Fire and other Emergency Procedures

Faculty of Pharmacy
A15

EMERGENCY CONTACT NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire, Ambulance, Police</td>
<td>0-000</td>
</tr>
<tr>
<td>Security Patrol</td>
<td>9351-3333</td>
</tr>
</tbody>
</table>

Date: September 1, 2011

Review Date: May 12, 2016

Copies to: All ECO Personnel
           Heads of Department within the Building
           Health Safety and Wellbeing Unit
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# EMERGENCY CONTROL ORGANISATION (ECO)

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Head of Department</th>
<th>Department Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Pharmacy</td>
<td>Prof. Iqbal Ramzan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Warden</th>
<th>Department</th>
<th>Phone</th>
<th>Mobile</th>
<th>Email</th>
<th>Area of Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Cui</td>
<td></td>
<td>9351 2312</td>
<td>0478 404 087</td>
<td><a href="mailto:sarah.cui@sydney.edu.au">sarah.cui@sydney.edu.au</a></td>
<td>Level 3 PA panel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deputy Chief Warden(s)</th>
<th>Department</th>
<th>Phone</th>
<th>Mobile</th>
<th>Email</th>
<th>Area of Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Mourao</td>
<td></td>
<td>9036 6401</td>
<td></td>
<td><a href="mailto:jane.mourao@sydney.edu.au">jane.mourao@sydney.edu.au</a></td>
<td>Level 3 (4)</td>
</tr>
<tr>
<td>Alpesh Patel</td>
<td></td>
<td>8627 4494</td>
<td></td>
<td><a href="mailto:alpesh.patel@sydney.edu.au">alpesh.patel@sydney.edu.au</a></td>
<td>Level 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Aid Officers</th>
<th>Department</th>
<th>Phone</th>
<th>Mobile</th>
<th>Email</th>
<th>Area of Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narelle Da Costa</td>
<td></td>
<td>69293</td>
<td></td>
<td><a href="mailto:narelle.dacosta@sydney.edu.au">narelle.dacosta@sydney.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Elin Lehnbom</td>
<td></td>
<td>18585</td>
<td></td>
<td><a href="mailto:elin.lehnbom@sydney.edu.au">elin.lehnbom@sydney.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Ramin Rohanizadeh</td>
<td></td>
<td>12355</td>
<td></td>
<td><a href="mailto:ramin.rohanizadeh@sydney.edu.au">ramin.rohanizadeh@sydney.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Wardens</td>
<td>Phone</td>
<td>Location</td>
<td>Email</td>
<td>Area of Control*</td>
<td>Staff/Student</td>
</tr>
<tr>
<td>------------------</td>
<td>--------</td>
<td>----------</td>
<td>-----------------------------------------</td>
<td>------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Janet Cheung</td>
<td>14445</td>
<td>S114</td>
<td><a href="mailto:jche8576@uni.sydney.edu.au">jche8576@uni.sydney.edu.au</a></td>
<td>Level 1</td>
<td>PhD</td>
</tr>
<tr>
<td>Jia Lin Luo</td>
<td>41333</td>
<td>N214</td>
<td><a href="mailto:jluo9249@uni.sydney.edu.au">jluo9249@uni.sydney.edu.au</a></td>
<td>Level 2 (1)</td>
<td>PhD</td>
</tr>
<tr>
<td>Shiva Kompella</td>
<td>18745</td>
<td>N261</td>
<td><a href="mailto:shiva.kompella@sydney.edu.au">shiva.kompella@sydney.edu.au</a></td>
<td>Level 2 (2)</td>
<td>Staff</td>
</tr>
<tr>
<td>Vivian Liao</td>
<td>66409</td>
<td>S202</td>
<td><a href="mailto:wlia8715@uni.sydney.edu.au">wlia8715@uni.sydney.edu.au</a></td>
<td>Level 2 (2)</td>
<td>Staff</td>
</tr>
<tr>
<td>Dinesh Indurthi</td>
<td>18745</td>
<td>N261</td>
<td><a href="mailto:dind5627@uni.sydney.edu.au">dind5627@uni.sydney.edu.au</a></td>
<td>Level 2 (2)</td>
<td>PhD / Staff</td>
</tr>
<tr>
<td>Brijeshkumar Patel</td>
<td>13609</td>
<td>S221</td>
<td><a href="mailto:bpat5142@uni.sydney.edu.au">bpat5142@uni.sydney.edu.au</a></td>
<td>Level 2 (3)</td>
<td>PhD</td>
</tr>
<tr>
<td>Alryel Yang</td>
<td>15225</td>
<td>N267</td>
<td><a href="mailto:zyan8789@uni.sydney.edu.au">zyan8789@uni.sydney.edu.au</a></td>
<td>Level 2 (3)</td>
<td>PhD</td>
</tr>
<tr>
<td>Patricia Tang</td>
<td>12516</td>
<td>S211</td>
<td><a href="mailto:patricia.tang@sydney.edu.au">patricia.tang@sydney.edu.au</a></td>
<td>Level 2 (4)</td>
<td>Staff</td>
</tr>
<tr>
<td>Rachel Yoon</td>
<td>74210</td>
<td>S211</td>
<td><a href="mailto:yoon.chang@sydney.edu.au">yoon.chang@sydney.edu.au</a></td>
<td>Level 2 (4)</td>
<td>Staff</td>
</tr>
<tr>
<td>Jennifer Wong</td>
<td>70648</td>
<td>S211</td>
<td><a href="mailto:jwon5746@uni.sydney.edu.au">jwon5746@uni.sydney.edu.au</a></td>
<td>Level 2 (4)</td>
<td>Staff</td>
</tr>
<tr>
<td>Megan Biok</td>
<td>12831</td>
<td>S221</td>
<td><a href="mailto:pharmacy.dean@sydney.edu.au">pharmacy.dean@sydney.edu.au</a></td>
<td>Level 3 (1)</td>
<td>Staff</td>
</tr>
<tr>
<td>Bandana Saini</td>
<td>16789</td>
<td>S303</td>
<td><a href="mailto:bandana.saini@sydney.edu.au">bandana.saini@sydney.edu.au</a></td>
<td>Level 3 (2)</td>
<td>Staff</td>
</tr>
<tr>
<td>Jiamin You</td>
<td>16064</td>
<td>N356</td>
<td><a href="mailto:jiamin.you@sydney.edu.au">jiamin.you@sydney.edu.au</a></td>
<td>Level 3 (3)</td>
<td>Staff</td>
</tr>
<tr>
<td>Jane Mourao</td>
<td>66401</td>
<td>Admin office</td>
<td><a href="mailto:jane.mourao@sydney.edu.au">jane.mourao@sydney.edu.au</a></td>
<td>Level 3 (4)</td>
<td>Staff</td>
</tr>
<tr>
<td>Laurence Rubacki</td>
<td>74269</td>
<td>Admin office</td>
<td><a href="mailto:laurence.rubacki@sydney.edu.au">laurence.rubacki@sydney.edu.au</a></td>
<td>Level 3 (4)</td>
<td>Staff</td>
</tr>
<tr>
<td>Sarah Cui</td>
<td>12312</td>
<td>Admin office</td>
<td><a href="mailto:sarah.cui@sydney.edu.au">sarah.cui@sydney.edu.au</a></td>
<td>Level 3 PA panel</td>
<td>Staff</td>
</tr>
<tr>
<td>Jane Hanrahan</td>
<td>12078</td>
<td>N408</td>
<td><a href="mailto:jane.hanrahan@sydney.edu.au">jane.hanrahan@sydney.edu.au</a></td>
<td>Level 4</td>
<td>Staff</td>
</tr>
<tr>
<td>Alpesh Patel</td>
<td>74494</td>
<td>N409</td>
<td><a href="mailto:alpesh.patel@sydney.edu.au">alpesh.patel@sydney.edu.au</a></td>
<td>Level 4</td>
<td>Staff</td>
</tr>
<tr>
<td>Tim Chen</td>
<td>14440</td>
<td>N511</td>
<td><a href="mailto:timothy.chen@sydney.edu.au">timothy.chen@sydney.edu.au</a></td>
<td>Level 5</td>
<td>Staff</td>
</tr>
</tbody>
</table>

*refers to Evacuation Plans in Appendix
# BUILDING CHARACTERISTICS

## Fire detection / protection

<table>
<thead>
<tr>
<th>Feature</th>
<th>Tick</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sprinkler system</td>
<td>☑</td>
<td>Throughout (details attached in Appendix)</td>
</tr>
<tr>
<td>Smoke detectors</td>
<td>☑</td>
<td>In the egress pathway</td>
</tr>
<tr>
<td>Thermal detectors</td>
<td>☑</td>
<td>Staircase</td>
</tr>
<tr>
<td>Fire isolated stairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency warning system</td>
<td>☑</td>
<td>Front entrance in main corridor * (need to check)</td>
</tr>
<tr>
<td>Emergency communication</td>
<td></td>
<td>No red phones</td>
</tr>
<tr>
<td>Emergency control point</td>
<td>☑</td>
<td>Front entrance in main corridor * (need to check)</td>
</tr>
<tr>
<td>Break glass alarm</td>
<td>☑</td>
<td>Throughout</td>
</tr>
<tr>
<td>Assembly area</td>
<td>☑</td>
<td>Holme building, north side of Science Road</td>
</tr>
<tr>
<td>Cascading evacuation sequence</td>
<td></td>
<td>Need to check</td>
</tr>
</tbody>
</table>

## Building Use

<table>
<thead>
<tr>
<th>Feature</th>
<th>Tick</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>General teaching</td>
<td>☑</td>
<td>Lecture theater, seminar rooms on level 3 N350-354</td>
</tr>
<tr>
<td>Computer laboratories</td>
<td>☑</td>
<td>Level 3, N352-N353</td>
</tr>
<tr>
<td>Specialised teaching space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wet laboratories</td>
<td>☑</td>
<td>Teaching labs on level 3 and 4 (N355, N376 and N431)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research labs on level 2 and 4 (details attached in Appendix)</td>
</tr>
<tr>
<td>Workshops</td>
<td>☑</td>
<td>In general teaching spaces</td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical treatment area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office space</td>
<td>☑</td>
<td>Level 1, 2, 3, 4 and 5 throughout</td>
</tr>
<tr>
<td>Performance Space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car Park</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Room</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Hazardous Materials

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 E – Dangerous Goods Manifest) for further information.

<table>
<thead>
<tr>
<th>Hazardous materials</th>
<th>tick</th>
<th>Summary details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemicals</td>
<td>☑</td>
<td>Throughout</td>
</tr>
<tr>
<td>Biological – pathogens / GMOs</td>
<td>☑</td>
<td>PC2 labs S208, S222, N412 and N423</td>
</tr>
<tr>
<td></td>
<td></td>
<td>QC1 labs S202 and S261</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PC1 labs N257 and N266 and N267</td>
</tr>
<tr>
<td>Radiation</td>
<td>☑</td>
<td>Certified labs N257C, N257D, S211</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Previous building emergencies</th>
<th>Other plausible building emergencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazmat incident</td>
<td>Fire</td>
</tr>
<tr>
<td></td>
<td>Gas leak (natural gas)</td>
</tr>
<tr>
<td></td>
<td>Scientific gas leak (e.g. CO₂)</td>
</tr>
<tr>
<td></td>
<td>Chemical spills</td>
</tr>
<tr>
<td></td>
<td>Malfunction of essential instrument (NMR quenching)</td>
</tr>
<tr>
<td></td>
<td>Power failure</td>
</tr>
<tr>
<td></td>
<td>Lockdown – extend emergency</td>
</tr>
</tbody>
</table>
**EVACUATION PROCEDURES**

General Evacuation for all staff, students and 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

5. Evacuate via your closest safe EXIT

6. Report the emergency 0-000 & 9351-3333.
Emergency Control Organisation

**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 SSISEP/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.
   
   NB: Chief Warden is the incident controller only until such time as the Fire Brigade arrive and take 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.

<table>
<thead>
<tr>
<th>Entry Point</th>
<th>Warden Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main entry</td>
<td>Sarah Cui (Chief Warden)</td>
</tr>
<tr>
<td>Graffiti Tunnel (near FIP)</td>
<td>Jane Mourao (Deputy Chief Warden)</td>
</tr>
<tr>
<td>Bank/Post Office entry</td>
<td>Jane Hanrahan</td>
</tr>
<tr>
<td>Main Quad</td>
<td>Bandana Saini</td>
</tr>
<tr>
<td>Main quad Garden</td>
<td>Jiamin You</td>
</tr>
<tr>
<td>Technology Lane</td>
<td>Jennifer Wong</td>
</tr>
</tbody>
</table>
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 9351-3333²
4. Send staff to the main entrances of the building to meet the Ambulance Officers on arrival.

**FIRST AID OFFICER**

Present to the Chief Warden and provide first aid assistance as required.

<table>
<thead>
<tr>
<th>First Aid Officers</th>
<th>Department</th>
<th>Phone</th>
<th>Mobile</th>
<th>Email</th>
<th>Area of Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narelle Da Costa</td>
<td></td>
<td>69293</td>
<td></td>
<td><a href="mailto:narelle.dacosta@sydney.edu.au">narelle.dacosta@sydney.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Elin Lehnbom</td>
<td></td>
<td>14437</td>
<td></td>
<td><a href="mailto:elin.lehnbom@sydney.edu.au">elin.lehnbom@sydney.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Ramin Rohanizadeh</td>
<td></td>
<td>12355</td>
<td></td>
<td><a href="mailto:ramin.rohanizadeh@sydney.edu.au">ramin.rohanizadeh@sydney.edu.au</a></td>
<td></td>
</tr>
</tbody>
</table>

**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 (9351-3333) 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

Laboratory and Clinical Gases

Laboratory and clinical areas are serviced by various types of gases. The air is often monitored to detect any leakage. When gas is detected an audible and visual alarm will be activated within the affected area and immediately outside this area.

BUILDING WARDENS AND/OR LOCAL SUPERVISORS

1. DO NOT enter the affected area
2. Evacuate all staff, students and visitors to a well-ventilated area
3. Notify Security 9351-3333 and the Chief Warden

CHIEF WARDEN

1. Check if other areas of the building are affected
2. Liaise with Laboratory Managers, Security and Campus Infrastructure Services (CIS) 9351-7838
   If necessary...
3. Manually activate evacuation procedures
4. Ensure that the Emergency Services have been notified.

Natural Gas

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 9351-3333 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
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 & 9351-3333
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 (e.g. 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)

**WARDENS**

- Encourage staff to remain calm
- Stay close to the WIP, if safe to do so
- 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.

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<th>Normal location</th>
<th>Escort</th>
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APPENDIX A – Emergency Signage

Evacuation Plan
Level 01   A15   Pharmacy & Bank Building

Evacuation Procedures

PLANS
1. DEEP, DEEP. Prepare to evacuate
2. Check for any sign of immediate danger
3. Shut down equipment & processes
4. Collect any nearby personal items

WHOOP, WHOOP! Evacuate the building
1. Follow the signs
2. Assist women & those who require assistance
3. Do not use lifts
4. Proceed to assembly area

EMERGENCY RESPONSE
1. Wait everyone in immediate danger
2. Fight the fire or contain the emergency,
   if safe & trained to do so
3. Close the door. If safe to do so
4. Activate the "Break Glass" Alarm
5. Evacuate via your closest safe EXIT
6. Report the emergency to 9-000 & 333 1-3333

Assembly Area

The University of Sydney - Campus Infrastructure Services - FA15-015 - Aug '10
## APPENDIX B – Phone Threat Check List

### PHONE THREAT CHECK LIST®

**KEEP CALM**

**RECIPIENT**

<table>
<thead>
<tr>
<th>Name (print):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone number:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
</tbody>
</table>

#### 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?

#### 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 is?**
- **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:

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<th>Date:</th>
<th>Time:</th>
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<tbody>
<tr>
<td>Duration of call:</td>
<td>Number called:</td>
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</tbody>
</table>

### 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 C – Planning an Emergency Evacuation Exercise

There are a few things that a Chief Warden should consider and do when planning an emergency evacuation exercise.

1. Consult with relevant Heads of School or equivalent and/or their representative, announcing your intent to conduct an emergency evacuation exercise. To help come up with a suitable time please consider the following.
   - Try to minimise disruption to University business whilst aiming to maximize participation. This can be done by scheduling the evacuation 10 min before the hour to minimise disruption to teaching. Teaching staff could be notified so they can aim to finish their classes early.
   - Where a building is known to be used after hours, consider scheduling an evacuation after hours.

2. **ONLY carry out this step if your building does NOT contain an Emergency Warning System** (ie. Sound System and Intercom System for Emergency Purposes; SSISEP) you will need to make a service request via Campus Assist Online, selecting “Fire Services” as the Problem Type. Note, there is no charge for this.
   - Request for Fire Services to manually activate the fire panel in your building at a nominated date and time, to enable the evacuation exercise.
   - Request the contractors arrive 10min before the proposed evacuation to aid with planning.

3. Out of courtesy, please email Campus Security to notify them of your intention to perform an evacuation exercise for your building, including details of your plan (date, time, location).

4. If you would like a representative from Safety Health and Wellbeing present, please don’t hesitate to contact [your WHS Adviser](mailto:your.WHS.Adviser@your.university.edu.au).
APPENDIX D – Emergency Warning System

The emergency warning system is known as the Sound System and Intercom System for Emergency Purposes (SSISEP, previously known as Emergency Warning Intercom System; EWIS)

Typical Response to Automatic Alarm Activation

1. Open Panel Door.

2. Look at the "Input" lights located on the immediate LHS of the central descriptors. The "Input" lights indicate whether the alarm is the result of a fire detector (Fire Instrument Panel; FIP) or a Break Glass Alarm (BGA), and which area/floor the alarm originated from. This information can be cross referenced with information on the FIP display.

3. Turn the Key from the "Auto" position to the "Manual" position. You are now in control of the alarms.

4. Press the blue "All PA Speech" button, pick up the microphone, depress the microphone button and make an announcement.

   Example: "Attention all personnel, the fire alarm has been activated, please evacuate the building by your closest safe exit." Release the microphone button.

   "Attention all emergency wardens, can all Wardens in the building please clear your areas immediately and report back to me once your areas have been cleared " Release the microphone button.

5. Press the red "All Evacuate" button.

6. Use the microphone to made P/A announcements as required. Just depress the microphone button to speak and release the button to continue sounding the alarm.

7. Answer the WIP Phones if they ring, by pressing the red WIP Phone button that is flashing.

8. Use the yellow "Zone Manned" and green "Zone Cleared" buttons to record the status of the evacuation.
Manual SSISEP Activation

- Open Panel Door.
- Turn the Key from the "Auto" position to the "Manual" position. You are now in control of the alarms.
- Press the yellow “All Alert” button and allow the Alert tone to sound for approx 10 seconds.
- Press the blue "All PA Speech" button, pick up the microphone, depress the microphone button and make an announcement.
  - Example evacuation exercise announcement
    - “Attention all personnel, we are conducting an emergency evacuation exercise.
    - All persons within the building are required to participate.
    - Please evacuate the building via your closest safe exit and make your way to the assembly area.
    - We aim to complete this exercise within the next 15 min.
    - Please do not re-enter the building until instructed to do so by an emergency warden.”
  - Example emergency announcement: “There has been a large gas leak in the building, we are evacuating the building. Please evacuate via your closest safe exit and make your way to the assembly area at the eastern side of Oval No.2.”
- Press the red "All Evacuate" button.
- Use the microphone to made P/A announcements as required. Just depress the microphone button to speak and release the button to continue sounding the alarm.
- Answer the WIP Phones if they ring, by pressing the red WIP Phone button that is flashing.
- Use the yellow "Zone Manned" and green "Zone Cleared" buttons to record the status of the evacuation.

Never turn the Key to ISOLATE position!

This document is to be used as a reference for Chief and Deputy Chief Wardens who have completed practical (hands on) training in the use of the SSISEP panel in their building.
Training Announcements

1. Activate the PA system by turning the system key to the Manual position.
2. Press the All PA Speech button. Depress the button on the microphone to speak.
   “Attention all personnel we are about to use the buildings emergency
   alarm system for training purposes. There is no need to respond to the
   following alarms. The first alarm that you will hear is the ALERT Tone.”
3. Activate the ALERT Tone by pressing the All ALERT button. Allow the alarm to sound for 10-15
   seconds then depress the button on the microphone to speak.
   “This alarm tone is a signal to check for any sign of danger and
   prepare to evacuate.”
4. Release the button on the microphone to allow the ALERT Tone to sound for a few more seconds.
5. Turn off the ALERT Tone by pressing the button again.
6. Depress the button on the microphone to speak again.
   “The next alarm tone you will hear is the EVACUATION Tone.”
7. Activate the EVACUATION Tone by pressing the All EVACUATE button. Allow the alarm to sound
   for 10-15 seconds then depress the button on the microphone to speak.
   “This alarm tone is the signal to evacuate the building immediately via
   your closest safe exit and proceed to the assembly area. In an
   emergency the lifts are not to be used.”
8. Release the button on the microphone to allow the EVACUATION Tone to sound for a few more
   seconds.
9. Turn off the EVACUATION Tone by pressing the ALL EVACUATE button again.
10. Depress the button on the microphone to speak again.
    “Thank you - this concludes the training – all future alarms must be
    treated as a real emergency”.....repeat again....
11. Turn off the PA by pressing the All PA Speech button again.
12. Return the system to normal by turning the key back to the AUTO position.
# APPENDIX E – Dangerous Goods Manifest-N207/N208

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<th>Building</th>
<th>Floor</th>
<th>Depot Identifier</th>
<th>Class</th>
<th>subclass</th>
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Evacuation Plan
Level 01 A15 Pharmacy & Bank Building

Evacuation Procedures
ALARMS
- WHOOP...WHOOP... Evacuate the building

1. Check for any sign of immediate danger
2. Shout down equipment & processes

1. Follow the EXIT signs
2. Escort visitors & those who require assistance
3. Do not use lifts
4. Proceed to 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 the ‘Break Glass’ Alarm
5. Evacuate via your closest safe EXIT
6. Report the emergency to 0-000 & 935 1-3333

Evacuate the building
WHOOP...WHOOP...

Check for any sign of immediate danger
Shut down equipment & processes

Legend:
- EVACUATION ROUTE
- FIRE HYDRANT
- HOSE REEL
- CARBON DIOXIDE EXTINGUISHER

Assembly Area
Evacuation Plan
Level 02   A15   Pharmacy & Bank Building

Evacuation Procedures
ALARMS

WHOOP...WHOOP... Evacuate the building
1. Check for any sign of immediate danger
2. Shut down equipment & processes
3. Follow the EXIT signs
4. Escort visitors & those who require assistance
5. Do not use lifts
6. Proceed to assembly area

EMERGENCY RESPONSE
1. Warn anyone in immediate danger
2. Fight the fire or contain the emergency, if safe & trained to do so.
3. Close the door, if safe to do so
4. Activate the ‘Break glass’ Alarm
5. Evacuate via your closest safe EXIT
6. Report the emergency to 0-000 & 935 1-3333

Agencies:
1. Police
2. Fire
3. Medical

Emergency Wardens:
Area 1: Jia Lin Luo
Area 2: Shiva Kompella
Vivian Liao
Backup: Dinesh Indurthi
Area 3: Brijeshkumar Patel
Backup: Alpesh Tang
Area 4: Rachel Yoon
Jennifer Wong
Backup: Patricia Tang

Legend:
- Carbon Dioxide Extinguisher
- Hose Reel
- Dry Chemical Extinguisher
- Booster Assembly
- Fire Hydrant
- Fire Blanket
Evacuation Plan
Level 03  A15  Pharmacy & Bank Building

Evacuation Procedures
ALARMS
- WHOOP...WHOOP... Evacuate the building
1. Check for any sign of immediate danger
2. Shut down equipment & processes
3. Follow the EXIT signs
4. Escort visitors & those who require assistance
5. Do not use lifts
6. Proceed to 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 the 'Break glass' Alarm or 
5. Evacuate via your closest safe EXIT
6. Report the emergency to 0-000 & 935 1-3333

Assembly Area

Legend:
- Evacuation Route
- Exit
- Hose Reel
- Fire Blanket
- Fire Hydrant
- Fire Extinguisher
- Break Glass

Emergency Wardens:
Area 1: Megan Biok
Area 2: Bandan Saini
Area 3: Cherie Tsingos
Backup: Jiamin You
Area 4: Jane Moura
Laurence Rubacki

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Evacuation Plan
Level 04  A15  Pharmacy & Bank Building

Evacuation Procedures

ALARMS

WHOOP...WHOOP... Evacuate the building

1. Check for any sign of immediate danger
2. Shut down equipment & processes
3. Do not use lifts
4. Proceed to assembly area

EMERGENCY RESPONSE

1. Warn anyone in immediate danger
2. Fight the fire or contain the emergency, if safe & trained to do so
3. Close the door, if safe to do so
4. Activate the 'Break Glass' Alarm
5. Evacuate via your closest safe
6. Report the emergency to 0-000 & 935 1-3333

Evacuate the building
WHOO...

Check for any sign of immediate danger
Shut down equipment & processes
If necessary...
Close the door, if safe to do so
Activate the 'Break Glass' Alarm
or
Evacuate via your closest safe
Report the emergency to 0-000 & 935 1-3333

Evacuation Plan - Level 04 - Pharmacy & Bank Building

Legend:
\- Carbon Dioxide Fire Extinguisher
\- Hose Reel
\- Dry Chemical Fire Extinguisher
\- Fire Blanket

Emergency warden: Jane Hanrahan
Alpesh Patel (Back up)

Assembly Area

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Evacuation Procedures

ALARMS
- WHOOP...WHOOP... Evacuate the building

1. Check for any sign of immediate danger
2. Shut down equipment & processes
3. Follow the EXIT signs
4. Escort visitors & those who require assistance
5. Do not use lifts
6. Proceed to assembly area

EMERGENCY RESPONSE

1. Warn anyone in immediate danger
2. Fight the fire or contain the emergency, if safe & trained to do so
3. Close the door, if safe to do so
4. Activate the ‘Break Glass’ Alarm
5. Evacuate via your closest safe EXIT
6. Report the emergency to 0-000 & 935 1-3333

Evacuate the building WHOOP...WHOOP...
Check for any sign of immediate danger
Shut down equipment & processes
Close the door, if safe to do so
Activate the ‘Break Glass’ Alarm
Evacuate via your closest safe
Report the emergency to 0-000 & 935 1-3333

Legend:
- Evacuation Route
- Dry Chemical (Powder) Fire Extinguisher
- Fire Blanket
- Fire Hydrant
- Emergency Response

Emergency Warden: Tim Chen

You are here

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