Fire and other Emergency Procedures

Heydon-Laurence

A08

<table>
<thead>
<tr>
<th>EMERGENCY CONTACT NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire, Ambulance, Police</td>
</tr>
<tr>
<td>Security Patrol</td>
</tr>
</tbody>
</table>

Date: 04 September 2014

Review Date: 04 September 2015

Copies to:
- All ECO Personnel
- Heads of Department within the Building
- OHS Unit
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency control organisation</td>
<td>3</td>
</tr>
<tr>
<td>Building characteristics</td>
<td>4</td>
</tr>
<tr>
<td>Plausible emergencies</td>
<td>4</td>
</tr>
<tr>
<td>General evacuation procedures – all staff, students and visitors</td>
<td>5</td>
</tr>
<tr>
<td>Evacuation procedures – emergency control organisation (ECO)</td>
<td>6</td>
</tr>
<tr>
<td>Medical emergency</td>
<td>7</td>
</tr>
<tr>
<td>Bomb threat</td>
<td>8</td>
</tr>
<tr>
<td>Gas leak</td>
<td>9</td>
</tr>
<tr>
<td>HAZMAT incident</td>
<td>10</td>
</tr>
<tr>
<td>Emergency lockdown</td>
<td>11</td>
</tr>
<tr>
<td>People with disabilities</td>
<td>12</td>
</tr>
<tr>
<td>APPENDIX A — Emergency signage – including assembly area diagram</td>
<td>13</td>
</tr>
<tr>
<td>APPENDIX B - Phone threat checklist</td>
<td>19</td>
</tr>
<tr>
<td>APPENDIX C – Operation of the emergency warning system</td>
<td>20</td>
</tr>
<tr>
<td>APPENDIX D – Dangerous goods manifest</td>
<td>22</td>
</tr>
</tbody>
</table>
# 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>School of Biological Sciences (SOBS)</td>
<td>Assoc Prof Clare McArthur</td>
<td>Mr Matthew Day</td>
</tr>
</tbody>
</table>

### Chief Warden

<table>
<thead>
<tr>
<th>Name</th>
<th>Ph.</th>
<th>Mobile</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Matthew Day</td>
<td>9351 4486</td>
<td>0403 603 815</td>
<td><a href="mailto:matthew.day@sydney.edu.au">matthew.day@sydney.edu.au</a></td>
<td>Office 227</td>
</tr>
</tbody>
</table>

### Deputy Warden

<table>
<thead>
<tr>
<th>Name</th>
<th>Ph.</th>
<th>Mobile</th>
<th>Email</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Melanie Elphick</td>
<td>9351 3996</td>
<td>0425 262 499</td>
<td><a href="mailto:melanie.elphick@sydney.edu.au">melanie.elphick@sydney.edu.au</a></td>
<td>Office 211</td>
</tr>
</tbody>
</table>

### First Aid Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>Ph.</th>
<th>Mobile</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Matthew Day</td>
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<td>0403 603 815</td>
<td><a href="mailto:matthew.day@sydney.edu.au">matthew.day@sydney.edu.au</a></td>
<td>Office 227</td>
</tr>
</tbody>
</table>

### Wardens

<table>
<thead>
<tr>
<th>Name</th>
<th>Ph.</th>
<th>Area of Control</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenna Bytheway</td>
<td>9351 3023 0411 489 496</td>
<td>A10 cottage</td>
<td><a href="mailto:jenna.bytheway@sydney.edu.au">jenna.bytheway@sydney.edu.au</a></td>
<td>A10 103</td>
</tr>
<tr>
<td>Tim Dodgeon</td>
<td>9351 437 063 263 299</td>
<td>L3 West and Centre Incl. 315 CT rooms and Herbarium</td>
<td><a href="mailto:tim.dodgeon@bio.usyd.edu.au">tim.dodgeon@bio.usyd.edu.au</a></td>
<td>A08 317</td>
</tr>
<tr>
<td>Melanie Elphick</td>
<td>9351 3996 0425 262 499</td>
<td>L2 North</td>
<td><a href="mailto:melanie.elphick@sydney.edu.au">melanie.elphick@sydney.edu.au</a></td>
<td>A08 210</td>
</tr>
<tr>
<td>Adrienne Grant</td>
<td>9351 4488</td>
<td>L1 Animal House L2 West</td>
<td><a href="mailto:adrienne.grant@sydney.edu.au">adrienne.grant@sydney.edu.au</a></td>
<td>A08 219B</td>
</tr>
<tr>
<td>Dieter Hochuli</td>
<td>9351 3992</td>
<td>L4 East L2 East side entrance</td>
<td><a href="mailto:dieter.hochuli@sydney.edu.au">dieter.hochuli@sydney.edu.au</a></td>
<td>A08 401</td>
</tr>
<tr>
<td>Clare McArthur</td>
<td>9351 2062 0429 081 257</td>
<td>L3 North Incl. Field Store</td>
<td><a href="mailto:clare.mcarthur@sydney.edu.au">clare.mcarthur@sydney.edu.au</a></td>
<td>A08 303</td>
</tr>
<tr>
<td>Bobby Tamayo</td>
<td>9351 8577 0420 526 801</td>
<td>L3 East L2 East side entrance</td>
<td><a href="mailto:bobby.tamayo@sydney.edu.au">bobby.tamayo@sydney.edu.au</a></td>
<td>A08 325A</td>
</tr>
<tr>
<td>Nicky Rollings</td>
<td>0433 851 881</td>
<td>L4 West L5 Mezzanine</td>
<td><a href="mailto:nicky.rollings@sydney.edu.au">nicky.rollings@sydney.edu.au</a></td>
<td>A08 446</td>
</tr>
</tbody>
</table>
## BUILDING CHARACTERISTICS

<table>
<thead>
<tr>
<th>Fire detection / protection</th>
<th>yes/no</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sprinkler system</td>
<td>YES</td>
<td>Throughout</td>
</tr>
<tr>
<td>Smoke detectors</td>
<td>YES</td>
<td>Partial</td>
</tr>
<tr>
<td>Thermal detectors</td>
<td>YES</td>
<td>Partial</td>
</tr>
<tr>
<td>Fire isolated stairs</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Emergency warning system</td>
<td>YES</td>
<td>EWS located in L2 foyer (near doors facing Science Road)</td>
</tr>
<tr>
<td>Emergency Communication</td>
<td>YES</td>
<td>PA communication via EWS, direct communication between wardens</td>
</tr>
<tr>
<td>Emergency control point</td>
<td>YES</td>
<td>FIP/EWS Panel located in L2 foyer (adjacent to doors facing Science Road).</td>
</tr>
</tbody>
</table>
| Assembly area               | YES    | **Primary:** Pharmacy/Bank Building forecourt (A15)  
**Secondary:** Grassed area adjacent to Edgeworth David Building (A11) |

<table>
<thead>
<tr>
<th>Building Use</th>
<th>yes/no</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centrally booked teaching space</td>
<td>YES</td>
<td>Room 217, DT Anderson Lecture Theatre</td>
</tr>
<tr>
<td>Computer laboratories</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Local teaching space</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Wet laboratories</td>
<td>YES</td>
<td>210, 219, 201, 203, 337, 331, 329, 334, 302, 306, 310, 315, 403, 413, 418, 422</td>
</tr>
<tr>
<td>Workshops</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Clinical treatment area</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Office space</td>
<td>YES</td>
<td>201c, 201d, 202a, 202b, 207, 209, 211, 219b, 225a-c, 226, 227, 310a, 312, 313, 314, 317, 319, 319a, 320, 321, 322, 323, 324, 324a, 325a, 326, 303, 308, 333, 401, 402, 405, 408, 409, 414, 416, 420, 440-447</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Hazardous materials</th>
<th>yes/no</th>
<th>Summary details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological – pathogens/GMOs</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Radiation</td>
<td>NO</td>
<td></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>Fire in CT Room 315 (06/06/10).</td>
<td>Medical emergencies, chemical spills, gas leaks, bomb threats and physical threats.</td>
</tr>
</tbody>
</table>
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

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.

<table>
<thead>
<tr>
<th>Entry Point</th>
<th>Warden Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Doors</td>
<td>Chief/ Deputy Warden</td>
</tr>
<tr>
<td>Eastern Doors</td>
<td>Dieter Hochuli and Tim Dodgson</td>
</tr>
<tr>
<td>L2 North rear exits</td>
<td>CW/DW assign Uni Security Service to patrol rear of building</td>
</tr>
<tr>
<td>L2 DTA Lecture Theatre rear exit</td>
<td>CW/DW assign Uni Security Service to patrol rear of building</td>
</tr>
<tr>
<td>L3 North rear exit</td>
<td>CW/DW assign Uni Security Service to patrol rear of building</td>
</tr>
</tbody>
</table>
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.

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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
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. Ascerten 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)

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.

<table>
<thead>
<tr>
<th>Person with disability</th>
<th>Normal location</th>
<th>Escort</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>
Evacuation Plan
Level 01  A08  Heydon Laurence

Floor Warden: ADRIENNE GRANT

Evacuation Procedures
ALARMS
- WHOP... Evacuate the building
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
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 0-000 & 1-3333

EXIT PATH shown as

Assembly Area

The University of Sydney - Campus Infrastructure Services - FR-A08-001 - Mar 08
Evacuation Plan
Level 02  A08  Heydon Laurence

L2 North: MELANIE ELPHICK
L2 East: DIETER HOCHULI

Evacuation Procedures
ALARMS

<table>
<thead>
<tr>
<th>WHOOP...WHOOP...</th>
<th>Evacuate the building</th>
</tr>
</thead>
</table>
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 0-000 & 1-3333

EXIT PATH shown as

Assembly Area

The University of Sydney - Campus Infrastructure Services - FR-A08-L02 - Mar 08
Evacuation Plan
Level 03  A08  Heydon Laurence

L3 North: CLARE McARTHUR (incl. Field Store)

Evacuation Procedures

ALARMS

WHOOOベンGEN... Evacuate the building
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 0-000 & 1-333

EXIT PATH shown as

Assembly Area

L3 West and middle: TIM DODGSON
L3 East: BOBBY TAMAYO

The University of Sydney - Campus Infrastructure Services - FR-A08-L03 - Mar 08
Evacuation Plan

Level 05  A08  Heydon Laurence

L5 Floor Warden: Nicky Rollings

Evacuation Procedures

ALARMS

WHOOOP... WHOOOP... Evacuate the building
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 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 0-000 & 1-3333

EXIT PATH shown as

Assembly Area

The University of Sydney - Campus Infrastructure Services - FR-A08-005 - Mar 08
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 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:

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 C – Operation of the emergency warning system

Possible Emergency Scenarios

**FIP Activation of Alert Tone**
1. Go to FIP.
2. If smoke alarms have activated FIP, the relevant zone will be indicated by a light in the “Alarm” column. NSWFB and Security will be notified automatically.
3. If sprinkler system has activated FIP, NSWFB and Security will be notified automatically.
4. Proceed with full building evacuation.
5. Open EWS and switch from auto to manual control. Pick up the PA microphone and press button on the side to make announcement.
6. Example 1. *Attention all personnel. The smoke alarm on Level 2 has been activated. Please evacuate the building by your closest safe exit. Attention wardens. Please clear your areas and report to Chief Warden.*
7. Example 2. *Attention all personnel. The building sprinkler system has been activated. Please evacuate the building by your closest safe exit. Attention wardens. Please clear your areas and report to Chief Warden.*
8. Press the Evac button (if the Evac Tone has not already activated).

**Notes**
- If the EWS is left in **Auto mode** the Alert tone will last for 30 seconds before the Evac tone is sounded.
- If the EWS is put into **Manual mode** while the Alert tone is sounding (first 30 seconds) the Alert tone will continue to sound indefinitely.
- Someone must contact Security on 1-3333 to confirm that the alarm has been received.

**Smoke detectors/Sprinkler system activation of EWS**
- Smoke detectors and/or sprinkler system set off ALERT TONE and automatically notifies NSWFB and Security.
- After 30 sec ALERT TONE will change to EVACUATION TONE.
- Proceed with full building evacuation.

**Break Glass Alarm activation of EWS**
- Most likely reasons for someone to activate a break glass alarm would be in response to a small fire that has not activated the detection systems, chemical spill, medical emergency, building intruder, suspected bomb, or prank.
- Red BGA will notify NSWFB and Security automatically. White BGA will only activate the alarm tones.
- BGA activation sets off ALERT TONE. If I can get to EWS within 30 sec I can turn the system to manual operation and assess the situation. If I don’t get there within 30 sec ALERT TONE will automatically change to EVACUATION TONE.
- If there is a massive chemical spill proceed with full building evacuation. Therefore, manually activate the EVACUATION TONE.
- If there is a medical emergency, I can request that someone notify Building First Aid Officer, Security and Ambulance and I can manually turn off ALERT TONE and make an announcement. *e.g., Attention all personnel. There has been a medical emergency on Level 2. Attention wardens. Please keep this area clear for access by Ambulance Officers.*

**Red Break Glass (RBG) Activation of Alert Tone**
- Automatically notifies NSWFB and Security.
- There is only one of these and it is attached to the FIP.
• Open EWS and switch from auto to manual control. Press PA button and make announcement - **Attention all personnel. The building alarm has been activated. Please prepare to evacuate the building by your closest safe exit. If the person who activated the Break Glass Alarm is in the building please report to the main entrance. Attention wardens. Please check your area for any sign of danger and if necessary commence an evacuation of your area.**
• Wait in alert for approx. 30 seconds. If there is new information, act accordingly. If you receive no response, commence a building evacuation.
• **Attention all personnel we are evacuating the building while we investigate the reason for the break glass alarm activation. Please evacuate via your closest safe exit and proceed to the assembly area. Attention wardens. Please clear your areas and report to Chief Warden.**
• Press the Evac button.

**Notes**
• Someone must contact Security on 1-3333 to confirm that the alarm has been received.
• Once the Evac tone sounds, the building must be fully evacuated.

**White Break Glass (RBG) Activation of Alert Tone**
• Does NOT notify NSWFB or Security.
• There are only two in the building, to the left of the level 3 and level 4 east stairway landings.
• Open EWS and switch from auto to manual control. Press PA button and make announcement - **Attention all personnel. A Break Glass Alarm has been activated. Please prepare to evacuate the building. Would the person responsible for activating the alarm please report to the Chief Warden at the front doors of the building. Attention wardens. Please check for any sign of danger in your area and inspect the Break Glass Alarm on your floor.**
• If it is a confirmed false alarm, manually turn off Alert tone and make announcement - **Attention all personnel. The situation has been assessed and is under control. Please resume your normal operations.**
• If there is no response to request for information – evacuate the building as a precaution.
  Announcement – **Attention all personnel we are evacuating the building while we investigate the reason for the break glass alarm activation. Please evacuate via your closest safe exit and proceed to the assembly area. Attention wardens. Please clear your areas and report to Chief Warden.**
• Press the Evac Button.
## APPENDIX D – Dangerous goods manifest

**Location of Chemical Spill Kit:** Room 218A off L2 foyer

<table>
<thead>
<tr>
<th>Location (Level / Room)</th>
<th>Hazards Present</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1 Animal House</td>
<td>Animal House</td>
<td>Forough Kazerouni</td>
<td>0466 181 209</td>
</tr>
<tr>
<td>L1 Animal House</td>
<td>Animal House</td>
<td>Frank Seebacher</td>
<td>9351 2779</td>
</tr>
<tr>
<td>A40 Animal House</td>
<td>Animal House</td>
<td>Forough Kazerouni</td>
<td>0466 181 209</td>
</tr>
<tr>
<td>A40 Animal House</td>
<td>Animal House</td>
<td>Frank Seebacher</td>
<td>9351 2779</td>
</tr>
<tr>
<td>Wet labs: 210, 219, 201, 203, 337, 331, 329, 334, 302, 306, 310, 315, 403, 413, 418, 422</td>
<td>Variety of lab chemicals</td>
<td>Please read hazardous areas notices for individual contacts</td>
<td></td>
</tr>
<tr>
<td>Outside loading dock on Level 3 Flammable Goods Store</td>
<td>Flammable liquids</td>
<td>Matthew Day</td>
<td>9351 4486 0431 248 833 9351 4098 0401 141 367</td>
</tr>
<tr>
<td>External south west corner Gas cylinder cage</td>
<td>Flammable gas</td>
<td>Matthew Day</td>
<td>9351 4486 0431 248 833</td>
</tr>
<tr>
<td>Level 3 loading dock Gas cylinder cage</td>
<td>Flammable gas</td>
<td>Matthew Day</td>
<td>9351 4486 0431 248 833</td>
</tr>
<tr>
<td>A04 P100 behind Watt Building</td>
<td>Variety of lab chemicals</td>
<td>Matthew Day</td>
<td>9351 4486 0431 248 833 9351 4098 0401 141 367</td>
</tr>
<tr>
<td>Hazardous Waste Store</td>
<td></td>
<td>Michael Joseph</td>
<td>9351 4486 0431 248 833 9351 4098 0401 141 367</td>
</tr>
</tbody>
</table>