If breathing leave casualty in the recovery position. Check regularly

IF NOT BREATHING
- Turn casualty on back.
- Tilt head back & slightly down and support jaw.

C — **Commence Compressions.**

PERFORM
Cardio Pulmonary Resuscitation (CPR)
(in accordance with training)
(If Applicable)
Attach AED(Automated External Defibrillator) as soon as available and follow its prompts.
(only if trained to do so)

D

NB. A Defibrillator is kept in the Roseworthy Security Office (RW156)

Monitor for signs of life

CPR Guidelines (i.e. in the case of no pulse)

(On site First aid personnel should be proficient in CPR)

- ❑ Kneel beside casualty.
- ❑ Locate lower half of breastbone.
- ❑ Place heel of left hand on top of right
- ❑ Interlock and raise fingers
- ❑ With arms straight, press down on the breastbone to depress about 1/3 rd Depth of Chest.
- ❑ Release the pressure. Repeat 30 compressions.
- ❑ After 30 compressions, tilt head and lift chin, give 2 effective breaths.

IF BREATHING AND PULSE RESTORED
Lay casualty in recovery position. Check breathing and pulse regularly until medical aid arrives.

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

14 MEDICAL EMERGENCY (CODE BLUE)

The purpose of first-aid is to maintain life or prevent aggravation of an injury until skilled medical care is available

ENSURE THE EMERGENCY SERVICES HAVE BEEN NOTIFIED

The following information provides elementary first aid for Fire Victims

14.3 SMOKE INHALATION

If in a fire, a person is overcome by smoke or toxic gases, quickly follow these safety steps:

- ❑ Move the casualty into fresh air
- ❑ Loosen any tight clothing at the casualty's neck, chest and waist
- ❑ Call an ambulance
- ❑ Follow resuscitation procedures if the casualty stops breathing.

14.4 FOR BURNS AND SCALDS

- ❑ Remove the source of the burn
- ❑ Cool the injury
  Cool the burn immediately by submerging the burn area in cold water or run cold water over the area for at least 10 minutes to reduce the heat in the skin.
  For chemical burns, flush skin or eyes for up to 20 minutes.
  Cooling the burn has three benefits
  - It reduces the skin temperature and stops any continued burning into the skin's deeper layers
  - It reduces pain
  - It prevents or reduces swelling
  - **Never Use Ice** – Too much cold could damage the skin and induce shock
- ❑ Scalds and burns quickly cause swelling.
- ❑ Loosen or remove any tight clothing providing it is not sticking to the burn area. Clothes hold in heat making a burn deeper.
- ❑ Remove jewellery, bracelets and footwear before they cut off circulation.
- ❑ Never try to remove burning clothing.
- ❑ Cover the burn area with a clean non-fluffy cloth such as a cotton pillow-case or sheet. Do not cover burns with bandages or dressings.

Burns cause shock because of the loss of body fluid. It is vital that skilled attention be on hand at the earliest possible time.

14.5 HEAT EXHAUSTION AND DEHYDRATION

This type of heat illness is caused by excessive muscular effort or exercise in heat, and associated with dehydration and possible salt deficiency.
It is indicated by pallor and clamminess, dizziness, nausea, stumbling and disorientation in time or place.

Remove the patient from the heat, lie them down and remove excessive clothing.
Give cold water to drink.

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15 EVACUATION (CODE ORANGE)

15.1 Buildings with an EWIS

DECISION BY CHIEF WARDEN TO EVACUATE BUILDING

(eg confirmed fire, major hazardous substance spill, suspect object located, life threatening internal emergency, life threatening external emergency)

EVACUATION SIGNAL : WHOOP – WHOOP

CHIEF WARDEN	FLOOR WARDEN	STAFF
❑ Contact appropriate Emergency Service – (0) 000 (ie Police, MFS, SES) ❑ Contact Campus Security	**On receiving instruction from Chief Warden, or on hearing the Evacuation Signal** Immediately commence evacuation of all persons via nearest, safest exit **or as advised**	❑ On receiving instruction from the Floor Warden, or on hearing the Evacuation Signal immediately commence evacuation ❑ For persons with special needs refer to Section 24 (Forms)
❑ Use PA and Announce "Attention, Attention. This is the Chief Warden. There is a need to evacuate the building. Please evacuate when you hear the Evacuation signal on your Floor"	❑ Conduct final sweep of area. When area is cleared, pick up handset and confirm "ALL CLEAR" to the Chief Warden, or report floor status if unsure. Alternatively report to the FIP in person	**DO NOT USE LIFTS** If descending via the stairs, descend in single file and hold onto the hand rail.
❑ Identify safest path of egress, and advise Floor Wardens accordingly.	❑ If Persons with special needs cannot be evacuated, advise the Chief Warden of situation via the WIP and follow his/her instructions. Evacuate to a safe area if necessary.	❑ Proceed to the designated **ASSEMBLY AREA** and await further instructions
❑ Evacuate the Floor on alert, two above and one below, then staged evacuation, until whole building is evacuated.	❑ Proceed to the designated **ASSEMBLY AREA or FIP** ❑ Await further instructions	
❑ Liaise with the attending Emergency Service and act as directed. ❑ Advise location of Person(s) with special needs (if applicable).		**PERSON REFUSING TO COMPLY WITH WARDEN'S DIRECTIONS** Ensure the person has been clearly advised they are required to evacuate because of an emergency situation. Notify the Chief Warden who will advise the Emergency Service. They may take the appropriate action under law to remove the person.
❑ Record advice from Floor Wardens, as to when their area is cleared		
❑ Delegate Wardens to monitor entrances to prevent entry/re-entry to the building		
FOR ALL-CLEAR : RE-OCCUPATION SEE 15.8		

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

15 EVACUATION (CODE ORANGE)

15.2 Buildings with no EWIS

DECISION BY CHIEF WARDEN TO EVACUATE BUILDING

(Please note that an evacuation of the building may be required for other emergencies apart from fire e.g. Bomb Threat. An alarm may not always be audible)

CHIEF WARDEN	WARDEN	STAFF
❑ Contact appropriate Emergency Service – (0) 000 (i.e. Police, Fire Service, SES) ❑ Contact Security (831) 35444 ❑ Brief Warden(s) on the nature/scale of the emergency & plan of action, including safest path of egress ❑ Evacuate the emergency affected floor/section, then commence staged evacuation, until whole building is evacuated if necessary.	**On receiving instruction from Chief Warden** ❑ Advise occupants of safest path of egress ❑ Inform the Chief Warden if persons with special needs cannot be evacuated ❑ Delegate duties to available staff (if necessary)	**Follow the Instructions of the Warden** ❑ Secure your area ❑ Save data and shut down computers ❑ Turn off gas (if applicable) and electrical equipment ❑ Take personal belongings. ❑ Proceed to the designated assembly area ❑ Follow the Warden's instructions ❑ Do not re-enter until given the "All Clear". ❑ Those with special needs refer Section 24 Forms – Personal Emergency Evacuation Information Sheet. **DO NOT USE LIFTS**
❑ Liaise with the attending Emergency Service and act as directed. ❑ Advise location of person(s) with special needs (if applicable).	❑ Conduct final sweep of area. ❑ When area is cleared, report to the FIP and confirm "ALL CLEAR" to the Chief Warden, or report area/floor status if unsure. ❑ If person(s) with special needs cannot be evacuated, ensure the Chief Warden is advised of the situation and follow his/her instructions.	
❑ Record advices from Floor Wardens as to when their area is cleared	❑ Act as directed by the Chief Warden/Emergency Services	

Delegate Wardens or other available staff to:
- ❑ Monitor entrances to prevent entry to the building/area;
- ❑ Monitor lifts (if applicable)
- ❑ Supervise clients in the assembly area

FOR ALL-CLEAR : RE-OCCUPATION SEE 15.8

PERSON REFUSING TO COMPLY WITH WARDEN'S DIRECTIONS

Ensure the person has been clearly advised they are required to evacuate because of an emergency situation.

Notify the Chief Warden who will advise the Emergency Services. They may take the appropriate action under law to remove the person.

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

15 EVACUATION (CODE ORANGE)

	15.3	**Assessment** Before ordering an evacuation of an area or the building, the Chief Warden will have assessed the following: • seriousness and relevance of the threat to human safety; and • proximity of hazards which may be relevant to the situation. Evacuation involves the orderly movement of personnel from the area/building in as rapid and safe a manner as possible.
	15.4	**Evacuation route** The Chief Warden is to assess the safest path of egress with regard to the proximity of the hazard, and advise the Floor Wardens accordingly via the communication methods available (e.g. PA, WIP (red phone), runner). For example, in a situation where a suspicious package has been found, and the decision to evacuate has been made, the Chief Warden is to advise Floor Wardens of the area at risk to ensure occupants do not evacuate via the danger area e.g. If the package is at the southern end of the building at main reception, occupants should be instructed to leave via the northern exits.
	15.5	**Stages in evacuation** Evacuation may be conducted in three distinct stages according to the severity of the emergency. The Warden is to advise the Chief Warden when evacuation is complete and provide ongoing feedback as directed. **Stage 1** Removal of people from the immediate danger area e.g. removing people from a room which is on fire or is alleged to have a bomb in it. **Stage 2** Removal to a safer area. This may be to an adjoining area on the same level, or to a safer level. **Stage 3** Complete evacuation of a building.
	15.6	**Order of Evacuation** To promote rapid evacuation, occupants should be evacuated in the following order: • Ambulant – people able to walk unaided • Semi-ambulant – people requiring assistance • Non-ambulant – people who have to be physically moved or carried.
	15.7	**Accounting for people** Wardens should conduct a systematic check that all persons are cleared from the floor/area of their responsibility and report back to the Chief Warden when “All Clear”. This function is of greater importance than a physical count of those evacuated. If this has been conducted, the Chief Warden will be able to advise the Emergency Services of the building evacuation status and the location of any persons who remain in the building.
	15.8	**For “All Clear” to return to the building** The Emergency Services advise when it is safe to re-enter the building. The Chief Warden will contact Wardens. Wardens are to assist in co-ordinating re-entry. Before re-entry the Chief Warden shall first arrange for Wardens to check secure repositories to ensure that they have not been tampered with whilst unattended. If evidence of tampering is found, Security staff should be called and the area cordoned off (to preserve evidence) before staff or students are to be permitted to return to the building. Floor Wardens shall co-ordinate the re-occupation of their area(s).

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16 PERSONAL THREAT (CODE BLACK)

16.1 IF A PERSON'S BEHAVIOUR IS THREATENING AND OUT OF CONTROL

(i.e. staff confronted with a violent incident including abuse, threat, assault or injury)

CHIEF WARDEN/ MANAGEMENT	STAFF MEMBER(S) INVOLVED	OTHER STAFF IN AREA
	❑ Keep all movements slow, remain calm ❑ Listen to the person and focus on them. ❑ Observe continuously any objects touched by the offender and physical appearance.	**If witnessing a violent/aggressive situation** **DO NOT PLACE YOURSELF AT RISK**
On becoming aware of an incident	❑ Attempt to de-escalate the situation ❑ Do as you are told. ❑ Avoid getting into an argument. ❑ Give them what they want. ❑ Do not turn your back on them ❑ Keep a safe distance between yourself and the person. ❑ Note exits or other possible escape routes and try to get as close as possible to one (i.e. very slowly walk backwards towards exit)	**IF SAFE** **RAISE THE ALARM** **Contact Police (0) 000** **Contact Security (831) 35444** Ring Management and/or Chief Warden
Confirm Police have been contacted Meet with the person(s) involved in the incident. Have them record their account of what happened asap.	❑ Be ready to shout for help or otherwise raise the alarm. ❑ Try to get the attention of another staff member without aggravating the offender(s) or placing yourself/others at risk **As soon as possible call for back-up** **Contact Police (0) 000** **Contact Security (831) 35444** ❑ Complete Personal Threat Checklist Record your observations ❑ Report incident to the Chief Warden/Manager	**IF SAFE** Assist, try to de-escalate the situation Prevent others from entering the area (if possible) **Do not place yourself at risk.** Record as much information as possible to assist police

WHEN SAFE

- ❑ Proceed to the crime scene.
- ❑ Do not touch anything handled by the offender.
- ❑ Secure the area until investigation personnel arrive.
- ❑ Detain witnesses.
- ❑ Liaise with the Police on their arrival and provide assistance

Conduct a hot debrief following the incident in line with post emergency procedures and recommend person(s) receive counselling

16 PERSONAL THREAT (CODE BLACK)

16.2 External Lock down Procedure

If time permits, and if safe, this option is designed to protect occupants from an external threat by excluding or isolating the threat.

Please remember that every scenario will be different.
The Police will generally brief University Security first.

ON RECEIVING THE INSTRUCTION TO LOCK DOWN BY THE EMERGENCY SERVICES/SECURITY:

SECURITY MGR	CHIEF WARDEN	WARDENS	STAFF
❑ Assess the risk and scope of the lock-down ❑ Lock down sector(s) affected by Computer where possible ❑ Despatch Security Officers to manually lock-down other Buildings as applicable (if safe) ❑ Distribute radios to Chief Wardens in affected area(s) (if safe) ❑ Install Emergency Phones ❑ Send SMS Message, Email and Radio advice ❑ Contact Infrastructure Branch and gain additional resources for the Security Office ❑ Maintain an Incident Log	❑ Brief Wardens on the nature and scope of the Lock-down using available communication methods (eg Email, Phone, PA) Use the exact wording provided by Security to avoid misinterpretation ❑ Delegate Wardens to monitor exits (if safe to do so)	❑ Disseminate information received from the Chief Warden to staff in your area of responsibility ❑ Maintain communications with the Chief Warden **SHOULD AN OCCUPANT REFUSE TO FOLLOW YOUR INSTRUCTIONS** **They are compromising the safety of all other occupants** ❑ Take down their name and contact details and present this information to the Chief Warden	❑ Follow the directions of the Warden, Chief Warden, Security or Police. ❑ Ensure doors in your area are not chocked open ❑ Secure your area ❑ **Do not leave the building** until gaining approval from the Warden/Chief Warden or Security or until formally given the "All Clear". You may be placing yourself at risk or compromising the safety of other occupants by opening external doors.
Each 30mins (approx) or as new information becomes available ❑ Forward updates to Chief Wardens via SMS, Email & Radio.	❑ Up-date Wardens as new information received ❑ Maintain an Incident Log for your building	❑ Provide up-dates to Staff when new information received using available communication methods (e.g. verbal, email, phone)	
For "All Clear" ❑ Forward "All Clear" via SMS, Email & Radio	❑ Notify Wardens re "All Clear"	❑ Notify all occupants in your area of responsibility	
❑ Organise a debrief with key personnel involved and document outcomes	❑ Following Security debrief, conduct own debriefing with Wardens and document. ❑ Take corrective actions as applic.	❑ Disseminate outcomes of the emergency and follow-up action to occupants in your area of responsibility.	

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

16 PERSONAL THREAT (CODE BLACK)

16.3 Civil Disorder

Please remember that every scenario will be different.

SECURITY MGR	CHIEF WARDEN	WARDENS	STAFF
❑ Assess the risk and scope of the demonstration ❑ Contact the Police ❑ Lock down sector(s) affected by Computer where possible ❑ Despatch Security Officers to manually lock-down other Buildings as applicable (if safe) ❑ Distribute radios to Chief Wardens in affected area(s) (if safe) ❑ Install Emergency Phones if necessary ❑ Send SMS Message, Email and Radio advice ❑ Contact Infrastructure Branch and gain additional resources for the Security Office if necessary ❑ Maintain an Incident Log	❑ Brief Wardens on the nature and scope of the demonstration and lock-down using available communication methods (eg Email, Phone, PA) Use the exact wording provided by Security to avoid misinterpretation ❑ Nominate an appropriate Emergency Control Centre with communications and stay there ❑ Nominate a Deputy to assist as required e.g. to act as a runner ❑ Take action to restrict contact between the demonstrators and the building occupants ❑ Provide assistance to Security and Police as applicable ❑ Maintain an Incident Log	❑ Disseminate information received from the Chief Warden to staff in your area of responsibility ❑ Maintain communications with the Chief Warden **SHOULD AN OCCUPANT REFUSE TO FOLLOW YOUR INSTRUCTIONS** **They are compromising the safety of all other occupants** ❑ Take down their name and contact details and present this information to the Chief Warden	❑ Follow the directions of the Warden, Chief Warden, Security or Police. ❑ Ensure doors in your area are not chocked open Secure your area ❑ Lock up office(s) ❑ Secure records/files ❑ Secure cash holdings ❑ Secure valuable property ❑ **Do not leave the building or your area** until gaining approval from the Warden/Chief Warden or Security or until formally given the "All Clear". You may be placing yourself at risk or compromising the safety of other occupants
Each 30mins (approx) or as new information becomes available ❑ Forward updates to Chief Wardens via SMS, Email & Radio.	❑ Up-date Wardens as new information received	❑ Provide up-dates to Staff when new information received using available communication methods (e.g. verbal, email, phone)	
For "All Clear" ❑ Forward "All Clear" via SMS, Email & Radio	❑ Notify Wardens re "All Clear"	❑ Notify all occupants in your area of responsibility	
❑ Organise a debrief with key personnel involved and document outcomes	❑ Following Security debrief, conduct own debriefing with Wardens and document. ❑ Take corrective actions as applic.	❑ Disseminate outcomes of the emergency and follow-up action to occupants in your area of responsibility.	

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

16 PERSONAL THREAT (CODE BLACK)

16.4 Reducing the risk of violence at work

All Staff:

- Be aware of and report to other staff, security and management immediately if a person's behaviour is threatening and you feel at risk.
- Gain assistance or ensure you have back-up if trying to de-escalate the situation. e.g. if the violence has not occurred, but indications suggest that there is potential for it to occur.
- Alert other staff who may come into contact with the person, so they are not entering an unsafe environment.
- If you are moving into an area where you think an intruder may have gained access, do not investigate on your own.

16.5 Armed or Aggressive Offender

The person(s) may be under the influence of drugs or alcohol when they confront staff.
They may be desperate. Their behaviour may be unpredictable.
They may be nervous or even scared.
The initial actions you take are vital.

- Try to calm the offender and comply with their requests.
- Try to let another staff member know that there is a problem. **DO NOT** however, take any risks doing this.
- Give the offender what they want
- Try to obtain a full description of the person and write these details down as soon as possible following the incident.
- If you are witnessing an incident start recording your observations as soon as possible.
- **Contact the Police, Security and Management as soon as it is safe to do so.**
- Isolate the area until the police arrive.

16.6 Acts of Terrorism:

Given the global security environment and increased awareness of terrorism activities please refer to Code Black guidelines (16.1 Threatening Behaviour and/or 16.3 Civil Disorder) for relevant information.

Further information may be sourced from the Australian National Security website:

The National Security Hotline number is 1800 123400 and is available 24/7

http://www.nationalsecurity.gov.au/WhatAustraliaisdoing/Pages/TheNationalSecurityHotline.aspx

Consider the procedures for Escape, Hide Tell.

ESCAPE: Move quickly and quietly away from danger
HIDE: Stay out of sight and silence your phones
TELL: Call the police by dialling '000' when it is safe

https://www.nationalsecurity.gov.au/Securityandyourcommunity/Documents/escape-hide-tell-A3-landscape.pdf

17 INTERNAL EMERGENCY (CODE YELLOW)

17.1 Power Failure

CHIEF WARDEN

- ❑ Contact Infrastructure Branch to obtain status
- ❑ Advise occupants of status using emergency communications available e.g. EWIS
- ❑ Request Wardens check lifts on their level to ensure no-one is trapped.
  Contact Security/Infrastructure Branch if necessary
- ❑ Request Wardens check areas which may not have Emergency Power i.e. where someone may be disorientated e.g. toilets, storerooms
- ❑ Provide building occupants with assistance/updates as necessary

STAFF

- ❑ Remain in the building unless instructed by the Chief Warden.
- ❑ Turn off computers
- ❑ Do not use Lifts
- ❑ Follow building/department specific procedures for resource failure if loss of power threatens critical activities in your area

Some Internal doors may remain locked during a power failure.

To unlock – contact Security (831) 35444

IF TRAPPED and Emergency Evacuation required

Break the Break Glass Alarm.
Doors will automatically unlock.

**WHERE 15 MINUTES HAS ELAPSED,
AND POWER HAS NOT BEEN RESTORED**

- ❑ Assess the need to evacuate the building as Emergency Lighting will cease in approx. 60 minutes

Please enter back up specific for your building	Back-up
EXIT & EMERGENCY LIGHTS: **Emergency Door Release**	The emergency lights will run on batteries for approx. 90 minutes. Where emergency door releases are present and the green/white button does not respond the green/white break glass must be activated to release the door.
EWIS (if applicable)	In the event of mains input power failure the battery is capable of maintaining the system in normal working condition for at least 8 hrs. After which, sufficient capacity shall remain to operate the EWIS including all audible and visible signals at the specified outputs for a period not less than 90 mins.
FIRE INDICATOR PANEL	In the event of a mains input power failure the battery is capable of maintaining the system in normal working condition for at least 24 hrs, after which sufficient capacity shall remain to operate two alarm zone facilities and all associated ancillary control functions for 30 mins.
SECURITY KEY-PAD (if applicable)	
PHONE SYSTEM	
GENERATOR (if applicable)	
LOCATION OF EMERGENCY TORCHES (if applicable)	

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

17 INTERNAL EMERGENCY (CODE YELLOW)

17.2 Hazardous Substances Spill

Incidents include the leakage or spillage of hazardous substances, including flammable liquids/gases or corrosive, toxic, biological and radioactive substances.

CHIEF WARDEN

- ❑ **CONTACT MFS – (0) 000**
- ❑ **CONTACT SECURITY (831) 35444**
- ❑ Isolate the area to prevent access.
- ❑ If substance known, obtain Material Safety Data Sheet & follow spill, safety & first aid procedures
- ❑ Consider need to evacuate other areas of the building.
- ❑ Follow Evacuation procedure if required

- ❑ Arrange for Medical Assistance if required
  Contact Ambulance Service (0) 000

- ❑ Direct MFS to area
- ❑ Complete Emergency Incident Report

FOR GAS LEAK

- ❑ Isolate the gas (if possible)
- ❑ Eliminate any ignition sources
- ❑ Break the Break Glass Alarm (If alarm not already activated)
- ❑ Follow **RACE** procedures

Remove persons from immediate danger
Alert others
Contain the emergency – close doors
Evacuate

STAFF

If confronted with a leakage or spillage of hazardous material and the hazard (liquid or solid) is:

- Gaseous;
- Vaporising; or
- Explosive material

DO NOT SNIFF, TASTE, TOUCH OR WALK THROUGH MATERIAL

Break "Red Break Glass" Alarm to shut down air-conditioning if applicable to your building

CONTACT CHIEF WARDEN/SECURITY
State Location, name of product or chemical and quantity (if known)

Remove anyone in immediate danger. Contain the threat by closing doors (where possible)

Await further instructions from the Chief Warden, Security or Emergency Services

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

17 INTERNAL EMERGENCY (CODE YELLOW)

17.3 Flood (Water intrusion)

CHIEF WARDEN

Contact Security (831) 35444

Evaluate the need to evacuate

If evacuation required, follow evacuation procedures

Assess and delegate the following actions:

- ❑ Shut off electricity, water and gas, or have occupants switch off electrical appliances in work areas most likely to be flooded;
- ❑ Move valuable equipment and documents to a position above anticipated flood level;
- ❑ Arrange medical assistance if required
- ❑ Move lifts to the top of the rise (if applicable)
- ❑ Follow the instructions of Security or the Emergency Services
- ❑ Complete an Emergency Incident Report Form

STAFF

If confronted with a flood situation
Contact the Chief Warden and/or Security

- ❑ Remove anyone in immediate danger.
- ❑ Alert others in the area
- ❑ Be aware of water affected electrical installations
- ❑ Contain the threat by closing doors etc
- ❑ Await further instructions from the Chief Warden, Security or Emergency Services

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

17 INTERNAL EMERGENCY (CODE YELLOW)

17.4 Structural Damage

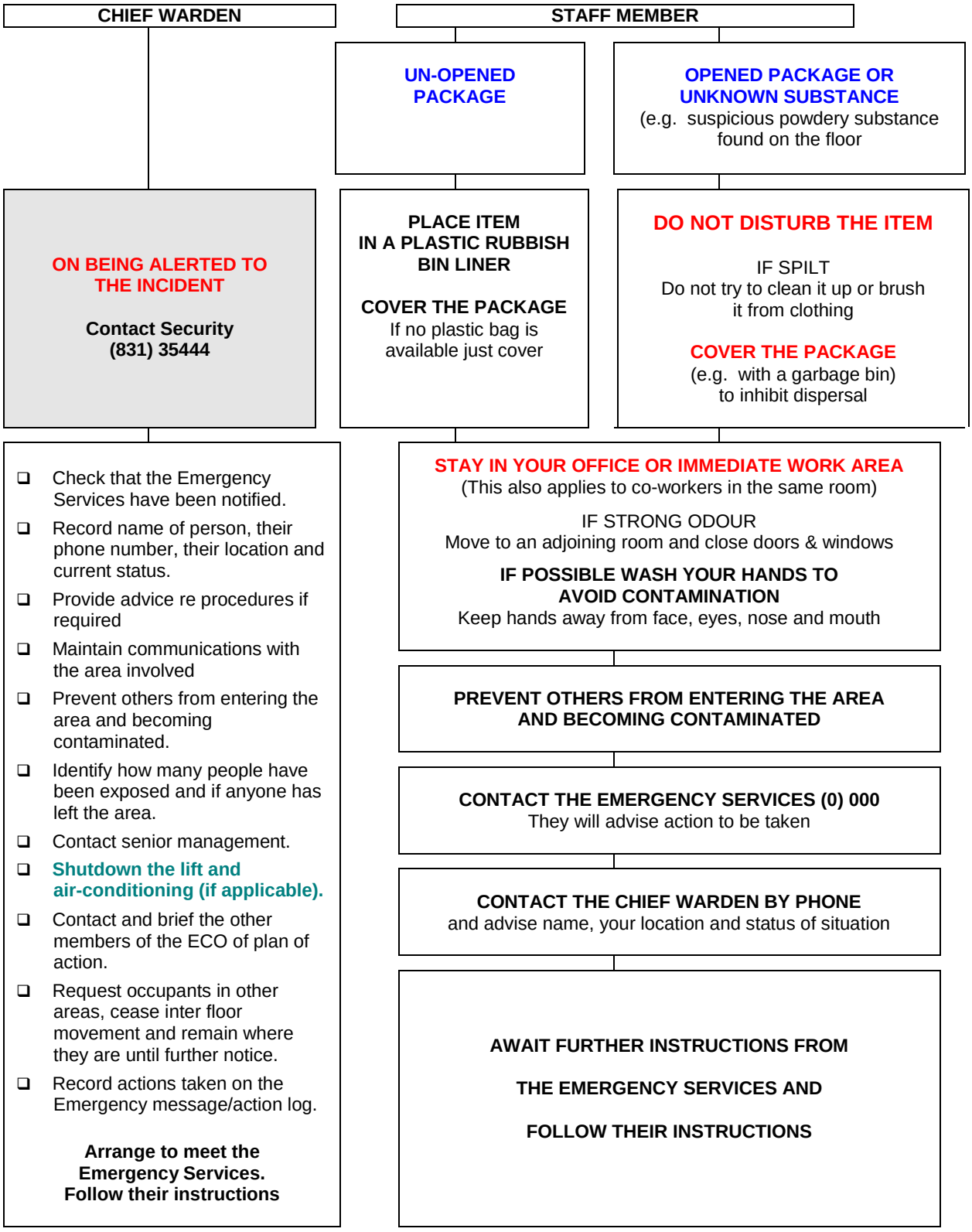
(eg building collapse, cracks, corrosion, leaks)

CHIEF WARDEN	WARDEN
IF OCCUPANTS ARE TRAPPED OR IN IMMEDIATE DANGER **Contact Emergency Services (0) 000** **Contact Security (831) 35444** **Arrange medical assistance if required**	Report any structural damage to the Chief Warden and or Security
Check that area has been evacuated. Isolate the area to prevent access	Remove anyone in immediate danger Contain the threat by closing doors (where possible)
Consider need to evacuate other areas of the building. Follow Evacuation procedure (if required)	Await further instructions from the Chief Warden or Emergency Services
CONTACT INFRASTRUCTURE BRANCH (See emergency numbers)	
Await arrival of Emergency Services Direct to area Complete Emergency Incident Report Form	

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

17 INTERNAL EMERGENCY (CODE YELLOW)

17.5 Biological Agent (e.g. Anthrax Scare, package, mail item, unknown substance)



On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

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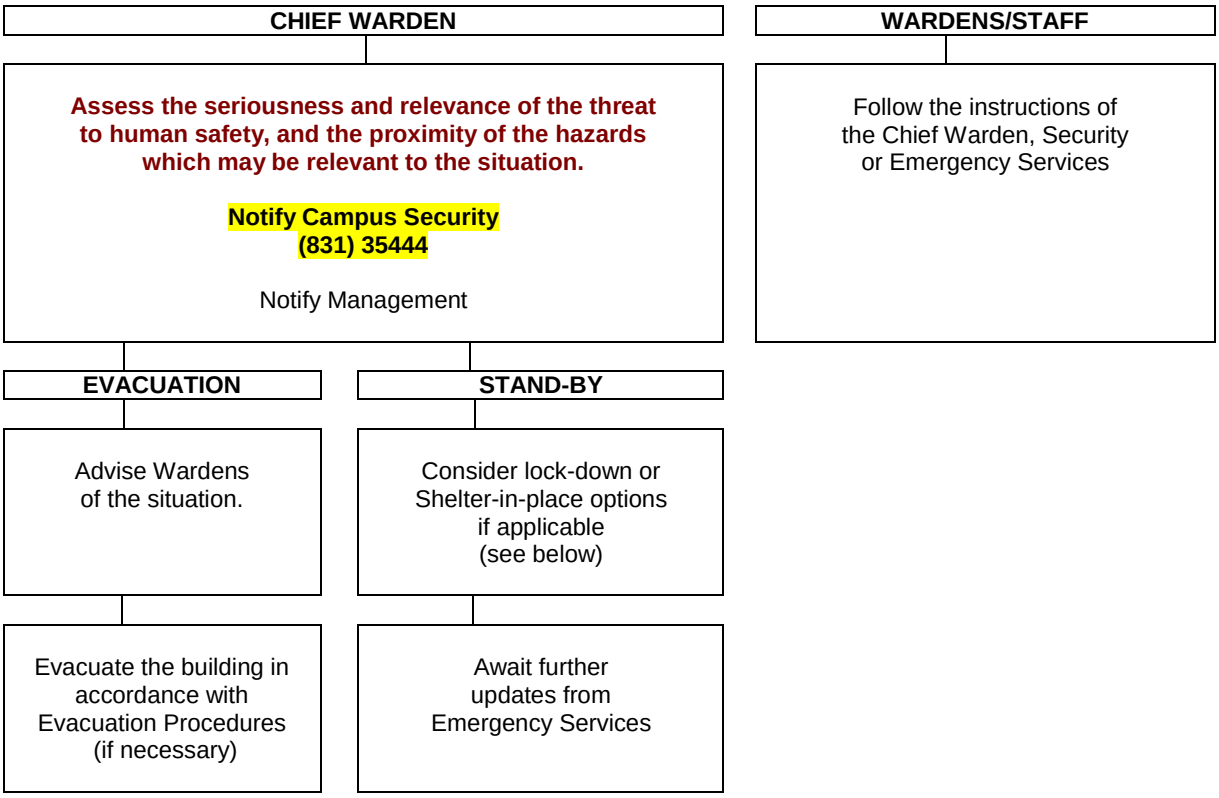
18 EXTERNAL EMERGENCY (CODE BROWN)

18.1 External Disaster

An external disaster is any occurrence including fire, flood, tempest, earthquake, eruption, accident, epidemic of human, animal or plant disease, hostilities directed by any enemy against Australia that:

- Causes, or threatens to cause, loss of life or injury; and/or
- Is of such a nature or magnitude that extra ordinary measures are required in order to protect life.

ON RECEIVING NOTICE OF AN EXTERNAL DISASTER



18.2 Shelter-in-place

Shelter-in-place refers to protection of occupants within the building which they currently occupy.

This is an option where there is no immediate threat to the structure of the building itself, and an attempt to evacuate occupants from the building is likely to expose them to more danger than they would face by remaining.

The Chief Warden/Wardens should take steps to isolate occupants from the external environment including closing all outside doors and windows, turning off air handling systems and moving occupants away from outside windows and doors.

The Chief Warden will be guided by the Emergency Services re “All Clear”.

18.3 Lock-down

The lock-down option is designed to protect occupants from an external threat, such as a violent person, by excluding or isolating that threat. This option will require the Chief Warden and Wardens to quickly secure exterior doors and windows and eliminate the movement of people to outside.

The Chief Warden will be guided by the Emergency Services re “All Clear”.

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

18 EXTERNAL EMERGENCY (CODE BROWN)

18.4 Earthquake

Tremor

- Remain indoors. Take cover under a sturdy desk or table. Place one hand on a leg of the table (to keep it from shifting away from you) or go to a structurally strong location such as a hall by a pillar, or a door frame.
- Stay clear of windows, fireplaces, wood stoves, and heavy furniture or appliances that may fall over. Stay inside to avoid being injured by falling glass or building parts.
- Beware of falling objects
- Stay away from windows

When shaking stops

- Assess the situation
- Check persons in your immediate area.
- Render first aid assistance if required
- Check for hazards (e.g. leaks, spills)
- Turn off ignition and heat sources if it is safe to do so.
- Shut off all gas sources.
- Exit the building if possible and proceed to predetermined assembly areas
- Report any injuries, damage and potentially hazardous conditions to the Chief Warden/Security
- Do not re-enter the building until given the “All Clear”.

18.5 Terrorist activity

Every incident is different. There may or may not be warning.
The warning or notification of a potential terrorist act could come from a number of sources. (e.g. Local, State, Federal law enforcement agencies). Follow the directions of the Emergency Services or enforcement agency.

Given the global security environment and increased awareness of terrorism activities please refer to Code Black guidelines (16.1 Threatening Behaviour and/or 16.3 Civil Disorder) for relevant information.

The National Security Hotline Number is **1800 1234 00** and available 24/7
See the **Australian National Security** website:

http://www.nationalsecurity.gov.au/WhatAustraliaisdoing/Pages/TheNationalSecurityHotline.aspx

What is a terrorist act?
In accordance with the Security Legislation Amendment (Terrorism) Act 2002, a terrorist act is defined “to mean an action or threat of action of certain kinds where the action is done or the threat is made with the intention of advancing a political, religious or ideological cause and the action is done or the threat is made with the intention of coercing or influencing by intimidation the Government of the Commonwealth, or a State, Territory, or Foreign Country or part thereof, or intimidating the public or a section of the public.”

The action falls within the definition of a terrorist act, if, in addition to meeting the above requirements, it causes serious harm, that is physical harm, to a person, or causes serious damage to property, or causes a person’s death, or endangers a person’s life, other than the life of the person taking the action, or creates a serious risk to the health or safety of the public, or seriously interferes with, seriously disrupts, or destroys an electronic system.

In the event of an attack what you do matters:

https://www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/escape-hide-tell.aspx

18 EXTERNAL EMERGENCY (CODE BROWN)

18.5 Terrorist Activity (continued)

What "weapons" are used by terrorist groups?
In the context of "Terror related" emergency events, some examples include use of:

- ❑ An explosive device;
- ❑ Biological Agents;
- ❑ Chemical Agents;
- ❑ Radioactive Agents;
- ❑ Cyber-terrorism;
- ❑ Firearms and other dangerous weapons, or means of transport, including vehicles, vessels or aircraft.

Collectively they are potentially weapons of mass destruction.

To reduce the risk of terrorist activities within the University:

- ❑ Report anyone behaving suspiciously, videotaping or photographing buildings, restricted areas or other areas identified as "high risk".
- ❑ Report any suspicious vehicles or behaviour around vehicles near significant buildings or in busy public areas.
- ❑ Report any person where you believe they may have a false identity.
- ❑ Report if anyone has been asking detailed questions about security procedures.
- ❑ Be cognizant of surroundings.
- ❑ Secure areas at risk when they are not occupied.
- ❑ Protect critical infrastructure information systems from electronic attacks of cyber-terrorism.
- ❑ Keep ventilation systems secure, with access only by authorized personnel.

If in doubt contact campus security on (831) 35444.

18.6 Guidelines for the management of a potential Chemical, Biological or Radiological (CBR) Incident

Chemical

- Agent types include nerve, blister, blood, choking, irritating
- May be a solid, liquid or gas and in some gases, odourless, colourless and tasteless.
- Agents may be inhaled, ingested or absorbed through the skin.
- Effects may be immediately felt or delayed. The agent may produce incapacitation, serious injury or death, depending on the dose received.

If you believe you have been exposed:

- ❑ Hold your breath.
- ❑ Move away from the area.
- ❑ Alert others in the immediate area.
- ❑ Isolate the area (if possible) e.g. place towels or other fabric items under the door.
- ❑ Seek medical assistance (0) 000 asap and follow their instructions
- ❑ If you think you have droplets on your clothing or skin – remove outer clothing and wash exposed skin with cold water.
- ❑ Contact Security giving exact location asap.

Other precautions

- ❑ Turn off fume hoods, range hoods, air handlers, and all air conditioners.
- ❑ Seal off vents, grills or other openings to the outside.
- ❑ Do not use lifts (unless authorised).

18 EXTERNAL EMERGENCY (CODE BROWN)

18.6 Guidelines for the management of a potential Chemical, Biological or Radiological (CBR) Incident (Continued)

Radiological

- Radiation exposure can affect the body in a number of ways, and the adverse health effects of exposure may not be apparent for many years.
  Health effects range from mild to death depending on the amount absorbed by the body (the dose), the type of radiation, the route of exposure, and the length of time a person was exposed.
- Possible terrorist events could involve:
  - introducing radioactive material into the food or water supply.
  - using explosive to scatter the radioactive materials or exploding a small nuclear device.

Protective action may include:

- Shelter-in-place
- Evacuation to a safer location (follow directions of Security/Emergency services)

If you believe you have been exposed:

- Alert others
- Notify campus security
- Seek medical treatment – Dial (0) 000

Biological

- Agent types include Bacteria (eg Anthrax), Virus or Toxin.
- Normally ingested or inhaled.
- May be disseminated or transmitted easily from person-to-person.

If you believe you have been exposed:

- Do not disturb the item
- If spilt, do not try to clean it up or brush it from clothing
- Cover the package/spill if possible (eg with a large garbage bin) to inhibit dispersal
- Contact Police then Campus Security
- Advise other people to remain in the area
- Prevent other people from entering the area
- Stay where you are – help will come to you

On being advised of an Emergency Incident the Emergency Services will:

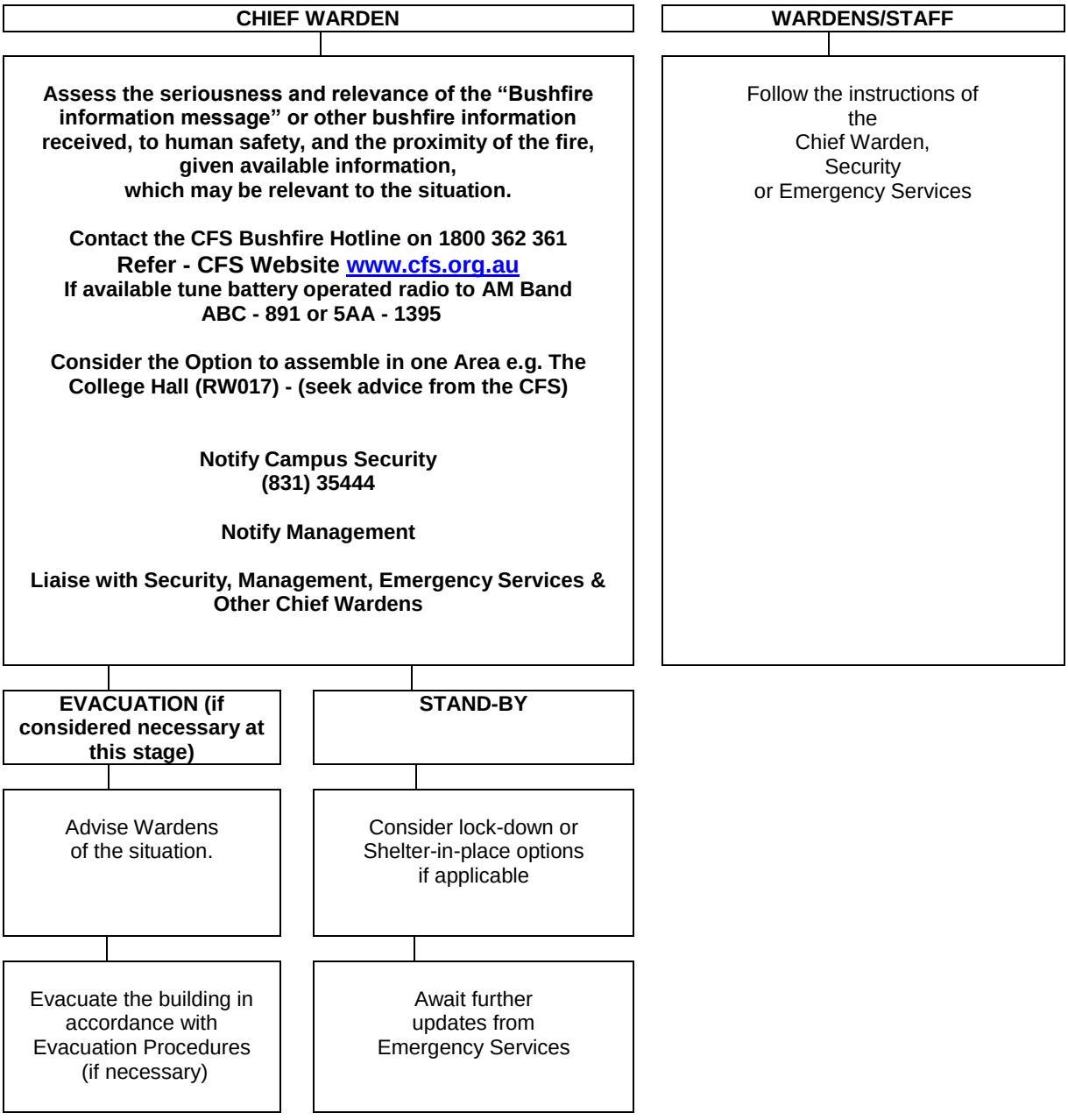
- **Assess situation**
- Set up staging area and work with the other Emergency Services
- Determine how many people have been exposed
- Secure the scene
- Commence set up of the decontamination process
  Water shower – decontamination corridor
- Arrange area for shelter
- Brief those who require decontamination
- Advise healthcare/hospitals

On the all clear Chief Warden to conduct hot debrief in line with post emergency procedures

18 EXTERNAL EMERGENCY (CODE BROWN)

18.7 ON RECEIVING NOTICE OF AN EXTERNAL EMERGENCY – Code Brown - BUSHFIRE

Bushfire Advice Message:



18 EXTERNAL EMERGENCY (CODE BROWN)

18.8 ON RECEIVING NOTICE OF AN EXTERNAL EMERGENCY – Code Brown - BUSHFIRE

Bushfire Watch and Act Message
and
Bushfire Emergency Warning Message

CHIEF WARDEN

Assess the seriousness and relevance of the threat to human safety, and the proximity of the fire and hazards which may be relevant to the situation.

Contact the CFS Bushfire Hotline on 8362 361
Refer - CFS Website www.cfs.org.au

If available tune battery operated radio to ABC or 5AA

Notify Campus Security
(831) 35444

Notify Management

Liaise with Security, Management, Emergency Services & Other Chief Wardens

WARDENS/STAFF

Follow the instructions of the Chief Warden, Security or Emergency Services

EVACUATION

Advise Wardens of the situation.

Assess the need to vary the Assembly Point due to wind and smoke direction and notify wardens accordingly.

If Safe-Consider Evacuation to a common Assembly Point e.g. The College Hall (RW017)

Evacuate the building in accordance with Evacuation Procedures (If necessary)

STAND-BY

Consider lock-down or Shelter-in-place options if applicable
If Safe-Consider taking Shelter in a common area e.g The College Hall (RW017)
Ensure that Windows and Doors are closed, air conditioning systems are turned off if possible and building occupants shelter in a central location within the building away from windows and doors.

Await further updates from Emergency Services

NB Bushfires move rapidly and are often un-predictable therefore if the fire is close sheltering in place is the best choice remembering that once the fire has passed danger is not eliminated as burning embers may still remain and leaves may be burning in gutters which may, in turn still pose a threat to the structure.

Protective action may include:

- Shelter-in-place - Refer to Section 18.2 in this manual.
- Evacuation to a safer location (follow directions of Security/Emergency services

18.9 CFS website - Fire Danger Ratings : what they mean and what you should do

Fire Danger Rating	What does it mean	What you should do

CATASTROPHIC
Total Fire Ban
	• These are the worst conditions for a bush or grass fire.
	• If a fire starts and takes hold, it will be extremely difficult to control. It will take significant fire fighting resources and cooler conditions to bring it under control.
	• Spot fires will start well ahead of the main fire and cause rapid spread of the fire. Embers will come from many directions.
	• Homes are not designed or constructed to withstand fires in these conditions.
	• The safest place to be is away from bushfire prone areas.
		YOU NEED TO ACT NOW
		• Put your survival first and leave bushfire-prone areas the night before or early in the day – this is your safest option.
		• Act immediately – do not wait and see.
		• Avoid forested areas, thick bush or long, dry grass.
		• Prepare, know and practise a plan for:
		  ○ When you will leave
		  ○ How you will get there
		  ○ What you will do if you cannot leave
		  ○ Where you will go
		  ○ When you will return

EXTREME **Total Fire Ban**	• These are very hot, dry and windy conditions for a bush or grass fire. • If a fire starts and takes hold, it will be unpredictable, move very fast. It will be very difficult for fire fighters to bring under control. • Spot fires will start and move quickly. Embers may come from many directions. • Homes that are prepared to the highest level, have been constructed to bushfire protection levels and are actively defended **may** provide safety. • You must be prepared physically and mentally to defend in these conditions. • The safest place to be is away from bushfire prone areas.	**YOU NEED TO GET READY TO ACT** • Only stay with your property if you are prepared to the highest level. This means your home has been constructed to bushfire protection levels - enclosed eaves, covers over external air conditioners, metal flyscreens etc. • You must be well prepared and able to actively defend your home. This means you have the right equipment and resources to put out fires around your home - enough water supply, petrol/diesel portable pump, generator, protective clothing etc. • If you are not prepared to the highest level, leaving bushfire prone areas early in the day is your safest option.
SEVERE **Total Fire Ban**	• These are hot, dry and possibly windy conditions for a bush or grass fire. • If a fire starts and takes hold, it will be hard for fire fighters to bring under control. • Well-prepared homes that are actively defended can provide safety. • You must be prepared physically and mentally to defend in these conditions.	**YOU NEED TO BE AWARE** • Well-prepared homes that are actively defended can provide safety. This means you have the right equipment and resources to put out fires around your home - enough water supply, petrol/diesel portable pump, generator, protective clothing etc. • If you are not prepared, leaving bushfire prone areas early in the day is your safest option.
VERY HIGH **HIGH** **LOW –MODERATE**	• If a fire starts, it is likely to be controlled in these conditions and homes can provide safety. • Be aware of how fires can start and reduce the risk.	• Check your Bushfire Survival Plan. • Monitor conditions. • You may need to act. • Leave if necessary.

18 EXTERNAL EMERGENCY (CODE BROWN) Continued

18.10 CFS Website Information:

The CFS cannot guarantee a fire appliance will be there to protect your property so you need to:

- Know that the bushfire dangers are for your areas – visit www.cfs.sa.gov.au/incidents
- On a daily basis, know the Fire Danger Rating for your area and what you need to do – visit http://www.cfs.sa.gov.au/site/fire_bans_and_ratings.jsp
- Act decisively the moment you know there is danger
- Watch for signs of fire, especially smoke and flames
- Put your Bushfire Survival Plan into action (avoid a 'wait and see') response.

Look and listen for information on television, radio, internet, mobile phones and by speaking with neighbours.

- CFS website www.cfs.sa.gov.au
- Bushfire Information Hotline **1800 362 361** or teletype service **TTY 133 677 then ask for 1800 362 361.**
- Other options are available at National Relay Service
- CFS on Facebook or Twitter
- On local ABC radio, FIVEaa, or one of our other Emergency Broadcast Partners

About CFS warnings and incidents (Taken from the CFS website) Warning definitions

Bushfire Advice Message

We will issue a Bushfire Advice Message for bushfires that may pose a threat to property or public safety or events where:

- a bushfire has been reported and we are attending but no further information is available (Incident notification).
- a bushfire is producing an undesirable effect (smoke) in an area that may cause concern to the public
- the SACFS Regional Coordinator or State Coordinator wishes to advise the public of a specific event.

Bushfire Watch and Act Message

We will regularly issue Bushfire Watch and Act Messages for bushfires that pose a localised threat to property or public safety where:

- a bushfire is threatening or is a potential threat to public safety in the immediate area of the fire
- a bushfire is producing an undesirable effect (smoke) in an area that may cause concern to the public on a day of elevated fire danger
- the SACFS Regional Coordinator or State Coordinator wishes to advise the public of a specific event.

Bushfire Emergency Warning Message

Bushfire Emergency Warning Messages are the highest level of warning regarding a bushfire. They will be issued for wide area community impact when:

- an uncontrolled bushfire is burning under Severe to Catastrophic Fire Weather conditions; and
- the risk of loss of life or threat to properties is almost certain or has occurred; or where special circumstances exist and a message is approved by the State Coordinator for example when a life or house has been lost.

Recommended actions before, during, and after a bushfire.

Making an informed decision

It is difficult to make a single decision, whether you intend to stay and defend your property or leave early, as circumstances can vary. It is important to recognise that in an emergency, unexpected things are likely to occur so you will need to adapt to changing circumstances and have a plan that will work in different situations.

18 EXTERNAL EMERGENCY (CODE BROWN) Continued..

18.10 Information from the CFS Website: (Continued)

Your plan should alter according to the predicted Fire Danger Rating and is likely to change depending on your circumstances. Your children for example may be at school, your car may not be available or you may have a health issue that could restrict your capability.

You may also decide to have different plans to suit the daily Fire Danger Rating and enact one plan on days where the Fire Danger Rating is predicted to be Severe and a different plan when the Fire Danger Rating is predicted to be Catastrophic.

- Find out more about leaving early
- Find out more about staying and defending
- Find out more about pets and livestock

Stages of a bushfire

During a fire, residents and properties are at risk from several things, depending on the stage of the fire. The ways of mitigating the threats posed at each stage are detailed in fact sheets on Preparing your Property; Preparing Yourself for Bushfires and On the Day of a Bushfire, but the main principles are listed below.

It is vitally important to plan well before the fire arrives as to what action you will take and whether you will leave early. Preparing a Bushfire Survival Plan will assist with this decision making and understand when and which plan to enact. Never wait until the bushfire arrives before preparing both your property and yourself.

Stage one - before the fire arrives:

In the time leading up to the arrival of the fire front, the main threats are ember attack, thick smoke, increasing fire noise and increasing darkness. It will also be hot and frightening. Deal with these threats by:

1. ember proofing your home
2. preparing a defendable space around your home
3. patrolling inside and outside the house, extinguishing any spot fires
4. dressing in protective clothing and wearing a protective mask
5. preparing yourself psychologically for the ordeal
6. sheltering in the house if conditions become too bad.

Stage two - during the fire:

As the fire front passes, properties will be subject to radiant heat, flame contact, ember attack, smoke, loud noise, darkness, and power failure. Radiant heat is the greatest threat to people and can kill well before the fire front arrives. You must seek shelter from it.

Stage three - after the fire front has passed:

Many hours, sometimes days, after the fire front has passed, properties continue to be at risk from ember attack and smouldering fuel. You should extinguish small fires and check roof spaces and other likely places for embers.

1. Go outside and extinguish small spot fires and burning embers
2. Patrol the property inside and out, including the ceiling space, and extinguish any fires
3. Let everyone know that you are okay
4. Monitor the radio for updates
5. Stay with your home until you are sure the surrounding area is clear of fire.

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19 NOTIFICATION OF CERTAIN OCCURRENCES

The Director**, HSW** (or delegate from the HSW team) is responsible for ensuring that any dangerous occurrence is reported to SafeWork SA (www.safework.sa.gov.au) by telephone (1300 365 255) as soon as practicable after the occurrence in accordance with Work Health and Safety Act 2012 (SA) Section 35.0.

A notifiable dangerous incident is any incident or event which arises from operations carried on at a workplace and which causes an immediate and significant risk to a person.
(Please note - the person does not have to be injured.)

The Security Office and the HSW must be immediately notified of any of the following dangerous occurrences by the ECO:

19. 1 Incident Notification

What is *a notifiable incident*?

Notifiable incident means –

(a) The death of a person: or
(b) A serious injury or illness of a person; or
(c) A dangerous incident

What is a *serious injury or illness*

Serious injury or illness of a person means an injury or illness requiring the person to have -

(a) Immediate treatment as an in-patient in a hospital; or

(b) Immediate treatment for –

(i) The amputation of any part of his or her body; or

(ii) A serious head injury; or

(iii) A serious eye injury; or

(iv) A serious burn; or

(v) The separation of his or her skin from an underlying tissue (such as degloving or scalping); or

(vi) A spinal injury; or

(vii) The loss of a bodily function; or

(viii) Serious lacerations; or

(c) Medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

What is a *dangerous* incident

Dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to –

(a) An uncontrolled escape, spillage or leakage of a substance; or

(b) An uncontrolled implosion, explosion or fire; or

(c) An uncontrolled escape of gas or steam; or

(d) An uncontrolled escape of a pressurised substance; or

(e) Electric shock; or

(f) The fall or release from a height of any plant, substance or thing; or

(g) The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or

(h) The collapse or partial collapse of a structure; or

(i) The collapse or failure of an excavation or of any shoring supporting an excavation; or

(j) The inrush of water, mud or gas in workings, in an underground excavation or tunnel, or

(k) The interruption of the main system of ventilation in an underground excavation or tunnel, or

(l) Any other event prescribed by the regulations,
But does not include an incident of a prescribed kind.

Duty to preserve incident sites

(1) The person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earliest time that an inspector directs.

(2) Note: this does not prevent any action-
   a. To assist an injured person; or
   b. To remove a deceased person; or
   c. That is essential to make the site safe or to minimise the risk of a further notifiable incident; or
   d. That is associated with a police investigation; or
   e. For which an inspector or the regulator has given permission

A written report on a Notification of dangerous Occurrence form must also be provided by the University within 24 hours to SafeWork SA.

The HSW Manager (or representative) is to be present for any interview with SafeWork SA

Contact Numbers:

Director, Health, Safety and Wellbeing
Phone: 8313 6079 During Normal working hours
Mobile: 0410 422 737

Security:
8313 5990
Security Emergency:
8313 5444

20 EMERGENCY INCIDENT REPORT FORM

To be completed by the Chief Warden after each Emergency Incident requiring attendance by the Emergency Services

- Incident Report Forms are to be completed at the de-brief following the incident.
- A copy shall be forwarded to the **Manager Security Services & Emergency Management** Emergency Management Committee (C/- Security) and Heads of Faculties/Divisions and Schools/Areas.
- The Chief Warden should retain a copy for their own records.

DATE: / / **TIME:** _____

TYPE OF EMERGENCY

Fire/Smoke	☐	Personal Threat	☐
Bomb Threat	☐	Medical Emergency	☐
Internal Emergency (please specify)	☐	Other (please specify)	☐
_____		_____	

EMERGENCY SERVICES IN ATTENDANCE

Metropolitan Fire Service	☐	Police	☐
State Emergency Services	☐	_____	

LOCATION OF INCIDENT

DETAILS OF INCIDENT

CHIEF WARDEN NAME & SIGNATURE _____

FOLLOW-UP ACTION

Issue Identified	Date	Follow – up action	Date Complete	Signature

21 EMERGENCY ACTION LOG

Type of Incident_____

Your role_____

Your name_____

DATE / /

TIME	✓ if approx	DETAILS

OTHER COMMENTS

THE UNIVERSITY of ADELAIDE

22 BOMB THREAT CHECK LIST (in accordance with Aust. Bomb Data Centre and AS3745)

Remember to Stay Calm:

Don't Hang Up and try to Keep the Caller on the Line

Date & Time of Call:..... **Duration of Call:**..... **Call Received on ext/no**.....

EXACT WORDING OF THREAT:.....
.....

Bomb Threat Questions to Ask:

What type of bomb is it?.....
When is the bomb going to explode? Or when will the substance be released?.....
Where did you put it?.....
What does it look like/What is in it?.....
When did you put it there?.....
How will the bomb explode? Or how will the substance be released?.....
Did you place the bomb?.....Why?.....

Chemical / Biological Threat

What kind of substance is in it?.....
How much of the substance is there?.....
How will the substance be released.....
Is the substance a liquid, powder or gas?.....

ACTION: Report call immediately to: **POLICE: 000**.....

CHIEF WARDEN.....

IDENTIFYING/LOCATING THE CALLER (Tick appropriate boxes)

CALLER'S VOICE

☐ MALE	☐ SLOW	☐ SLURRED	☐ DEEP BREATHING
☐ FEMALE	☐ RAPID	☐ NASAL	☐ CRACKING VOICE
☐ OLD	☐ SOFT	☐ STUTTERING	☐ DISGUISED
☐ YOUNG	☐ LOUD	☐ LISPING	☐ IRRATIONAL
☐ Estimated age.....	☐ LAUGHING	☐ RASPY	☐ FAMILIAR
☐ ACCENT (Specify)	☐ EMOTIONAL	☐ ABUSIVE	☐ INCONSISTENT
.....	☐ WELL SPOKEN	☐ INCOHERENT	☐ RECORDED
	☐ FOUL	☐ CLEAR	☐ MESSAGE READ BY CALLER

BACKGROUND NOISES (What could you hear in the background?)

☐ STREET NOISES	☐ ANIMAL NOISES	☐ AIRCRAFT	☐ LOCAL CALL
☐ CROCKERY	☐ HOUSE NOISES	☐ CLEAR	☐ STD
☐ VOICES	☐ MOTOR/ENGINE	☐ MUFFLED	☐ MOBILE
☐ PA SYSTEM	☐ FACTORY MACHINERY	☐ STATIC	☐ LONG DISTANCE
☐ MUSIC	☐ OFFICE MACHINERY	☐ FADING	☐ OTHER

RECIPIENT: **Name: (print)**..... **Signature**.....

Phone:..... **Area of Work**.....

23 PERSONAL THREAT DESCRIPTION OF OFFENDER

NOTES FOR COMPILATION:

- **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.**

PERSONAL DESCRIPTION FORM OF OFFENDER							
Name or Nicknames used				Ethnic Origin			
Approximate Age				Weight			
Height				Disguise			
Complexion	Fair	Dark	Pale	Sex	Male	Female	
	Fresh	Ruddy	Suntanned	Build	Thin	Medium	Solid
	pimply				Large		
Accent	Yes	No		Voice	Clear	Loud	Thick
	Type			Spectacles	Glasses	Sunglasses	
Posture	Erect	Normal	Stooped	Facial Hair	Unshaven	Moustache	Beard
Walk	Quick	Springy	Slow	Hands	Size		
	Limp				Calloused	Soft	Hairy
Hair	Colour			Fingers	Missing	Deformed	Nails
	Straight	Wavy	Bald	Gloves	Type		
	Curly	Thick	Long		Colour		
	Crewcut			Jewellery			
Eyes	Colour			Scars/Marks	Tattoos	Scars	
	Shape			Discolouration			Other
Ears	Size						
	Shape						
Nose	Size			Weapon Type			
	Shape						
Lips	Size			Method of escape			
	Shape			Direction of escape			
Teeth	Good	Uneven	Spaced				
	Missing	Bad	Protruding	Vehicle Make			
Piercings				Model			
Clothing	Type, colour, make, over/under sized, footwear, headwear, bag etc			Registration Number Year			
				Colour			
				Description			
				Number of Occupants			
Description of what the offender did, say, touch, carry etc.				Any other information			

Signature_____ **Name**_____

Address_____ **Date** / /

24 PERSONAL EMERGENCY EVACUATION INFORMATION SHEET

This emergency evacuation information sheet is designed for a person with special needs or illness who may need assistance during an emergency alarm and/or evacuation.

The information may be provided during their induction to the University (e.g. in discussion with their Manager/Supervisor) or when they report that their physical capacity has changed (e.g. either temporary or permanent) so that they can be informed of the Emergency Management systems in place and the steps to take.

It is suggested that wherever possible that the Floor Warden (or delegate) physically step through the process with the person so that they understand the arrangements in their normal place of work, if they are in another building at the time of the emergency or if working after hours or in isolation.

You may wish to print this out and provide a copy to the person for their own records.

24.1 If the fire alarm sounds in a building with a two tone alarm system

On hearing the alert tone (i.e. Beep….Beep)

- ❑ Cease activities and check your immediate area for signs of fire/smoke.
- ❑ Secure any classified material
- ❑ Wait for further instructions via the PA system or the Floor Warden.

On hearing the evacuation tone (Whoop….Whoop)

- ❑ Report to the floor warden at the WIP (red phone) and/or ensure that someone is aware that you require assistance. You will be provided with information by the Chief Warden/Floor Warden in relation to the emergency. You may be able to remain where you are without evacuation until the alarm is investigated by the Emergency Services and action taken as appropriate.

If evacuation is not required

- ❑ Return to your duties when given the “All Clear” by the Chief Warden/Emergency Services via the PA system or in person.

If evacuation is required and you are in a multistorey building

If you are able to walk unaided, (i.e. minor injury/disability affecting mobility)

- ❑ wait until the floor/area has been evacuated and then evacuate down the stairs with the Floor Warden or delegate.
- ❑ Do not to use the lifts unless under the direction of the Emergency Services.

If you are unable to use the stairs

- ❑ remain with the Warden (or delegate) near communications (e.g. the WIP).
  The Floor Warden will inform the Chief Warden that you are remaining and your location.

For a fire emergency and you are on the fire affected floor

- ❑ Move away from the fire and wait in a safe place (eg fire isolated stairwell) for the Fire Service. The Floor Warden (or delegate) will remain with you.
- ❑ Ensure that someone is aware of your location and you have reliable communication if possible (e.g. a mobile phone).

After hours or if there is no Chief Warden/Floor Warden at the time of the alarm

If you are on your own:

- ☐ Remain where you have communication (e.g. desk phone, mobile phone).
- ☐ Contact Security office (831) 35444 and advise specific details of your location and your contact number.
- ☐ Await their instruction and/or all clear from the Emergency Services.
- ☐ Do not enter the stairwell unless you are at immediate risk. Some stairwells will not allow you to re-enter the floor.

24 PERSONAL EMERGENCY EVACUATION INFORMATION SHEET (Continued)

24.2 **If the building has a single fire alarm (e.g. bell) and single storey**

- ❑ Cease activities and check your immediate area for signs of fire/smoke.
- ❑ Secure any classified material
- ❑ Evacuate via the nearest safe exit to the designated assembly area.

If the building is multistorey

If you are able to walk unaided, (i.e. minor injury/disability affecting mobility)

- ❑ wait until the floor/area has been evacuated and then evacuate down the stairs with the Floor Warden or delegate.

If you are unable to use the stairs

- ❑ remain with the Warden (or delegate) near communications.
  The Floor Warden will inform the Chief Warden that you are remaining and your location in accordance with procedures.

Do not use the lift unless under the direction of the Emergency Services.

24.3 **If the person has other special requirements**

Discuss the concerns with the person and identify safe steps.

Record here

_____

_____

_____

_____

_____

_____

24.4 **If you require any further information/assistance in relation to procedures**

Please contact:

- ❑ Floor Warden _____ ext _____
- ❑ Chief Warden _____ ext _____
- ❑ Security Office (8313 5990)

THE UNIVERSITY of ADELAIDE

24a PERSONAL EMERGENCY EVACUATION INFORMATION PLAN CHECKLIST (Optional)

To be completed by the Occupant with "Special Needs" working regularly in an area, in consultation with the Chief Warden & immediate Warden Network (e.g. your Floor or Level)

HSW Officers should retain a copy for their records.

The Chief Warden should retain a copy for their records.

Name of Occupant: ……..…….....

Location:
Building/Facility…….....
Floor…..……..…….……....
Room Number…….……..
Is an Assistance Animal Involved? Yes/No

Are you trained in the emergency response procedures (including the evacuation procedures)? Yes / No
Preferred method of receiving updates to the emergency response procedures:
(Please state, e.g. text, email. Braille etc.)
……..…

Preferred method of notification of Emergency:
(Please state, e.g. visual alarm, notification/vibrating device, SMS, etc.
……
……
Type of assistance required: (Please list procedures necessary for assistance.)
……
……
……

Equipment required for evacuation: (Please List)
……
……
Egress Procedure: (Give Step by Step details)

1. **……..……...**
2. **……..……...**
3. **……..……...**
4. **……..……...**
5. **……..……...**
6. **……..……...**

Designated assistants and contact details: (Please list name, phone, mobile, email)
……
……
……
……

Are your designated assistants trained in emergency response procedures (including evacuation procedures)? Yes/No
Are your designated assistants trained in the evacuation equipment? Yes/No
Diagram of preferred route for assisted evacuation: (Please provide diagram)

Issue date: ……. /……. /…..…. Review Date: ……. / …… /…..…

Occupant Approved (Signature) …… Date: …... /..… . /…...…

Chief Warden: (Signature) …….. Date: ….. / …... /…..…..