EDITH COWAN UNIVERSITY

EMERGENCY PROCEDURES
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INTRODUCTION

These procedures were formulated to meet the requirements of Australian Standard AS3745-2002 – Emergency Control Organisation & Procedures for Buildings, Structures and Work places and the National Competency Standard – Fire Emergency Response.

All staff of Edith Cowan University are required to participate in emergency training and evacuation exercises and acknowledge the authority of appointed Emergency Control Organisation personnel.

Instructions given by the Emergency Control Organisation, during drills or emergency situations, will override normal Management structure.

PURPOSE OF MANUAL

The implementation of a building emergency program helps to ensure the effective utilisation of life safety features in a building to protect people from fire, bomb threats and other emergency situations.

The following procedures are meant to provide a basis for handling various types of building emergencies. They should not be regarded as rigid, but rather as flexible guidelines to be adapted to cope with any unanticipated situations.

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STATEMENT

Edith Cowan University is committed to and places the highest priority on safe emergency procedures, for all employees, students, contractors and visitors.

The University will ensure that emergency procedures are in place and employed at all campuses, which conform to Australian Standards (AS) 3745-2002, and that all relevant personnel responsible for managing the emergency process, are trained in accordance with standards.

Emergency personnel responsible for evacuation will ensure that all procedures, personnel and equipment are maintained to a high level of readiness to efficiently and effectively respond to any emergency.

The University will be reviewed on an annual basis and the University will seek feedback from stakeholders to ensure a continual improvement cycle is implemented. Reviews will also include regular input from external emergency professionals to ensure compliance with the above standard.

The University is reliant on the commitment and cooperation of all stakeholders implementing this procedure to enable a safer environment.
TYPES OF EMERGENCIES

A building emergency situation may arise as a result of any of the following:

- Fire
- Bomb threat
- Building damage
- Medical emergency
- Armed intrusion/hold up
- Civil disorder
- Chemical spills
The Campus Facilities Manager fills Chief Warden/CEC position

Deputy Chief Warden position is filled by Team Leader

Facilities Management Officer fills Communications Officer position

Security Officers fills ERO

Building Wardens are appointed for each building. Floor Wardens and Deputy Floor Wardens are appointed for each floor within a building

First Aid Officers are located throughout the campus. Building Wardens should maintain a list of trained officers who should be alerted to set up a First Aid Post when instructed by CEC.

The Building Warden of the building in alarm will nominate Assembly Area Warden. This position is not really about doing a headcount but to ensure that Staff and Students do not get in the way and that they stay in an upwind position.

Assembly Area
This will be as identified on the Site Plan or as specified by the CEC.

First Aid Post
This will be set up at the Assembly Floor or at a location decided by the CEC.
WARDEN IDENTIFICATION

Chief and Deputy Chief Wardens (White)
Communications Officer (White)
Emergency Response Officer (White)
Building Warden (Yellow)
Deputy Building Warden (Yellow)
Area/Floor Warden (Orange)
Deputy Floor Wardens (Orange)
First Aid Officer (Green with white Cross)
Assembly Area Warden (Deputy Floor Wardens will fill this position)

Identification equipment shall be marked with the wearer's title and location. This may best be achieved by the use of coloured identification such as helmets, caps, hats, vests or tabards.
COLOUR CODE FOR EMERGENCIES

Can be used to stop people being alarmed unnecessarily.

Code Red   ▢ Fire/Smoke
Code Orange ▢ Evacuation
Code Yellow ▢ Internal Emergency
Code Purple ▢ Bomb Threat
Code Black ▢ Personal Threat (armed or unarmed. (Persons threatening injury to others or themselves)
Code Brown ▢ External Emergency
Code Blue  ▢ Medical Injury
Code Green ▢ All Clear
EMERGENCY SYSTEMS PROFILE

- Roof space alarm indicator
- Emergency lighting
- Internal hydrant
EMERGENCY SYSTEMS PROFILE

Break glass alarm
Red for fire alarm

Break glass alarm
White for door alarm

WIP
Warden
Intercommunication point

Hose reel

C O 2

Speaker in ceiling

Alert
Evacuate
EWIS alert lights

Smoke alarm

Fire door
In the event of an emergency:

1. Locate yourself at the Emergency Control Centre (Facilities Management Office).
2. Wait for further information from the Emergency Response Officer.
3. Take action in accordance with the appropriate action Sheet or as required.
5. Ensure First Aid Post is set up, or direct First Aid person where needed.
6. Brief Emergency Services on their arrival.

Do not give all clear until informed by Emergency Services Officer.
Deputy Chief Warden
Team Leader
Instructions

In the event of an emergency:-

- Proceed to Control Centre (Facilities Management Office).
- Assist the Campus Emergency Coordinator as directed.
- Deputise for the Campus Emergency Coordinator in their absence.

Familiarise yourself thoroughly with the action sheets.
On being informed of an emergency you are to:

- Notify the Campus Emergency Coordinator.
- On instruction from the Campus Emergency Coordinator, notify the appropriate Emergency Service.
- On instruction from the Campus Emergency Coordinator list all evacuation information on appropriate sheets.

You should prepare as follows:-

- List any emergency numbers in a ready to use location.
- Familiarise yourself with the Bomb Threat Check List. (If applicable).
On being informed of an emergency by Fire Alarm or Chief Warden you are to:

1. Proceed to building in alarm and meet Building Warden at Wardens meeting point.

2. Gain status of emergency. Ensure Building Warden has completed Check Lists.

3. Inform Chief Warden of status of Emergency.

4. Have Building Warden carry out evacuation, if necessary.

5. If assistance needed for crowd control or to stop re-entry, use Floor Wardens and Deputy Floor Wardens once they have finished their evacuation duties.

6. Portable evacuation system will be on hand, if needed.
On being informed of an emergency by SMS message or by phone.

You shall:

Proceed to building in alarm.

Check Fire Panel.

Go to floor in alarm to confirm.

Phone Emergency Services.

If anyone in building ensure evacuation is carried out.

Move to front of building and await arrival of Emergency Services.

Complete Check Lists
BUILDING WARDENS INSTRUCTION.
BUILDINGS WITHOUT FIRE ALARM PANELS

On being informed of an emergency you are to:

- Proceed to the Wardens meeting point.

- Have Floor Wardens and Deputy Floor Warden’s check out their floor and commence evacuation, if necessary.

- Floor Wardens and Deputy Floor Wardens must report back after evacuation.

- Floor Wardens and Deputy Floor Wardens will be used as;
  1. Assembly Wardens.
  2. To stop re-entry to building.
  3. To assist Emergency Response Officer with crowd control and putting up barriers.

- Pass on all relevant information to Emergency Response Officer (Security Officer) Use evacuation check lists.
On being informed of an emergency you are to:-

1. Proceed to Wardens Meeting Point.
2. On instruction from the Building Warden, proceed to your floor and carry out instructions.
3. If evacuation is carried out notify the Building Warden, on completion.
4. After evacuation report back to Building Warden.
5. Carry out further duties as requested by Building Warden.
LECTURER INSTRUCTIONS

On hearing the Fire Alarm Signal or announcement by Warden you are to:-

 costa Assemble all students in the class ready for evacuation.

 costa Wait for instructions from your Floor Warden or evacuate 3 minutes after hearing the Alarm Signal
If the emergency takes place in your classroom or affects your classroom in part you are to:-

 costa Evacuate the classroom using the safest route. Inform others in your block.

 costa Ensure the Building Warden or Emergency Response Officer is informed.

 costa Proceed to Assembly Area (See site plan).

 costa Keep students together and follow instructions from Assembly Warden.
CLEANERS EMERGENCY PROCEDURE  
FIRE

**If you discover smoke/fire**

- Evacuate floor
- Isolate smoke or fire by closing door to the floor affected.
- Raise alarm by using Break-Glass Alarm (If available)
  
  OR

- by phoning **000**

- If safe to do so, attempt to extinguisher the fire by using the correct fire equipment. If not safe, move to front of building and await the arrival of the Emergency Response Officer, giving information as requested.

- If you hear the Fire Alarm Signal, evacuate by moving to the front of the building and await the arrival of the Emergency Response Officer.

**Note:** Persons using fire extinguishers should be trained in their usage.
ASSEMBLY AREA WARDENS INSTRUCTIONS

On instruction from Building Warden you are to:

- Locate yourself at the chosen Assembly Area (see Site Plan).
- Select a safe position (not a down wind position).
- Keep classes that have reported to you together.
- When last person arrives at Assembly Area report information to Building Warden.
FIRST AID WARDEN
INSTRUCTIONS

On hearing the Alarm signal you are to:-

1. Proceed to Facilities Management Office.

2. On Campus Emergency Coordinators instruction proceed to Assembly Area or where designated and set up First Aid Post.

3. Attend to casualties and notify Campus Emergency Coordinator if outside medical help is needed.

4. Await further instruction.
On hearing the Fire Alarm Signal or being informed of an emergency you are to proceed to the Alarm Panel.

If Fire Alarm has sounded, press acknowledge, turn EWIS key to manual, or if informed by other means, check which floor is in alarm.

Contact Floor Wardens by PA System using colour code for emergencies chart, eg. “We have a Code Red at Area/ Level -----, Floor Wardens, Deputy Floor Wardens please confirm, Staff and Students stand by”.

Have Floor Warden, Deputy Floor Warden relay information by WIP Phones, located in Hose Reel cupboards.

On confirmation of valid alarm or emergency have Floor Wardens, Deputy Floor Wardens evacuate that floor, then floor above, then floor below. Continue until total building is evacuated.

After building evacuation is complete, Floor Wardens, Deputy Floor Wardens will report to you at Fire Alarm Panel.

**Floor Wardens and Deputy Floor Wardens will then be used as:**

1. Assembly Warden.

2. To stop re-entry to building.

3. To assist Emergency Response Officer with crowd control and putting up barriers.

Pass on all relevant information to Emergency Response Officer (Security Officer) Use evacuation check lists.
On hearing the Fire Alarm Signal or being informed of an emergency you are to:

Go to your floor of responsibility.

Go to WIP phone.

If evacuation required evacuate floor and close doors. Report action taken, using WIP to communicate, to building warden.

Have Staff and Students move to Assembly Area.

Report to Building Warden at Fire Alarm Panel.

Carry out duties as instructed by Building Warden.
When notified of a fire the Campus Emergency Coordinator shall:-

1. Make sure the Emergency Service has been called.

2. Ensure Building Warden and Emergency Response Officer are aware of Emergency and if required have First Aid Warden report to Assembly Area, unless required near emergency.

Get Building Warden to have Floor Wardens and Deputy Floor Wardens;

- Assess affected floors.
- If necessary, evacuate floors.
- Attempt to extinguish fire, if safe to do so.
- If unable to extinguish fire, close all doors, and leave floor.

Get Building Warden to ensure all checklists are complete.

Report to Emergency Response Officer and pass on all information.

Persons using Fire Extinguishers must be trained
When tremor has subsided Campus Emergency Coordinator will; contact Emergency Response Officer who will ensure:-

Building Wardens have Floor Wardens, Deputy Floor Wardens check for:-

- Casualties
- Internal damage
- External damage

When Assembly Area Warden has been nominated by Building Warden the Emergency Response Officer will have Assembly Area Warden check assembly area for safety.

- Have First Aid Warden report to where needed.
- Evacuation announcement to be given, if necessary.
- Campus Emergency Coordinator will call the appropriate emergency service.
When notified of a bomb threat the Campus Emergency Coordinator shall:-

- Make sure the checklist has been completed.
- The Police have been called.
- Contact Emergency Response Officer (Security) who will;

- Have Building Warden have Floor Wardens and Deputy Wardens;
- Notify lecturers in their buildings and have them carry out a search of their classes (leaving all doors open).
- Check the outside of the buildings as well as pathways to Assembly Area before evacuation.
- If evacuation necessary return to Building Warden and ensure evacuation is carried out.
Have nominated Assembly Warden:

- Check Assembly Area
- Emergency Response Officer to report situation to Campus Emergency Coordinator.

Have First Aid Warden:-

- Set up First Aid Post
- Report any casualties
TYPE OF THREAT

Specific Less common but more credible. The caller provides detail which may describe the device, its placement, the reason, its time of actuation, building name, address etc.

Non-specific Little detail before the call is terminated.

Neither threat should be discounted and decisions should be made by the assessing team.

On receipt of a bomb threat call but prior to finding a suspicious object, the options are:

- Take no further action
- Search only
- Search and evacuate (either partial or full)
- Evacuate (without search)
BOMB THREAT CHECK LIST

QUESTIONS TO ASK

1. When is the Bomb going to explode?
2. Where did you put the bomb?
3. When did you put it there?
4. What does the Bomb look like?
5. What kind of Bomb is it?
6. What will make the Bomb explode?
7. Did you place the bomb?
8. Why did you place the Bomb?
9. What is your name?
10. Where are you?
11. What is your address?

EXACT WORDING OF THREAT

ACTION

Report call immediately to: ____________________________

Phone number: ____________________________

CALLER’S VOICE

Accent (specify): ____________________________

Any impediment: ____________________________

Voice (loud, soft, etc): ____________________________

Diction (clear, muffled): ____________________________

Manner (calm, emotional, etc): ____________________________

Did you recognise the voice?: ____________________________

If so, who do you think it was?: ____________________________

Was the caller familiar with the Zone?: ____________________________

BACKGROUND NOISES

Street noises:__________________________ House noises:__________________________

Aircraft:__________________________

Voices:__________________________ Local call:__________________________

Music:__________________________ Long distance:__________________________

Machinery:__________________________ STD:__________________________

Other:__________________________

OTHER

Sex of caller:__________________________

Estimated:__________________________

CALL TAKEN

Date:________/________/________

Time:__________________________

Duration of call:__________________________

Number called:__________________________

RECIPIENT

Name (print):__________________________

Telephone number:__________________________

Signature:__________________________

REMEMBER KEEP CALM – DON’T HANG UP

BOMB THREAT

THREAT LANGUAGE
When notified of a Medical Emergency contact Medical Suite and:-

DIAL “000” and advise ambulance of details of the injured person, give:

- Address.
- Nearest cross street and State you are ringing from e.g. WA.
- Building or area where person or persons are located.
- Details of injury
- Your name

Have Warden remain with the injured person until help arrives.

Dispatch a trained first aider to the scene, if available.

Based on their training, the first aider should render assistance.

Meet ambulance officers and take to injured person.
MEDICAL EMERGENCY

The possibility of a medical emergency has to be considered during the course of a normal working day.

Although not directly related to the operation of the building, staff must be prepared to take appropriate steps to assist the ill or injured.

If any person is made aware of a medical emergency, they should follow the following procedures:

DIAL **000** and advise, if ambulance required, details of the injured person,

Give:

- Address
- Nearest cross street – State you are ringing from WA
- Floor where person or persons are
- Your name

Have someone remain with the injured person until help arrives.

Dispatch a trained first aider to the scene, if available.

Based on their training, the first aider should render assistance.

Inform Facilities Management Office.
If the injury has resulted from a fall, **DO NOT** move the person/s and, where possible, do not leave them unattended.

The first aider will remain with the injured person/s until arrival of the ambulance.

Ensure responding emergency services personnel have a clear path of access to the injured person.

Meet ambulance and direct to building or area.
When you are notified of an armed intrusion/hold-up you shall;

Phone the Police (92222111) and provide them with details of intrusion:-
   Name

   Address

   Nearest cross street and from which State you are calling eg: WA

After incident make sure the checklist has been completed and those involved are available for interview by police.
ARME D INTRUSION/THREAT/HOLDUP

Procedures

Ensure cash and valuables are secured and kept to a minimum workable level. Employees who may be subject to such an incident should be given instruction to ensure their safety.

IF YOU ARE CONFRONTED BY AN ARMED INTRUDER

1. Obey the instructions
2. Try to remain calm
3. Do not take any action to excite the intruder.
4. Hand over cash/valuables on request.
5. Try to make a mental note of the description, clothing, speech, scars or other markings.
ARMED INTRUSION/THREAT/HOLDUP
STAFF INSTRUCTIONS

WHEN THE INTRUDER DEPARTS

Contact Campus Emergency Coordinator or Emergency Response Officer.

Provide details of robbery.
## ARMED HOLD UP CHECK LIST

**Witness Name**  
……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………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### Hands:

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<tr>
<td><strong>Gloves</strong></td>
<td>Cotton / leather /rubber /motorbike /garden /work /washing</td>
</tr>
<tr>
<td><strong>Colour</strong></td>
<td>Type</td>
</tr>
<tr>
<td><strong>Specific</strong></td>
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### Weapon

| **Handgun**     | Long/short barrel Blue/Chrome Revolver/Automatic |
| **Specific**    |                                            |
| **Rifle**       | Bolt/Auto/Pump/Lever Actions Short/Long Barrel Full Length Sawn-off Telescopic Sight Magazine |
| **Specific**    |                                            |
| **Shotgun**     | Pump/Automatic/Double Barrel/Single Barrel/ or Under and Over Full length Sawn-off Specific |
| **Specific**    |                                            |
| **Knife**       | Sheath Carving Kitchen Butterfly Flick Retractable Blade Stanley Fishing Cleaver Folding pocket type Multi bladed Serrated bladed Y/N Length of blade………………Length of handle……………… Colour of handle……… Colour of blade……………… Width of blade…………………………………. Specific…………………………………….. |
| **Specific**    |                                            |

### Body

| **Make**        | Holden Ford Toyota Mitsubishi Daihatsu Hyundai Honda Nissan Rover Fiat Australian European American Japanese |
| **Model**       | Commodore Falcon Laser Statesman Kingswood Specific…………………………………….. |
| **Colour**      | Top Vinyl/Colour…………….. Metallic Two Tone Eclipse |
| **Damage/ Fittings** | Nearside Farside Front Rear Rust Specific…………………………………….. |
| **Accessories** | Aerial (CB) Towball Bullbar Roofrack Alloy wheels Spotlights Sunroof Car phone Specific…………………………………….. |
| **Interior**    | Bucket/Bench seats Seat Covers Auto/Manual Column/Floor shift Electric windows Upholstery Colour…………….. Specific…………………………………….. |
| **Stereo**      | Standard Fitted equaliser Specific…………………………………….. |
| **Registration**| Vic NSW SA QLD WA TAS NT ACT Colour Black/White Green/White Specific…………………………………….. |

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**Armed Hold Up Check List cont:**
PECULIARITIES: ..............................................................................................................................
.....................................................................................................................................................
.....................................................................................................................................................

JEWELLERY: Earrings Studs Bangles Rings Necklaces Anklets
Description.................................................................................................................................

TATTOOS: L/R Hand..................L/R L/U Leg..................Face.................................
Fingers..............................
Torso..............................L/R L/U Arm.................................

CLOTHING: Head Balaclava Beanie Stocking Baseball cap Akubra
Straw
Colour.............Design.............Patches..........
Specific.................................................................

Upper Pullover Jacket T-Shirt Windcheater Flannel Shirt
Collar/Tie Parka Colour.............Design.............Stains........
Labels....................Specific.................................................................

Lower Jeans shorts Slacks Cords Belt Y/N Colour..................
Design.............Labels.............Stains........

Shoes Runners Bare feet Thongs Slippers Boots Desert boots
Colour.............Laces.................................
Labels....................Specific.................................................................

Dresses Short/Long Summer/Winter Waist/knee/full Colour.............

Accessories: .................................................................................................................................

Make Up: .................................................................................................................................

DISGUISES: Balaclava Beanie Handkerchief Stocking Rubber Mask
(Face) Sunglasses Plastic Mask Colour..................
Type....................Specific.................................................................
The features to be observed are many....... 
Try to observe to a system - start at the top of the face and move down!! 
Be alert and observant.....watch and take mental note of all you can see.

NAME
AGE
BUILD
HEIGHT
EYES
COMPLEXION
THATCH - HAIR
ODDITIES - SCARS
TATTOOS
DEFORMATIONS
RIG - CLOTHING
Immediately upon hearing of a civil disorder occurring in, or in the vicinity of any building, or that there has been unauthorised entry, the Campus Emergency Coordinator or any member of the Emergency Control Organisation should take the following actions:

1. Notify the Police and request assistance.
2. Alert other members of the Emergency Control Organisation (ECO).
3. Initiate action to:
   - Restrict entrance to the building; and/or
   - Restrict/confine presence to the ground floor; and
   - Restrict contact between the demonstrators and the building occupants.
5. Managers can contribute in a practical way to the satisfactory resolution of these emergencies by ensuring withdrawal of their staff where necessary, supervising the locking of offices, securing records, files, cash and other valuable property and at the same time promoting an air of confidence and calm.
When notified of a Chemical Spill you shall:-

Inform Emergency Response Officer

Call Emergency Services **000** and ask for HAZMAT.

Inform Building Wardens in non-affected areas.

Take action in accordance with MSDS sheets.

If chemical not known, cordon off the building affected.

Have all other buildings evacuated to upwind position.

Follow instructions of the Emergency Service.
Standard Fire Order

If you discover smoke or fire,

1. Assist anyone in immediate danger (if safe to do so).
2. Close all doors to isolate smoke and fire.
3. Raise the alarm (use break-glass alarm if available)
4. Contact Building Warden to ensure the fire is reported to the Emergency Services and Campus Emergency Coordinator is notified as well as Emergency Response Officer.
5. Notify anyone else in the building.
6. On instruction evacuate to Assembly Area.
7. Remain at Assembly Area in class groups until all clear is given.
STANDARD EARTHQUAKE ORDER

When tremor happens:

Do not run outdoors.

Shelter under (and hold) a door frame, table, bench, etc..

In crowded areas do not rush for the doors. Move clear of overhead fittings and shelves.

After tremor stops wait for instruction from Floor Warden.

Do not evacuate until told by Building Wardens unless you are in any immediate danger.

If outside keep well clear of buildings overhead structures walls bridges powerlines, trees etc.
EVACUATION CHECK LIST

TIME: ________________    DATE: ____________

NATURE OF EMERGENCY

FIRE  [ ]
EARTHQUAKE  [ ]
BOMB THREAT  [ ]
OTHER  [ ]

EMERGENCY SERVICES NOTIFIED  YES [ ]  TIME: ____________

BUILDING EVACUATED  [ ]  TIME: ____________

ZONE No. 1-7  [ ]

HEAD COUNT  YES  NO

VISITORS ACCOUNTED FOR  [ ]  [ ]

PERSONS UNACCOUNTED FOR  [ ]

Name: _____________________   Last seen: _____________________
Name: _____________________   Last seen: _____________________

Campus Emergency Coordinator  Notified:  YES [ ]  NO [ ]
Emergency Response Officers Notified  YES [ ]  NO [ ]

OTHER COMMENTS:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

ECU Emergency Procedures
<table>
<thead>
<tr>
<th>Floor</th>
<th>All clear (✓)</th>
<th>Mobility impaired</th>
<th>Refusal to evacuate</th>
<th>Medical emergencies</th>
<th>Comments</th>
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RECORD KEEPING

To comply with the requirements of AS3745, a form has been developed for recording training and instruction on Emergency Procedures.

A Log Book of the attendance is kept on the premises (preferably in a fireproof cupboard) for inspection by the authorities if requested.

BUILDING EMERGENCY PROCEDURES TRAINING

General Occupant Training was conducted at _________________ on _______.

The following topics were covered:

- React safely in an emergency
- Help prevent emergencies
- Control small, uncomplicated emergencies, only if trained in first attack fire fighting skills.

<table>
<thead>
<tr>
<th>Name</th>
<th>Building N°</th>
<th>Floor</th>
<th>Phone</th>
<th>First Aid Certified</th>
<th>Signature</th>
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<tbody>
<tr>
<td>FESA</td>
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</table>

Training conducted by ___________________________
BUILDING EVACUATION INCIDENT REPORT FORM
To be completed by the event of partial or complete evacuation of the building

Evacuation comments

N° of building: ____________________________
Address of premises: ____________________________

Date of evacuation: ____________________________ From each Floor: ____________________________
Time of evacuation: ____________________________
Floor involved: ____________________________

Cause of evacuation, ie., fire, bomb, threat, False alarm, malicious, drill?

Did the Emergency Services attend?

Did the following system operate Correctly: (tick ✓ or cross X)

☐ Public Address System (audible)
☐ If applicable to building
☐ Fire services automatically notified
☐ A/C shut down

In the Assembly Floor/s

Any casualties: ____________________________

fully evacuated: ____________________________

Time: ____________________________

Comments

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Any other comments: ____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
**SUSPECTED HAZARDOUS MATERIAL**

(ANTHRAX)

**What is anthrax?**

Anthrax is an acute infectious disease caused by the spore-forming bacterium Bacillus anthracis. Anthrax most commonly occurs in wild and domestic lower vertebrates (cattle, sheep, goats, camels, antelopes, and other herbivores), but it can also occur in humans when they are exposed to infected animals or tissue from infected animals.

**How is anthrax transmitted?**

Anthrax infection can occur in three forms: cutaneous (skin) inhalation, and gastrointestinal. B. anthracis spores can live in the soil for many years, and humans can become infected with anthrax by handling products from infected animals or by inhaling anthrax spores from contaminated animal products. Eating undercooked meat from infected animals can also spread anthrax. It is rare to find infected animals Australia.

**What are the symptoms of anthrax?**

Symptoms of disease vary depending on how the disease was contracted, and symptoms usually occur within 7 days.

**Cutaneous:** Most (about 95%) anthrax infections occur when the bacterium enters a cut or abrasion on the skin, such as when handling contaminated wool, hides, leather or hair products (especially goat hair) of infected animals. Skin infection begins as a raised itchy bump that resembles an insect bite but within 1-2 days develops into a vesicle and then a painless ulcer, usually 1-3 cm in diameter, with a characteristic black necrotic (dying) floor in the centre. Lymph glands in the adjacent floor may swell. About 20% of untreated cases of cutaneous anthrax will result in death. Deaths are rare with appropriate antimicrobial therapy.

**Inhalation:** Initial symptoms may resemble a common cold. After several days, the symptoms may progress to severe breathing problems and shock. Inhalation anthrax is usually fatal.

**Intestinal:** The intestinal disease from anthrax may follow the consumption of contaminated meat and is characterised by an acute inflammation of the intestinal tract. Initial signs of nausea, loss of appetite, vomiting, fever are followed by abdominal pain, vomiting of blood, and severe diarrhoea. Intestinal anthrax results in death in 25% to 60% of cases.

**Is there a treatment for anthrax?**

Doctors can prescribe effective antibiotics. To be effective, treatment should be initiated early. If left untreated, the disease can be fatal.
WHAT TO DO IF YOU RECEIVE A SUSPICIOUS PACKAGE OR MAIL ITEM

If you suspect that you have received a package that may contain hazardous material and **HAVE NOT OPENED IT**.

- Place item in a plastic bag and seal it.
- Place all items in a second plastic bag and seal that bag.
- Stay in your office or immediate work floor. This also applies to co-workers in the same room. Prevent others from entering the floor and becoming contaminated. Remember you are not in immediate danger.
- Call for help. This may be your supervisor or to 000 to ask for Fire HAZMAT depending on your situation.

**Advise:**

- Exact location of incident-street address, building floor
- Number of people potentially exposed
- Description of the package/device
- Action taken *e.g.* package covered with black coat, floor isolated.

- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.

- If possible (without leaving your work floor) wash your hands.

- Wait for help to arrive
IF YOU SUSPECT THAT YOU HAVE RECEIVED A PACKAGE THAT MAY CONTAIN HAZARDOUS MATERIAL AND HAVE OPENED IT.

- Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.

- If possible place an object over the package without disturbing it such as a large waste bin.

- Stay in your office or immediate work floor. This also applies to co-workers in the same room. Prevent others from entering the floor and becoming contaminated. Remember you are not in immediate danger.

- Call for help. This may be your supervisor or to 000 to ask for Fire HAZMAT depending on your situation.

Advise:

- Exact location of incident – street address, building floor
- Number of people potentially exposed
- Description of the package/device
- Action taken eg. Package covered with black coat, floor isolated.
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible (without leaving your work floor) wash your hands.
- If possible, have the building ventilation system shut down and turn off any fans or equipment that is circulating air around your workplace.
- Wait for help to arrive.
Student Housing
ACTION SHEET
FIRE

On hearing the Fire alarm signal the House warden will:
Proceed to Main panel or Mimic panel

Read house in alarm and investigate.
If confirmed fire have house evacuated, have 000 call
made to confirm fire. (000 call must be made if confirmed
fire, even if fire alarm is operating)
Notify security, if not already in attendance.
Student Housing
STANDARD FIRE ORDER
Any person discovering or notified of smoke/fire should

- Assist anyone in immediate danger (if safe to do so)
- Confine fire, if possible by closing door
- Raise the alarm (use break glass alarm if available)
- Notify others in house, and other houses.
  - Contact House warden or office and follow Wardens instructions. (Security will be automatically informed, even if after hours)
WHEN NOTIFIED OF A BUSH FIRE THE CAMPUS EMERGENCY CO-ORDINATOR (CHIEF WARDEN) SHALL:-

Make sure the Emergency Service has been called, unless already notified by them.
Inform ALL WARDENS of bush fire situation and if necessary evacuate AFFECTED AREAS to a central building away from the bush fire. Close all doors and windows and turn off airconditioners.
Await further instructions from emergency service officer.

The responding Emergency Service will, at any major bush fire, appoint an incident controller. This person is responsible for the overall management of fire suppression operations. The incident controller will liaise with you and inform you if further evacuation is necessary.

Further evacuation could be to transport persons via buses out of the area.
The Emergency Service will assist with the aid of the local shire in arranging this.
After the fire is over all buildings should be checked externally and internally before being re-occupied.
Hose Reel. For class “A” fires only.
CO2 Extinguisher

Distance of throw 1.5 metres.

Never begin operating extinguisher any closer than 2 metres.

Aim at leading edge of flame and follow back in a sweeping motion.
How to use a Fire Blanket

1. Pull tabs to release
2. Stretch blanket out in front of you
3. Hold blanket by corners
4. Fold hands inwards towards blanket
5. Approach the fire
6. Place blanket down in one movement
7. Ensure no air can enter by pressing edges down
8. Remove the heat source
![Portable Fire Extinguisher Guide](https://www.fesa.wa.gov.au)

**Portable Fire Extinguisher Guide**

Blue text indicates the class or classes in which agent is most effective.

<table>
<thead>
<tr>
<th>EXTINGUISHANT</th>
<th>CLASS A</th>
<th>CLASS B</th>
<th>CLASS C</th>
<th>CLASS E</th>
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<td><strong>PRE 1999</strong></td>
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<tr>
<td>WATER</td>
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<tr>
<td>FOAM</td>
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<td>NO</td>
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<td>YES (ABE)</td>
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<tr>
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<td>NO</td>
<td>NO</td>
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</tbody>
</table>

**CLASS D**

For fire involving combustible metals use special purpose extinguisher.

Dangerous if used on flammable liquid, energised electrical equipment and cooking oils/fat fires.

Dangerous if used on energised electrical equipment.

Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different.

Limited outdoor use.

Check the characteristics of the specific extinguishing agent.

Dangerous if used on energised electrical equipment.

**LIMITED** indicates that the extinguishant is not the agent choice for the class of fire, but that it may have a limited extinguishing capability.

Solvents and alcohol ink with water and therefore require special foam.