



**The University of Sydney**

# **Fire and other Emergency Procedures**

**Carlaw Building  
F07**

Date: March 2009

Review Date: September 2009

Copies to: All ECO Personnel  
Emergency Planning Representatives  
Heads of Department within the Building  
Risk Management Office

**EMERGENCY CONTROL ORGANISATION**

Department Name	Head of Department		Department Representative	
School of Biological Sciences	Prof Robyn Overall	hos@bio.usyd.edu.au	Dr Adele Pile	
Faculty of Science	Prof David Day	dean@science.usyd.edu.au	Cindy Wilkinson	
CST Finance	Greg Robinson	grobison@usyd.edu.au	Ian Ford	
Institute of Teaching and Learning (ITL)	Prof Keith Trigwell	K.Trigwell@usyd.edu.au	Jennifer Ungaro	
Mathematics Learning Centre (MLC)	Jackie Nicholas	jackien@mail.usyd.edu.au	Jackie Nicholas	
School of Physics	A/Prof Anne Green	hos@physics.usyd.edu.au	Barry Naphthali	
School of Mathematics and Statistics	A/Prof Nalini Joshi	hos@maths.usyd.edu.au	Dr David Ivers	
Building Attendants	Daniel Lancaster	dlan3517@usyd.edu.au	Daniel Lancaster	
Security Service	Allan Townsend	secadmin@mail.usyd.edu.au	Allan Townsend	

**Chief Warden:** Louise Freys**Phone:** 15268**Location:** Science Faculty Office,  
Level 1**Deputy Chief Warden:** VACANT**Phone:****Location:****Deputy Chief Warden:** VACANT**Phone:****Location:**

Warden	Phone / Email	Normal Location	Area of Control	Deputy	Phone / Email
Attendants	13630 <a href="mailto:hoes@cst.usyd.edu.au">hoes@cst.usyd.edu.au</a>	Rm. 216	Centrally Booked Lecture Theatres & Tutorial Rooms on Levels 1 & 2		
Claudio Muhlrاد	12954 <a href="mailto:cmuhlrاد@bio.usyd.edu.au">cmuhlrاد@bio.usyd.edu.au</a>	Biological Sciences	1 <sup>st</sup> Floor (Biological Sciences areas)	(Les Edwards)	(18941)
Preeti Chawla	15391 / 13021 <a href="mailto:preeti@science.usyd.edu.au">preeti@science.usyd.edu.au</a>	Faculty & Finance/HR Office	1 <sup>st</sup> Floor Faculty area	Joseph Oconer	15464 <a href="mailto:joconer@usyd.edu.au">joconer@usyd.edu.au</a>
Class Supervisor Lab 301/302	12956 (Claudio)	Lab 301/302	3 <sup>rd</sup> Floor	Class Supervisor Lab 307/308	12957 (Claudio)
Brooke Hughes	14821 <a href="mailto:B.Hughes@usyd.edu.au">B.Hughes@usyd.edu.au</a>	3 <sup>rd</sup> floor new wing	3 <sup>rd</sup> Floor - New Wing	Jennifer Ungaro (ITL)	15810 <a href="mailto:J.Ungaro@usyd.edu.au">J.Ungaro@usyd.edu.au</a>



Barry Naphthali	12958 <a href="mailto:B.Napthali@physics.usyd.edu.au">B.Napthali@physics.usyd.edu.au</a>	Rm. 406	4 <sup>th</sup> Floor	Myo Win	12959 <a href="mailto:M.Win@physics.usyd.edu.au">M.Win@physics.usyd.edu.au</a>
Jackie Nicholas (MLC)	14061 <a href="mailto:jackien@mail.usyd.edu.au">jackien@mail.usyd.edu.au</a>	4 <sup>th</sup> Floor	4 <sup>th</sup> Floor - New Wing	Helen Kwan	15452 <a href="mailto:hkwan@usyd.edu.au">hkwan@usyd.edu.au</a>
Chamreun Cheen	15804 <a href="mailto:C.Cheen@maths.usyd.edu.au">C.Cheen@maths.usyd.edu.au</a>	Rm 521	5 <sup>th</sup> Floor	Ana Do Vale	15807 <a href="mailto:a.dovale@usyd.edu.au">a.dovale@usyd.edu.au</a>
Charles Macaskill	14163 <a href="mailto:C.Macaskill@maths.usyd.edu.au">C.Macaskill@maths.usyd.edu.au</a>	Rm. 627	6 <sup>th</sup> Floor	Donald Cartwright	12973 D.Cartwright@maths.usyd.edu.au
A/Prof Rubin Zhang	13444 <a href="mailto:rzhang@maths.usyd.edu.au">rzhang@maths.usyd.edu.au</a>	Rm. 721	7 <sup>th</sup> Floor	Dave Galloway (on leave until July)	12968 <a href="mailto:dave@maths.usyd.edu.au">dave@maths.usyd.edu.au</a>
Michael Stewart	15765 <a href="mailto:Michaels@maths.usyd.edu.au">Michaels@maths.usyd.edu.au</a>	Rm. 818	8 <sup>th</sup> Floor	Anthony Henderson	13881 <a href="mailto:A.Henderson@maths.usyd.edu.au">A.Henderson@maths.usyd.edu.au</a>

<b>Nominated First Aid Officer</b>	<b>Phone</b>	<b>Normal Location</b>
Susan Liddell	14533	Level 5, Room 524, School of Maths and Stats
Barry Naphthali	12958	Level 4, Rm. 402, Physics Laboratories
Sutira Teh	12685	Level 4, Rm. 428, Deans Office
Louise Freys	15268	Level 1 Faculty of Science Office
Claudio Muhlrud	12954	Level 1, Room 113, School of Biological Sciences

### BUILDING SUMMARY DATA

#### Fire Detection/Protection

Smoke Detectors	✓
Thermal Detectors	✓
Sprinkler System	X
Fire Stair	✓

#### Emergency Warning System

EWIS	✓
EWS	N/A
Sounders	N/A
Portable Sounders	N/A

#### Building Use

Centrally Booked Teaching Space: YES – throughout, but concentrated on Levels 1 & 2.  
 Office Space: YES – throughout.  
 Teaching Space: YES – throughout.  
 Computer Laboratories: YES - throughout  
 Wet Laboratories: YES – First Year Biology Laboratories on Level 3  
 Workshops: NO

#### Hazardous Areas

Location (Level / Room)	Hazards Present	Contact Person	Phone
301-302-307-308	Chemicals in small volumes (<250 Kg/L in total)	Claudio Muhlrاد (Les Edwards)	12954 (18941)
Room 100-119  Liquids 116, 117, 115  Solids 107	Chemicals in small quantities (<250 kg/L total).  Solvents in Flammable Liquid Cabinets.	Claudio Muhlrاد (Les Edwards)	12954 (18941)
Level 4 Potting Shed, outside Faculty Office, near greenhouse	Small volumes of pesticides and potting mixtures.	Claudio Muhlrاد (Les Edwards)	12954 (18941)

#### Dangerous Goods Depots

Location (Level / Room)	Depot Code	Class	Capacity	Contact Person	Phone
N/A					

**Previous Building Emergencies:** There have been no major building emergencies – however there have been egress issues with the loading dock and surrounding building work on the side adjacent to Victoria Park.

**Most Likely Emergencies:** Electrical Fire, Chemical Spill (Biological Sciences Areas), Bomb Threat (during exam period), Gas Leaks.

**Safe Places:** Inside the fire stairs (various locations) with the fire doors closed.



## **Assembly Area(s) March – September 2009:**

Primary and Preferred Evacuation Assembly Point is in front of the Law Building (refer to diagram: Appendix A).

The South West Corner of Victoria Park can also be utilised.

The changing environment in and around the Carslaw Building (F07) will require constant monitoring from the ECO. Impact to Evacuation Procedures should be kept to a minimum with changes affecting only those responsible for evacuating the building (ie. Building Wardens, Security Personnel and Emergency Services). This should ensure that confusion is minimised during the final stages of construction around the building.

In the event of an alarm, staff, students and visitors are required to move quickly to the Eastern Avenue frontage (via Fire Safe Stairwells) and walk up the Eastern Ave Walkway to assemble in front of the Law Building. Occupants are to be restricted from congregating on the footpath in front of the building or the entrance to the footbridge as this will prevent Emergency Service Personnel (and vehicles) from obtaining clear access to the building. It may also place personal safety of building occupants at risk.

Occupants evacuating from the rear of the building (Barff Road) will walk along the footpath that will lead them to the corner of City Road and Victoria Park (See Diagram E2). This exit should only be used if occupants are prevented from exiting from the front of the building (thus preventing assembly near the footbridge as described above). **Heavy Vehicles use this laneway. Occupants are asked to exercise extreme caution and ensure that the road is clear before trying to cross into Victoria Park.**

### Footpath Access and Thoroughfare

In the event of an alarm, Security Personnel and Building Wardens will prevent foot traffic, congregation and all thoroughfare immediately in front of the Carslaw Building (Eastern Avenue) until the emergency is clear and re-entry to the building has been granted (See Diagram F1 and F2).

Whilst it is recognised that this action may cause delays and inconvenience, ensuring personal safety and building access are ECO priorities.

### Emergency Services Vehicle Access

In the event of an alarm, the Fire Brigade will make their initial approach and assessment on foot. Emergency Services Vehicles will initially be parked on the Southern side of the work area on Eastern Avenue (See Diagram - EVA). Further approaches, if needed, will be made via the Eastern Avenue Walkway.

Emergency Services are aware of the fences and the ECO has been assured that they will not be a barrier if they need to come through them.

**Location of the Emergency Control Point:** The Fire Indicator Panel on level 2 (Main Entrance)



## Entrances and Exits

Some building entrances and exits provide a means of access for staff, students or visitors to enter/re-enter the building during an emergency. All possible entry points must be identified and supervised during an emergency evacuation to prevent accidental entry or unauthorised re-entry.

<b>Entry Point</b>	<b>Warden Responsible</b>
Main Entrance (Eastern Avenue)	Carslaw Attendants
Northern Entrance to Lecture Theatre Complex	Carslaw Attendants
Northern end of Eastern Avenue Complex	Carslaw Attendants
Carslaw-Barff Road	Level 1 Wardens



## **PROCEDURES (EWIS/EWS)** **FIRE, HAZARDOUS SUBSTANCES INCIDENT, GAS LEAK**

If a fire, hazardous substances incident or gas leak occurs, the following procedures should be carried out.

### **Person who discovers the emergency**

- ⇒ Warn anyone in immediate danger.
- ⇒ Quickly assess the situation. If safe and if trained, deal with the emergency.
- ⇒ Evacuate if in danger or when directed.
- ⇒ Notify the Emergency Services 0-000 and Security 1-3333.
- ⇒ Notify your local Warden/Chief Warden or activate a Break Glass Alarm.

### **Wardens**

- ⇒ Assess the situation and implement evacuation procedures if required or directed to by the Chief Warden. **If in doubt, commence evacuation.**
- ⇒ On the **Alert Tone**
  - Tell people what is happening.
  - Search for sign of danger (fire, smoke, chemical fumes etc).
  - Check that the way out is clear.
- ⇒ On the **Evacuation Tone**
  - In a loud voice, tell the building occupants to evacuate. Indicate which exits to use and where to assemble afterwards. Prevent people from using the lifts.
  - If safe, search all areas for stragglers or injured persons.
  - Report to the Chief Warden.
  - Leave by the closest safe exit and ensure that all entry points are supervised to prevent re-entry to the building.
  - Go to the assembly area to assist with crowd control or act as directed by the Chief Warden.

### **Chief Warden**

- ⇒ Go to the Control Point (FIP/EWIS/EWS)
- ⇒ Determine the location and type of emergency.
- ⇒ Ensure that the appropriate Emergency Services and the University Security Service have been notified.
- ⇒ Assess the situation and if necessary, initiate an evacuation and control access to the affected areas.
- ⇒ Where appropriate, operate the buildings emergency warning system.
- ⇒ Receive reports from the wardens as each area evacuation is completed.
- ⇒ Liaise with Security and Emergency Service personnel on arrival at the scene, providing as much information as possible about the type and location of the emergency, and the progress of the evacuation.
- ⇒ Announce when the scene of the emergency is clear for re-entry.

### **Nominated First Aid Officers**

- ⇒ Report to the Chief Warden.
- ⇒ Provide First Aid as required.



## **PROCEDURES – BOMB THREAT**

Bomb threats are usually received either as a telephone call or as a written threat. The response to a bomb threat is often different to other emergencies, for example, the device could be located in an egress path or at the assembly area. The University Security Service will work with the Police to decide the best course of action. If necessary, the ECO will be asked to help facilitate an evacuation.

If a bomb threat is received, the following procedures should be carried out.

### **Person who receives the threat**

- ⇒ Use the Bomb Threat Checklist to record as much information as possible.
- ⇒ # Notify Security without delay 1-3333.
- ⇒ Notify the Chief Warden.

### **Security**

- ⇒ Notify the Police.
- ⇒ Work with Police to decide the best course of action.

### **Chief Warden**

- ⇒ Work with Security and the Police as required.
- ⇒ If necessary, coordinate the evacuation as instructed by the University Security Service or the Police.

### **All building occupants**

- ⇒ Act as instructed by Chief Warden, Security or the Emergency Services.
- ⇒ If an evacuation is ordered, all personnel should firstly check the work area for unusual objects and mark these with a sheet of paper without touching the object. They should then collect their personal belongings and leave the building as instructed. The location of any unusual objects must be reported to the Chief Warden or the Emergency Services.

### **# Note**

Threats received at University Campuses outside of Sydney should be reported to the local Police Service as soon as possible.



## **PROCEDURES – MEDICAL EMERGENCY**

If a person is seriously injured or ill, the following procedures should be carried out.

### **Person who discovers the casualty**

- ⇒ Call an ambulance 0-000.
- ⇒ Notify the closest Nominated First Aid Officer.
- ⇒ Prevent unqualified persons from treating or unnecessarily moving the person.

### **Nominated First Aid Officer**

- ⇒ Provide First Aid to the casualty as required.

Following is a link to the University's Policy on First Aid.

<http://www.usyd.edu.au/su/ohs/firstaid.html>

### **Note**

Medical emergencies that occur on the Camperdown and Darlington campuses should be called through to Security Services 1-3333. Where necessary, Security will escort the attending ambulance to the site of the casualty. All Security Patrol Officers are trained in First Aid. If necessary, Security can be contacted 1-3333 to provide after hours First Aid assistance on the Camperdown and Darlington Campuses. Similar arrangements apply on some of the University's other campuses. Please inquire with your local management.

