



FIRE AND EMERGENCY PROCEDURES

FOR

STAFF, STUDENTS AND VISITORS

NEW LAW BUILDING F10

Emergency Contact Numbers	
Fire, Ambulance, Police	0-000
Security Patrol	9351-3333

Prepared by:
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Facilities Assistant
Faculty of Law

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EMERGENCY CONTROL ORGANISATION (ECO)

Department Name	Head of Department	Department Representative
Faculty of Law	Gillian Triggs	Annette Giles
University Library	John Shipp	Elizabeth O'Reilly
CIS (Centrally Booked Teaching Spaces)	Colin Rockliff	Dennis Smith-Mgr, Security Operations Daniel Lancaster-Precinct Supervisor

Chief Warden	Department	Ph.	Mobile	Email	Location
Andy Netherington	Faculty of Law	10452	0435 656 715	andy.netherington@sydney.edu.au	F10 316

First Aid Officers	Department	Ph.	Mobile	Email	Location
George Bibicos	Faculty of Law	10289	0411 033 752	George.Bibicos@sydney.edu.au	F10 323
Peter Finneran	Faculty of Law	10224		Peter.Finneran@sydney.edu.au	F10 314

Wardens	Department	Ph.	Area of Control	Email	Location
Security	Security	13487 (13333)	B2		
Security	Security	13487 (13333)	B1		
Precinct Officer	CIS - Services	10201	0	Law.attendants@sydney.edu.au	023 F10
Librarian – Linden Fairbairn	Library	10220	Library	Linden.Fairbairn@sydney.edu.au	Library Office
Precinct Officer	CIS - Services	10201	L1	Law.attendants@sydney.edu.au	023 F10
Precinct Officer	CIS - Services	10201	L2 Foyer	Law.attendants@sydney.edu.au	023 F10
Cafe			L2 Cafe		
Peter Lead	Law	10441	L3 North	Peter.Lead@sydney.edu.au	331 F10
Peter Finneran	Law	10224	L3 South	Peter.finneran@sydney.edu.au	314 F10
Ross Anderson	Law	10258	L4 North	Ross.anderson@sydney.edu.au	413 F10
James Fletcher	Law	10288	L4 South	james.fletcher@sydney.edu.au	321 F10
David Corey	Law	10254	L5 North	David.Corey@sydney.edu.au	324 F10
Tony Cousins	Law	10223	L5 South	Tony.Cousins@sydney.edu.au	509 F10
Craig Bromley	Law	10275	L6 North	Craig.Bromley@sydney.edu.au	632 F10
Andrew Edgar	Law	10471	L6 South	Andrew.Edgar@sydney.edu.au	618 F10
Precinct Officer	CIS - Services	10201	L3 F10A	Law.attendants@sydney.edu.au	023 F10
Precinct Officer	CIS - Services	10201	L4 F10A	Law.attendants@sydney.edu.au	023 F10

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
F10 Car Park North & South	Security
F10 Library	Library Warden
F10A L1 North	Library Warden
F10A L1 South	Precinct Officer
F10A L2 North & South	Security
F10 L2 Main Entrance	Law Warden
F10A L3 via Eastern Av Complex	Precinct Officer
F10A L4 via Eastern Av Complex	Precinct Officer

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 Officer¹
3. Notify Security that an ambulance has been called 1-3333²
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.

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 procedures³**
- 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.

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
Prof Ron McCallum	605	Prof Mary Crock – Rm604 10289 Belinda Reeve – Rm601 10402

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