Fire and other Emergency Procedures

Carslaw Building
F07

EMERGENCY CONTACT NUMBERS	
Fire, Ambulance, Police	**0-000**
Security Patrol	935**1-3333**

Date: 12 March, 2013.....

Review Date: May 2013……

Copies to: All ECO Personnel
Heads of Department within the Building
OHS Unit

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EMERGENCY CONTROL ORGANISATION (ECO)

Department Name	Head of Department	Department Representative
School of Biological Sciences	Prof Robyn Overall	Michael Joseph
Faculty of Science	Prof Trevor Hambley	Brooke White
CFBS Finance	Greg Robinson	Tom Sapina
Institute of Teaching and Learning (ITL)	Prof Keith Trigwell	Jennifer Ungaro
Mathematics Learning Centre (MLC)	Jackie Nicholas	Jackie Nicholas
School of Physics	Prof Tim Bedding	Barry Napthali
School of Mathematics and Statistics	Prof Neville Weber	Caroline Dyson
Building Attendants	Dennis Hong	Dennis Hong
Security Service	Karin Spark	

Chief Warden	Department	Ph.	Mobile	Email	Location
Susan Liddell	Maths & Stats	14533		susan.liddell@sydney.edu.au	L5, Carslaw
(Dep.) Katie Jakes	Biological Sciences	14262		kathryn.jakes@sydney.edu.au	L5, Carslaw

First Aid Officers	Department	Ph.	Mobile	Email	Location
John McQueen	Maths & Stats	13276		john.mcqueen@sydney.edu.au	Level 8, Room 826
Barry Napthali	Physics	12958		b.napthali@physics.usyd.edu.au	Level 4, Rm. 406
Kristl Mauropoulos	Science Marketing & Communication Unit	13135		**kristl.mauropoulos@sydney.edu.au**	Level 1
Brooke White	Dean's Office	14123		brooke.white@sydney.edu.au	Level 4, Rm 428

Wardens	Department	Ph.	Area of Control	Email	Location
Matthew Austin	Biological Sciences	12955	Level 1 Biological Sciences Area & classrooms	matthew.austin@sydney.edu.au	Level 1, Room 106A
Julie Beesley	Audio Visual Services - ICT	17014	Level 1 AV-ICT	julie.beesley@sydney.edu.au	Level 1, room 163
Precinct Officers	Carslaw Precinct Officers	13630	Centrally Booked Lecture Theatres &Tutorial Rooms on Levels 1 & 2	dennis.hong@sydney.edu.au	Level 2, Room 216
Preeti Chawla	Faculty of Science, Marketing & Communication	15391	Level 2 Admin/Marketing area	preeti.chawla@sydney.edu.au	Level 2, Room 207
Paul Harvey	Faculty of Science, Finance/HR	13513	Level 2 Finance/HR area	paul.harvey@sydney.edu.au	Level 2, Room 210
Class supervisor for session	Biological Sciences		Level 3 Biology teaching laboratories		Level 3 Rooms 301-308
Brooke Fuz (Hughes)	Institute for Teaching & Learning	14821	Level 3, new wing	b.fuz@usyd.edu.au	Level 3
Jennifer Ungaro	Institute for Teaching & Learning	15810	Level 3, new wing	jennifer.ungaro@sydney.edu.au	Level 3, Room 390

Barry Napthali	Physics	12958	Level 4	b.napthali@physics.usyd.edu.au	Level 4, Room. 406
Myo Win	Physics	12959	Level 4	m.win@physics.usyd.edu.au	Level 4, Room. 406
Jackie Nicholas	Maths Learning Centre	14061	Level 4, new wing	jackie.nicholas@sydney.edu.au	Level 4
Brooke White	Dean's Office	14123	Level 4	brooke.white@sydney.edu.au	Level 4, Room 428
Kathryn Jakes	Biological Sciences	14262	Level 5 – administrative areas	kathryn.jakes@sydney.edu.au	Level 5 Room 519
Natalie Chan	Maths & Stats	15787	Level 5	natalie.chan@sydney.edu.au	Level 5 Room 520
Robert Marangell	Maths & Stats	15763	Level 6	Robert.marangell@sydney.edu.au	Level 6 Room 635
Bill Unger	Maths & Stats	14163	Level 6	william.unger@sydney.edu.au	Level 6 Room 616
Alexander Fish	Maths & Stats	13357	Level 7	Alexander.fish@sydney.edu.au	Level 7 Room 716
John Enyang	Maths & Stats	15460	Level 7	john.enyang@sydney.edu.au	Level 7, Room 724
Anthony Henderson	Maths & Stats	13881	Level 8	anthony.henderson@sydney.edu.au	Level 8 Room 805
John McQueen	Maths & Stats	13276	Level 8	john.mcqueen@sydney.edu.au	Level 8, Room 826

BUILDING CHARACTERISTICS

Fire detection / protection	yes/no	Details
Sprinkler system	No	
Smoke detectors	Yes	
Thermal detectors	Yes	
Fire isolated stairs	Yes	
Emergency warning system	Yes	EWIS
Emergency Communication		
Emergency control point	Yes	Front of Carslaw
Assembly area	Yes	In front of the New Law School

Building Use	yes/no	Details
Centrally booked teaching space	Yes	Throughout – concentrated on Levels 1 and 2
Computer laboratories	Yes	Throughout
Local teaching space	Yes	Throughout
Wet laboratories	Yes	First year Biology – Level 3
Workshops	No	
Library	No	
Clinical treatment area	No	
Office space	Yes	Throughout

Chemicals, biological materials and radiation are often used during teaching and research activities. These activities may increase the likelihood of building emergencies and the risk associated with responding to those emergencies. Following are some summary details. Refer to the Dangerous Goods Building Manifest (Appendix D) for further information.

Hazardous materials	yes/no	Summary details
Chemicals	Yes	301-302-307-308: Chemicals in small volumes (<250 Kg/L in total) Room 100-119: Chemicals in small quantities (<250 kg/L total). Liquids 116, 117, 115: Solvents in Flammable Liquid Cabinets. Solids 107 Contact: Matthew Austin 12955 (Matthew Day - 14486)
Biological – pathogens / GMOs	Yes	Level 4 Potting Shed, outside Faculty Office, near greenhouse: Small volumes of pesticides and potting mixtures. Contact Matthew Austin 12955 (Matthew Day - 14486)
Radiation	No	

PLAUSIBLE EMERGENCIES

Some emergencies are inevitable. They can occur at any time, and can arise from a number of causes including fire, medical emergencies, chemical spills, gas leaks, bomb threats and physical threats.

Previous building emergencies	Other plausible building emergencies
No major building emergencies – just egress issues surrounding the building (and loading dock) during construction	**Electrical Fire**
Gas leak	**Bomb Threat (during exam period)**

Evacuation procedures – all staff, students & visitors

ALARMS

BEEP....BEEP.... Prepare to evacuate

1. **Check for any sign of immediate danger**
2. **Shut down equipment and processes**
3. **Collect any nearby personal items.**

WOOP....WOOP... Evacuate the building

1. **Follow the EXIT signs**
2. **Escort visitors & those who require assistance**
3. **Do not use lifts**
4. **Proceed to the assembly area.**

EMERGENCY RESPONSE

1. **Warn anyone in immediate danger**
2. **Fight the fire or contain the emergency, if safe & trained to do so.**

If necessary…

3. **Close the door, if safe to do so**

4. **Activate a "Break Glass" Alarm**

or

5. **Evacuate via your closest safe EXIT**

6. **Report the emergency 0-000 & 1-3333.**

Evacuation procedures – EMERGENCY CONTROL ORGANISATION (ECO)

WARDENS

1. **Assess the situation and initiate a local response. If in doubt, commence an evacuation.**

BEEP....BEEP.... Prepare to evacuate

2. **Check for any sign of immediate danger (fire, smoke, chemical fumes etc.)**
3. **Check the exit paths are clear**
4. **Tell people what is happening.**

WOOP....WOOP... Evacuate the building

5. **Direct the building occupants to evacuate the building via the closest safe exit**
6. **Search for stragglers or injured persons, if safe to do so**
7. **Report to the Chief Warden**
8. **Evacuate via the closest safe exit**
9. **Prevent re-entry to the building and assist with crowd control.**

CHIEF WARDEN

1. **Go to the emergency control point**
2. **Ascertain the nature and location of the emergency (via EWIS/FIP panel and warden reports)**
3. **Coordinate the evacuation**
4. **Ensure that the Emergency Services and Security have been notified**
5. **Delegate actions to others**
6. **Liaise with the wardens, First Aid Officers, Security and Emergency Services Personnel**
7. **Announce when the emergency is over.**

FIRST AID OFFICERS

1. **Evacuate via the closest safe exit**
2. **Report to the Chief Warden**
3. **Provide First Aid as required.**

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 any accidental entry or unauthorised re-entry.

Entry Point	Warden Responsible
Carslaw main entrance (on Eastern Ave)	Precinct Officers
Northern entrance to lecture theatres	Precinct Officers
Carslaw- Barff Road	Level 1 Wardens

Procedures – Medical Emergency

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

PERSON WHO DISCOVERS THE INJURED OR ILL

1. **Call an ambulance 0-000**
2. **Notify the closest First Aid Officer[1]**
3. **Notify Security that an ambulance has been called 1-3333[2]**
4. **Send staff to the main entrances of the building to meet the Ambulance Officers on arrival.**

FIRST AID OFFICER

Provide first aid assistance as required.

UNIVERSITY HEALTH SERVICE

For less serious medical conditions, the University Health Service offers a general practitioner and "walk in" service for staff, students and visitors on the Camperdown/Darlington Campus. Priority is given to emergencies or those in pain or distress. The University Health Service is located at Level 3 Wentworth Building (G01) Phone 1-3484 and Entry Level Holme Building (A09) Phone 1-4095.

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[1] All Security Patrol Officers are trained in First Aid. If necessary, Security Patrol can be contacted on 1-3333 to provide after-hours First Aid treatment on the Camperdown, Darlington, Mallet Street and Rozelle campuses.

[2] Security will re-contact the 000 service to provide any additional details and/or notify all gatekeepers of the emergency.

Bomb threat

Bomb threats are usually received via a telephone call, but occasionally as a written threat. The response to a bomb threat is often different to other emergencies. The University Security Service will work with the NSW Police to decide the best course of action. If a search or evacuation is deemed necessary, the ECO may be asked to assist the process.

PERSON WHO RECEIVES THE THREAT

1. **Do not hang up the phone – leave the line open**
2. **Use the phone threat checklist (APPENDIX B) to record as much information as possible**
3. **Notify Security (1-3333) and local management.**

SECURITY

1. **Notify the NSW Police**
2. **Work with the NSW Police and local management to assess the threat**
3. **Decide the best course of action**
4. **If an evacuation is required, ensure that the assembly area and exit paths are free of suspicious items.**

EMERGENCY CONTROL ORGANISATION (ECO)

Work with Security and the NSW Police as instructed

BUILDING OCCUPANTS

1. **Follow instructions from Security, NSW Police or the ECO**
2. **On request, check the immediate work area for anything suspicious**
3. **If requested, collect your personal belongings and evacuate as directed**
4. **Report suspicious items to Security, NSW Police or the ECO**

Note
Suspicious items should be identified by placing a plain piece of A4 paper with the word “suspicious” adjacent to the item, without touching the item itself.

Gas leak

Many of the University's buildings are serviced by natural gas. A significant gas leak, associated with equipment failure or damage to a high pressure gas line, may have an impact on the safety of the building occupants.

In the event that gas can be smelt inside a building.

BUILDING WARDENS AND/OR LOCAL SUPERVISORS

1. **Eliminate ignition sources**
2. **Evacuate all staff, students and visitors to a well ventilated area**
3. **Notify Security 1-3333 and the Chief Warden**

CHIEF WARDEN

1. **Check if other areas of the building are affected**
2. **Liaise with Security and Campus Infrastructure Services (CIS) 1-7838**

   If necessary…
3. **Manually activate evacuation procedures**[3]
4. **Ensure that the Emergency Services have been notified.**

[3] **Gas leak** - it is important to check that the normal assembly area is safe, i.e. not impacted by the gas leak.

Hazardous material (HAZMAT) incident

Chemicals, compressed gases, biological agents and radiation are all used at the University. These substances are generally stored and used in laboratories, workshops and dangerous goods depots.

The individual departments and workgroups that store or use these substances are required to implement appropriate local emergency procedures to manage incidents involving those hazardous substances. Although hazardous substances are usually stored and used in small quantities, an accidental spill or release may have an impact on the safety of the building occupants.

STAFF/STUDENTS INVOLVED IN THE INCIDENT

1. **Evacuate the affected area**
2. **Arrange first aid assistance, if required**
3. **Establish answers to the following questions:**
   - What substance is involved?
   - How much has been released?
   - Where is it located?
   - Is an evacuation required?
   - Is assistance from the NSW Fire Brigade (HAZMAT UNIT) required?

If assistance from the NSW Fire Brigade is required…

4. **Secure the affected area**
5. **Report the emergency 0-000 & 1-3333**
6. **Notify the Chief Warden.**

CHIEF WARDEN

1. **Do not enter the affected area**
2. **Ascertain the nature and location of the problem, from a safe distance**
3. **Maintain contact with the staff/students involved in the incident**
4. **Coordinate further evacuations, if required**
5. **Liaise with the Wardens, First Aid Officers, Security and Emergency Services personnel**
6. **Announce when the emergency is over.**

Emergency lockdown

Building emergency procedures are traditionally focused on the safe evacuation of staff, students and visitors. This is an appropriate response to most emergency situations (eg. fire, gas leak, internal release of hazardous materials), but in some situations it may actually be safer to stay inside the building.

An emergency lockdown will be implemented when necessary to ensure that the occupants of University Buildings are protected from an external threat, including but not limited to, violent incidents, civil disturbance or severe storms. An emergency lockdown may also be implemented in situations where additional pedestrian traffic on campus may hinder the work of the attending emergency services.

You will be notified of an emergency lockdown by the attending Emergency Services personnel, Security Patrol or your Chief Warden. This message will be communicated via the building's emergency warning PA system or another mechanism.

CHIEF WARDEN

1. **Follow the instructions of the Emergency Services and Security**
2. **Facilitate the use of the Emergency Warning System (or other communication equipment)**
3. **Maintain contact with Wardens via Warden Intercom Phones (WIP)**
4. **Act as directed by Security and the Emergency Services.**

WARDENS

1. **Encourage staff to remain calm**
2. **Stay close to the WIP, if safe to do so**
3. **Act as directed by Chief Warden.**

BUILDING OCCUPANTS

1. **Remain calm**
2. **Follow instructions from the Emergency Services, Security and Wardens**
3. **Stay away from exposed windows**
4. **If possible, maintain phone and email access**
5. **If possible, maintain contact with colleagues and/or fellow students.**

People with disabilities

People with physical disabilities may have difficulty moving quickly or using stairs. People who are deaf or who have a partial hearing impairment may have difficulty in hearing emergency alarm signals and announcements. People who are blind or who have a visual impairment may have difficulty in finding and negotiating the emergency exit routes. Nevertheless some people who do have a disability may not require assistance.

Staff and students who may expect to have difficulties during an emergency or evacuation should make themselves and their usual location known to the Chief Warden of the building. The Chief Warden should then privately discuss with them the emergency procedures for the building and modify these (if necessary) to accommodate their disability.

Visual signals may be used to alert those people with impaired hearing, or an escort may be assigned to communicate emergency messages to them. Emergency exit routes must be kept clear for those with visual impairment. In the majority of cases an escort should be allocated to provide assistance and wait with the person until such time as they can be safely evacuated.

In the event of an emergency that leads to a building evacuation, people with disabilities who require assistance to evacuate should be assembled at a pre-arranged “safe place” and attended to by their escorts or at least one building warden.

Immediately following the evacuation of “able-bodied” building occupants, those with disabilities who are capable of using the stairs should be assisted from the building by an escort or warden. Another warden or escort should remain with those in the “safe place” awaiting evacuation. People who are incapable of using the stairs should be evacuated under the control of the attending Emergency Services.

Person with disability	Normal location	Escort
Alison Lewis (works Tuesdays and Fridays)	Level 5	School of Biological Sciences staff

APPENDIX A – Emergency signage

APPENDIX B

PHONE THREAT CHECK LIST©

KEEP CALM

RECIPIENT

Name (print): **Telephone number:** **Signature:**

GENERAL QUESTIONS TO ASK:

1. What is it ?
2. When is the bomb going to explode ?
   OR
   When will the substance be released ?
3. Where did you put it ?
4. What does it look like ?
5. When did you put it there ?
6. How will the bomb explode ?
   OR
   How will the substance be released ?
7. Did you put it there ?
8. Why did you put it there ?

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

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

BOMB THREAT QUESTIONS

1. What type of bomb is it ?
2. What is in the bomb ?
3. What will make the bomb explode ?

EXACT WORDING OF THREAT:

CALLER'S VOICE

Accent (specify):
Any impediment (specify):
Voice (loud, soft, etc):
Speech (fast, slow, etc):
Diction (clear, muffled):
Manner (calm, emotional, etc):
Did you recognise the caller ?
If so who do you think it ?
Was caller familiar with the area ?

THREAT LANGUAGE

Well spoken:
Incoherent:
Irrational:
Taped:
Message read by caller:
Abusive:
Other:

BACKGROUND NOISES

Street noises:
House noises:
Aircraft:
Voices:
Music:
Machinery:
Other:
Local Call:
STD Call:

NOTES:

OTHER

Sex of caller: **Estimated age:**

CALL TAKEN:

Date: **Time:**
Duration of call:
Number called:

ACTION (OBTAIN DETAILS FROM SUPERVISOR)

Report call immediately to:
Phone number:

AUSTRALIAN BOMB DATA CENTRE
GPO Box 401 CANBERRA ACT 2601
Telephone: 02 6287 0750 Facsimile: 02 6287 0770

APPENDIX D – Dangerous goods manifest

Location (Level / Room)	Hazards Present	Contact Person	Phone
L1 106-116	Variety of lab chemicals Flammable liquids <100L	Matthew Austin	9351 2955
L3 Wet labs: 301,302,307,309	Variety of lab chemicals Minimal quantities	Matthew Austin	9351 2955
Level Roof	Non ionising radiation broadcasting and phone tower equipment	Please read hazardous areas notices for individual contacts	