Warden Network

IMPLEMENTATION

Aim

To prescribe the responsibilities and actions required for the management and running of the Warden network to ensure the University meets the requirements of the Health, Safety and Wellbeing (HSW) Policy and the relevant sections of the Work Health and Safety (WHS) Act 2012 (SA) and WHS Regulations 2012 (SA). This procedure is to be read in conjunction with the HSW Emergency Management Procedure which covers overall emergency management planning implementation and monitoring responsibilities.

1   Objectives

1.1   To ensure that a network of trained Chief Wardens and Wardens are in place which provide for timely and appropriate initial response to any emergency situation in area(s) of responsibility in accordance with the procedures outlined in the Emergency Evacuation Plan (Warden Emergency Procedure Manual).

1.2   To ensure that emergency incidents have been:
- reported and investigated in accordance with the HSW Incident Reporting and Investigation Procedure; and where required:
- control measures reviewed; and
- corrective action(s) implemented.

2   Scope and application

2.1   Inclusions

This process applies to all workers who are undertaking University of Adelaide related activities in a building wholly owned and controlled by the University.

2.2   Indemnity

The members of the Warden network (i.e. planning and response) shall be indemnified by the University against civil liability resulting from workplace emergency response, periodic exercises or emergency evacuation of a building where the personnel act in good faith and in the course of their emergency control duties.

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3   **Process: Planning**

Person Responsible	Actions
3.1 Director, Health Safety & Wellbeing (Or Delegate)	☐ Review the operation of the Emergency Control Organisation (ECO) networks (otherwise known as the Warden Network) and make recommendations where necessary to the Faculty/Division or School/Branch in regard to the number of wardens required, according to the nature and risk of the buildings, structures and workplace. ☐ Ensure the names and contact details of Chief Wardens are specified on the HSW web page. ☐ Maintain a Warden Register and make it available to Chief Wardens to assist them in their role. ☐ Support the training and development of the Chief Warden Network by holding twice yearly networking sessions. Where a Chief Warden position is vacant ☐ Liaise with the relevant Head(s) of School/Branch or the most senior staff member within the building to ensure the position is filled. ☐ Advise that the most senior current warden, or in their absence, the most senior staff member, will be nominated for contact and response purposes until the position is filled.
3.2 Chief Wardens	☐ Liaise with the relevant Head(s) of School/Branch or the most senior staff member within the building to ensure there are enough staff designated as wardens in the building they are responsible for, to safely evacuate in an emergency. ☐ Use Emergency Evacuation Exercises (as co-ordinated by the Emergency Services Contract Service Provider via Infrastructure), to test the adequacy of the warden network. ☐ Ensure First Aiders are included in Emergency Exercises. ☐ Review Emergency Evacuation Exercises and incident reports and ensure corrective actions, including those relating to the number of Wardens or additional training/information requirements, are entered into the online reporting system for follow up action in consultation with building occupants. ☐ Participate in the Chief Warden Network to receive additional information and instruction in their role. ☐ Communicate and disseminate relevant information to the Emergency Control Organisation (wardens) and building occupants on temporary changes to evacuation plans due to building works in the area.

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3   **Process: Planning** (Continued)

	Person Responsible	Actions
3.3	**Emergency Control Organisation (ECO) Network** **Members:** • Chief Warden • Wardens	☐ Advise emergmgt@adelaide.edu.au of changes to the Warden Register e.g. new appointments, resignations and/or name changes. ☐ Ensure you have a working knowledge of the Warden Emergency Procedure Manual and participate in the testing (e.g. exercises) of the plan when on duty. ☐ Assist in the identification of any deficiencies in planned arrangements and opportunities for improvement by attending exercise and incident debriefs. ☐ Participate in information, instruction and training sessions where required.

3.4	**Supervisors**	☐ Ensure wardens are:
		  ☐ released to attend required training and participate in emergency evacuation exercises (when on duty); and
		  ☐ provided with sufficient time to effectively carry out emergency responsibilities when directed by the Chief Warden/Manager Security. Note: Refer to Appendix A for a summary of the emergency management roles.
		☐ Ensure all new workers are provided with local emergency information during their induction/orientation and are aware of the emergency procedures in the Emergency Colour charts (Appendix B).

3.5	**University staff co-located with other organisations outside of North Tce, Waite, Roseworthy and National Wine Centre**	☐ Comply with the Emergency Management arrangements of the host organisation.
3.6	**Manager, Property Leasing Portfolio**	☐ Ensure leasing contracts/agreements specify the requirements for Emergency Management where the tenant is located within a University owned building or on a University campus.

4   **Process: Response**

Minor incidents: Managed by the Warden network and Security staff

	Person Responsible	Actions
4.1	**Emergency Control Organisation (ECO) Network** **Members:** • Chief Warden • Wardens	☐ Fulfil roles and responsibilities as outlined in the Emergency Evacuation Plan (Warden Emergency Procedure Manual). Note: Copies of the Emergency Evacuation Plan (Warden Emergency Procedure Manual) are available online. If printing this document take note that it is updated on an ongoing basis.

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4   Process : Response (Continued)

Person Responsible	Actions
4.2 **First Aid Officers** (Note: the roles of the first aid personnel and wardens are separate and distinct. Wardens who are also first aiders shall not be required to carry out first aid duties during an emergency.)	On becoming aware of an emergency: ☐ provide first aid assistance to staff/occupants in the area as required/requested; If building alarm activates: ☐ report to the floor warden; ☐ assess the need to collect first aid kit based on information provided by the warden/other source (if safe to do so); ☐ evacuate with other occupants in accordance with emergency procedures and report to the Chief Warden at the Fire Panel for further tasking if required; ☐ take direction from the Emergency Services, Warden network, Security as applicable until given the "All clear".
4.3 **Occupants (Workers and students)**	**On becoming aware of an emergency will**: ☐ Remove anyone in immediate danger (if safe to do so); ☐ Alert others in the area; ☐ Contact and brief the *Chief Warden/Floor Warden* and Security (831) 35444. **For "life-threatening" emergency** requiring a rapid emergency response contact the emergency services (0) 000 then Security (831) 35444; ☐ Follow the instructions on the Emergency Colour Chart displayed in your area. (Note: the response will vary depending on the nature of the emergency e.g. fire/smoke, medical emergency, bomb threat, personal threat, chemical spill etc). ☐ Secure classified material/equipment (if safe) and prepare to evacuate (if applicable); ☐ Follow the directions from the Floor Warden or Chief Warden, Security or Emergency Services as applicable. **If evacuation required:** ☐ Exit via the nearest safest exit (follow the green exit signs). Do not use lifts; and ☐ Remain at the designated Assembly Area until given the "All clear' (or alternative instructions) by the Chief Warden, Warden, Security or Emergency Services. **People with a disability in a multistorey building or buildings with difficult access/egress:** ☐ Report to the floor warden and/or ensure that someone is aware that you require assistance. The Warden (or delegate) will remain with you in a safe place until the arrival of the Emergency Services or until given the "All clear" by the Emergency Services/Chief Warden. If you are on your own: ☐ Remain where you have communication. Do not enter the stairwell unless you are at immediate risk. ☐ 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.

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4 **Process : Response** (Continued)

Person Responsible	Actions
4.3 **Occupants (Workers and students)** (Continued)	**On hearing the fire alarm after hours** ☐ Contact Security office (831) 35444 and provide details of your location and the situation (if known); ☐ Evacuate the building and proceed to the front entrance of the building (or to a safe area); ☐ Await the instructions of Security or the Emergency Services. Do not re-enter the building until given the "All clear".
4.4 **Lecturers, Demonstrators and Tutors**	**During normal working hours:** ☐ Follow the procedures for "Occupants". **After hours:** ☐ Contact Security office (831) 35444 and brief them on your location and the situation; and ☐ Follow their instructions. **If required to evacuate:** ☐ Co-ordinate the evacuation of students/occupants via the nearest safe exit and direct them to the designated assembly area (or alternative, based on the Emergency and number of students/occupants). ☐ Report to the front entrance of the building (or a safe area). ☐ Await the arrival of Security and/or Emergency Services and follow their instructions. ☐ Do not re-enter the building until given the "All clear".

5 **Process : Post Incident – Minor incidents requiring a co-ordinated response by the ECO (e.g. building evacuation)**

Person Responsible	Actions
5.1 **Chief Warden**	☐ Co-ordinate a debrief with relevant members of the ECO as soon as possible and complete an Emergency Incident Report form which includes the details of the incident, if any issues were identified and follow-up corrective action (if required). ☐ Attach the report and record corrective actions in the online reporting system in consultation with the HSW Advisory Team.
5.2 **Wardens**	☐ Attend debriefs on request and provide feedback to the Chief Warden on any response issues and/or system failures in your area of responsibility.

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6   Definitions

Emergency (in accordance with Australian Standard 3745 Planning for emergencies in facilities) [AS 3745]
An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.

Emergency Control Organisation [AS3745, Planning for emergencies in facilities]
A person or persons appointment by the Emergency Planning Committee to direct and control the implementation of the facility's emergency response procedures.
(Includes the Chief Warden, Wardens and their deputies.)

Emergency plan [AS3745, Planning for emergencies in facilities]
The written documentation of the emergency arrangements for a facility, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

Worker (WHS Act 2012)
A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as –

- an employee; or
- a contractor or subcontractor; or an employee of a contractor or subcontractor; or
- an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- an outworker; or
- an apprentice or trainee; or a student gaining work experience; or a volunteer; or
- a person of a prescribed class.

The person conducting the business or undertaking is also a worker if the person is an individual who carries out work in that business or undertaking.

Note: Higher Degree Research students, Honours (Research) and Academic Visitors are likely to be workers under the WHS Act (2012).

7   Performance Measures

The HSW Team will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.
The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

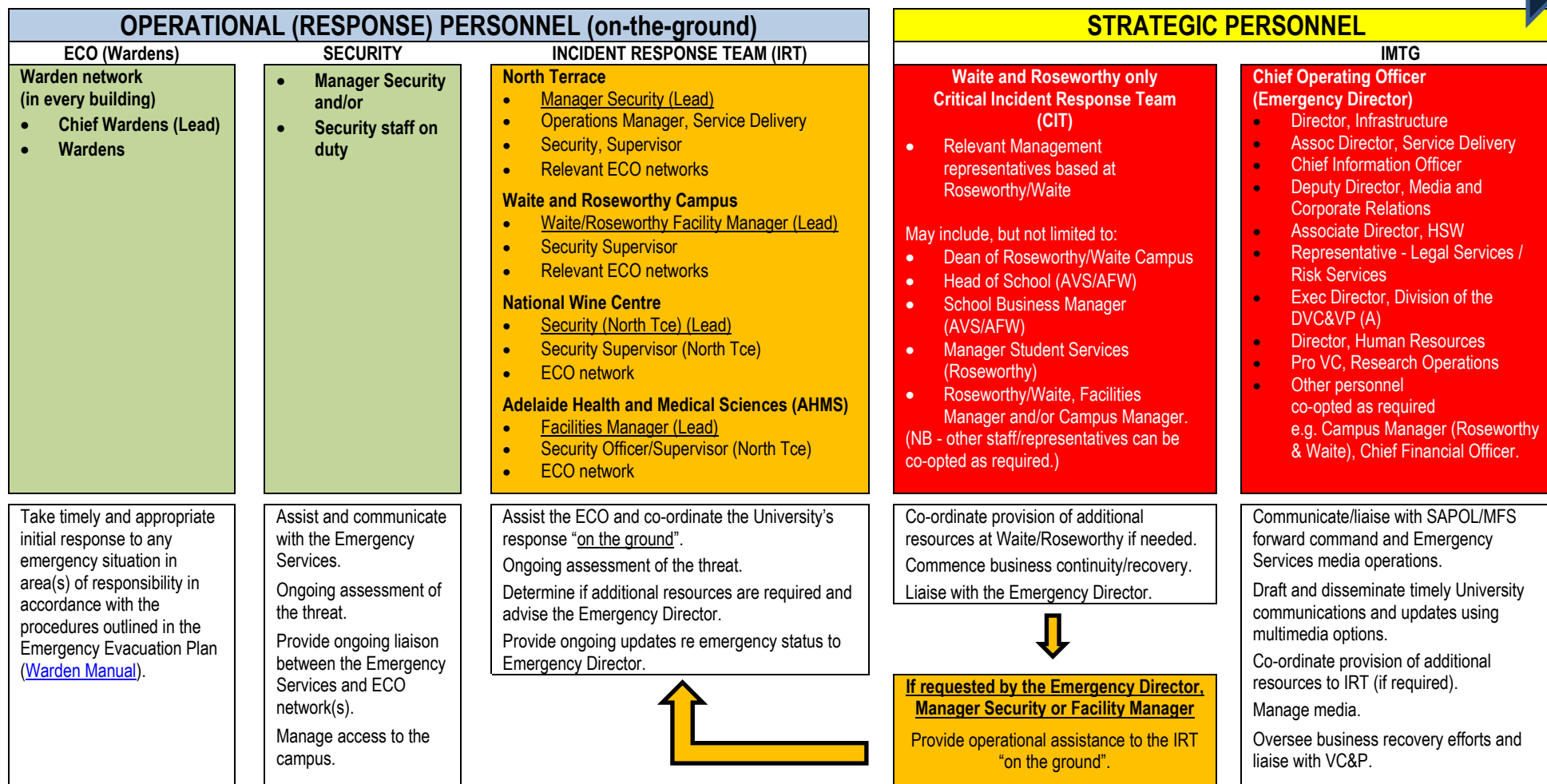| HSW Handbook	Warden Network	Effective Date:	01 February 2023	Version 1.0
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8 Useful information and resources:

8.1	**University related documents, policies and processes**
	Emergency Management Documents managed by Infrastructure
	Additional documents provide emergency responses for specific emergencies:
	(1) The Emergency Management Plan, for the Incident Management Task Group, Critical Incident Team and Incident Response Team (this is a restricted document).
	(2) The Emergency Evacuation Plan (Warden Emergency Procedure Manual) for the Emergency Control Organisation (Warden network). [i.e. Fire (Code Red), Medical emergency (Code Blue), Bomb Threat (Code Purple), Personal Threat (Code Black), Internal Emergencies (Code Yellow), Evacuation (Code Orange) and External emergency (Code Brown)].
	(3) A3 Emergency Colour Chart (Appendix B.1 and Appendix B.2)
	Dot point procedures for all staff for emergencies (as outlined above). Displayed in all University buildings, generally in public areas.
	(4) Emergency Evacuation Poster
	A floor-plan of your floor or building which indicates the designated exits from your building, the location of the Assembly Area, contact details for key personnel and brief instructions on hearing the Fire Alarm. Generally located near lifts and/or in each corridor. To arrange installation, contact Facilities Support.
	Business Continuity Management – contact Risk Services for further information.
	HSW Policy Statement
	HSW Procedure: Hazard Management
	HSW Procedure: Incident Reporting & Investigation
	HSW Procedure: Corrective Actions
8.2	**Related Legislation**
	Work Health and Safety Act 2012 (SA) and Work Health and Safety Regulations 2012 (SA)
	Australian Standards on-line (if on the Uni network)
	AS 3745 Planning for emergencies in facilities (Accessible through Techstreet Enterprise)
	AS 1851 Maintenance of fire protection systems and equipment (Table 14.4.2) Emergency evacuation procedures (Accessible through Techstreet Enterprise)
8.3	**Useful Web-links**
	SafeWork SA

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SUMMARY OF EMERGENCY MANAGEMENT ROLES

As an incident escalates from a minor to critical – Additional resources are deployed to assist manage the response and coordinate business continuity/recovery

OPERATIONAL (RESPONSE) PERSONNEL (on-the-ground)

STRATEGIC PERSONNEL

ECO (Wardens)	SECURITY	INCIDENT RESPONSE TEAM (IRT)		IMTG
Warden network (in every building) • **Chief Wardens (Lead)** • **Wardens**	• **Manager Security and/or** • **Security staff on duty**	**North Terrace** • Manager Security (Lead) • Operations Manager, Service Delivery • Security, Supervisor • Relevant ECO networks **Waite and Roseworthy Campus** • Waite/Roseworthy Facility Manager (Lead) • Security Supervisor • Relevant ECO networks **National Wine Centre** • Security (North Tce) (Lead) • Security Supervisor (North Tce) • ECO network **Adelaide Health and Medical Sciences (AHMS)** • Facilities Manager (Lead) • Security Officer/Supervisor (North Tce) • ECO network	**Waite and Roseworthy only Critical Incident Response Team (CIT)** • Relevant Management representatives based at Roseworthy/Waite May include, but not limited to: • Dean of Roseworthy/Waite Campus • Head of School (AVS/AFW) • School Business Manager (AVS/AFW) • Manager Student Services (Roseworthy) • Roseworthy/Waite, Facilities Manager and/or Campus Manager. (NB - other staff/representatives can be co-opted as required.)	**Chief Operating Officer (Emergency Director)** • Director, Infrastructure • Assoc Director, Service Delivery • Chief Information Officer • Deputy Director, Media and Corporate Relations • Associate Director, HSW • Representative - Legal Services / Risk Services • Exec Director, Division of the DVC&VP (A) • Director, Human Resources • Pro VC, Research Operations • Other personnel co-opted as required e.g. Campus Manager (Roseworthy & Waite), Chief Financial Officer.
Take timely and appropriate initial response to any emergency situation in area(s) of responsibility in accordance with the procedures outlined in the Emergency Evacuation Plan (Warden Manual).	Assist and communicate with the Emergency Services. Ongoing assessment of the threat. Provide ongoing liaison between the Emergency Services and ECO network(s). Manage access to the campus.	Assist the ECO and co-ordinate the University's response "on the ground". Ongoing assessment of the threat. Determine if additional resources are required and advise the Emergency Director. Provide ongoing updates re emergency status to Emergency Director.	Co-ordinate provision of additional resources at Waite/Roseworthy if needed. Commence business continuity/recovery. Liaise with the Emergency Director. **If requested by the Emergency Director, Manager Security or Facility Manager** Provide operational assistance to the IRT "on the ground".	Communicate/liaise with SAPOL/MFS forward command and Emergency Services media operations. Draft and disseminate timely University communications and updates using multimedia options. Co-ordinate provision of additional resources to IRT (if required). Manage media. Oversee business recovery efforts and liaise with VC&P.

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For buildings with an EWIS	EMERGENCY COLOUR CHART	(Appendix B.1)

**Code Red
Fire/Smoke**

WARDENS

Chief Warden
Chief Warden Register

[QR code]

On hearing the fire alarm alert signal (beep...beep...)
- ❑ Cease activities
- ❑ Check immediate area for signs of fire/smoke
- ❑ Prepare the area for possible evacuation and standby for further instructions.

On hearing the evacuation signal (whoop....whoop...)
- ❑ commence evacuation via designated exits. **Do not use lifts.**
- ❑ commence **RACE** if Fire/Smoke identified in the immediate area
- ❑ evacuate to the designated external assembly area [....Insert location...]
- ❑ Assist any person who requires assistance or inform the warden
- ❑ Following "All clear" from the Wardens – re-enter the building.

On discovery of Fire/Smoke

Remove people -
        from the vicinity of the fire/immediate danger

Alert the Fire Service (0) 000 and University Security (831) 35444
        and other staff/visitors, adjoining offices

Contain the fire
        by closing the door (if possible)

Evacuate the area using the nearest safest exit or
        Extinguish the fire if trained and safe to do so

Code Blue

Medical Emergency

FIRST AID OFFICERS

Scan or Insert QR code from First Aid Poster

Uni Security back-up
(831) 35444

On discovery of a person who requires medical assistance

As a guide:

If the person/patient is conscious

- ❑ Obtain their name and details of their condition (symptoms)
- ❑ Assess the urgency of their problem
- ❑ Provide assistance if required.

If the person has collapsed
Follow First Aid procedures for **DRSABCD**

FOR LIFE THREATENING EMERGENCIES ALWAYS PHONE (0) 000

← **For First Aid treatment**

- ❑ Contact the Designated First Aid Officer, or if unavailable
- ❑ Contact Security Office

D	**Danger** Ensure the area is safe for yourself, others and the patient.
R	**Response** Check for response i.e. ask their name, to open their eyes.
S	**Send for help** – Gain local First Aider assistance. Call triple zero (0) 000 or delegate. Provide details of exact location. Ensure someone is at the building/nominated entrance to direct the ambulance officers. Advise Security who will provide assistance.
A	**Airway** – Open their mouth. If foreign material present, place them in the recovery position and clear their airway with your fingers.
B	**Breathing** – Check for breathing (i.e. by look, listen or feel). If breathing, place in recovery position or if not, start CPR.
C	**CPR** – 30 chest compressions : 2 breaths Continue until help arrives or person recovers.
D	**Defibrillation** **North Tce/Waite/Roseworthy campus** - Contact Security (or delegate) who will arrange for a defibrillator to be brought to the location.

Code Black

Personal Threat

If a person's behaviour is "out of control" and you are concerned for your safety or the safety of others:
- ❑ Do not place yourself or others at risk
- ❑ Obey the offender's instructions
- ❑ Remain calm and attempt to de-escalate the situation
- ❑ Alert other staff and/or raise the alarm with the Police when safe to do so.

Once the offender has left -
- ❑ Request any witnesses to remain
- ❑ Complete an offender description form as soon as possible prior to speaking with other staff (See Emergency Management Plan)
- ❑ Secure the area until the Police/Security have completed their investigation and request any witnesses to remain.

Code Purple

Bomb Threat

If you receive a written threat:
- ❑ keep the threat including any envelope or container
- ❑ avoid any unnecessary handling to preserve evidence (e.g. fingerprints)
- ❑ do not photocopy
- ❑ contact the Chief Warden and Security and follow their instruction.

If you receive a telephone threat:
- ❑ do not disconnect the call
- ❑ quickly record any information received and transfer to the bomb threat checklist available from your Floor Warden.
- ❑ contact the Chief Warden and Security and follow their instruction.

If you identify a suspect object
(i.e. the object is unidentified, unusual or foreign to the environment, an obvious bomb – visible wiring, explosives)
- ❑ inform the Chief Warden who will assess the need to alert the Police
- ❑ evacuate and cordon off the immediate area
- ❑ do not move or touch any suspect object
- ❑ avoid using any mobile phones or wireless technology devices until given the clearance by the Police.

NOTE – Search procedures
It should be noted that the Police do not conduct the search. The most appropriate personnel to carry out the search are the staff as they have the knowledge of "what belongs" and "what doesn't". The search is co-ordinated by the Chief Warden.

Code Orange

Evacuation

If an emergency requires an evacuation the Warden network will advise you of the nature and proximity of the hazards relevant to the situation and the safest path of egress to the assembly area.

Follow their instruction, secure your area and provide assistance if required.

Do not re-enter the building until given the

"All clear"

by the Emergency Services.

Code Yellow

Internal Emergency

Hazardous Substances spill
- ❑ Follow the procedures on the Safety Data Sheet and training
- ❑ Contact Security.

Services failure (e.g.: power, water, gas)
- ❑ Alert Security. Place signage (if applicable) to advise staff/occupants or public of the emergency.

**Biological exposure
(e.g.: blood, vomit, urine, needlestick, unknown substance/powder)**
- ❑ report any potential exposures to your Manager/Supervisor.

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

Code Brown

External Emergency

The Chief Warden/Emergency Service will advise you on the course of action if an external emergency may impact on the building
(e.g.: offender in the vicinity of your building, chemical spill or gas leak in the vicinity, fire in an adjacent building, bushfire, threat of an explosion).

It may involve an:
- ❑ evacuation;
- ❑ lock-down of the building; or
- ❑ shelter-in-place. Depending on the emergency.

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

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

Code Red
Fire/Smoke

WARDENS

Chief Warden
Chief Warden Register

On hearing the fire alarm

- ❑ Cease activities
- ❑ Check immediate area for signs of fire/smoke
- ❑ Commence **RACE** if Fire/Smoke identified in the immediate area
- ❑ Commence evacuation via designated exits
  Do not use lifts.
- ❑ Evacuate to the designated external assembly area
  [Insert location]
- ❑ Assist any person who requires assistance or inform the warden
- ❑ Following "All clear" from the Wardens – re-enter the building.

On discovery of Fire/Smoke

Remove people -
from the vicinity of the fire/immediate danger

Alert the Fire Service (0) 000 and University Security (831) 35444
and other staff/visitors, adjoining offices

Contain the fire
by closing the door (if possible)

Evacuate the area using the nearest safest exit or
Extinguish the fire if trained and safe to do so

Code Blue

Medical Emergency

FIRST AID OFFICERS

Scan or Insert QR code
from First Aid Poster

Uni Security back-up
(831) 35444

On discovery of a person who requires medical assistance

As a guide:

If the person/patient is conscious

- ❑ Obtain their name and details of their condition (symptoms)
- ❑ Assess the urgency of their problem
- ❑ Provide assistance if required.

If the person has collapsed
Follow First Aid procedures for **DRSABCD**

FOR LIFE THREATENING EMERGENCIES ALWAYS PHONE (0) 000

← **For First Aid treatment**

- ❑ Contact the Designated First Aid Officer, or if unavailable
- ❑ Contact Security Office.

D	**Danger** Ensure the area is safe for yourself, others and the patient
R	**Response** Check for response i.e. ask their name, to open their eyes.
S	**Send for help** – Gain local First Aider assistance. Call triple zero (0) 000 or delegate. Provide details of exact location. Ensure someone is at the building/nominated entrance to direct the ambulance officers. Advise Security who will provide assistance.
A	**Airway** – Open their mouth. If foreign material present, place them in the recovery position and clear their airway with your fingers.
B	**Breathing** – Check for breathing (i.e. by look, listen or feel). If breathing, place in recovery position or if not, start CPR
C	**CPR** – 30 chest compressions: 2 breaths Continue until help arrives or person recovers
D	**Defibrillation** **North Tce/Waite/Roseworthy campus** - Contact Security (or delegate) who will arrange for a defibrillator to be brought to the location.

Code Black

Personal Threat

If a person's behaviour is "out of control" and you are concerned for
your safety or the safety of others:
- ❑ Do not place yourself or others at risk
- ❑ Obey the offender's instructions
- ❑ Remain calm and attempt to de-escalate the situation
- ❑ Alert other staff and/or raise the alarm with the Police when safe to do so.

Once the offender has left -
- ❑ Request any witnesses to remain
- ❑ Complete an offender description form as soon as possible prior to speaking with other staff (See Emergency Management Plan)
- ❑ Secure the area until the Police/Security have completed their investigation and request any witnesses to remain.

Code Purple

Bomb Threat

If you receive a written threat:
- ❑ keep the threat including any envelope or container
- ❑ avoid any unnecessary handling to preserve evidence (e.g. fingerprints).
- ❑ do not photocopy
- ❑ contact the Chief Warden and Security and follow their instruction.

If you receive a telephone threat:
- ❑ do not disconnect the call
- ❑ quickly record any information received and transfer to the bomb threat checklist available from your Floor Warden.
- ❑ contact the Chief Warden and Security and follow their instruction.

If you identify a suspect object
(i.e. the object is unidentified, unusual or foreign to the environment, an obvious bomb – visible wiring, explosives)
- ❑ inform the Chief Warden who will assess the need to alert the Police
- ❑ evacuate and cordon off the immediate area
- ❑ do not move or touch any suspect object
- ❑ avoid using any mobile phones or wireless technology devices until given the clearance by the Police

NOTE – Search procedures
It should be noted that the Police do not conduct the search. The most appropriate personnel to carry out the search are the staff as they have the knowledge of "what belongs" and "what doesn't". The search is co-ordinated by the Chief Warden.

Code Orange

Evacuation

If an emergency requires an evacuation the Warden network will advise you of the nature and proximity of the hazards relevant to the situation and the safest path of egress to the assembly area.

Follow their instruction, secure your area and provide assistance if required.

Do not re-enter the building until given the

"All clear"

by the Emergency Services.

Code Yellow

Internal Emergency

Hazardous Substances spill
- ❑ Follow the procedures on the Material Safety Data Sheet and training
- ❑ Contact Security.

Services failure (e.g. power, water, gas)
- ❑ Alert Security. Place signage (if applicable) to advise staff/occupants or public of the emergency.

Biological exposure
(e.g. blood, vomit, urine, needlestick, unknown substance/powder)
- ❑ Report any potential exposures to your manager.

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

Code Brown

External Emergency

The Chief Warden/Emergency Service will advise you on the course of action if an external emergency may impact on the building
(e.g. offender in the vicinity of your building, chemical spill or gas leak in the vicinity, fire in an adjacent building, bushfire, threat of an explosion.)

It may involve an:
- ❑ evacuation;
- ❑ lock-down of the building; or
- ❑ shelter-in-place. Depending on the emergency.

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

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