Fire and other Emergency Procedures

Macleay and Botany Annexe Buildings
A12 and A13

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: November 2014
Review Date: November 2015

Copies to:
All ECO Personnel
Heads of Department within the Building
WHS 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>School of Biological Sciences A12 (SOBS)</td>
<td>Assoc Prof Clare McArthur</td>
<td>Mark Ahern</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Warden</th>
<th>Department</th>
<th>Ph.</th>
<th>Mobile</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne-Laure Markovina</td>
<td>A12 - SOBS</td>
<td>9351 3499</td>
<td>0448 490 291</td>
<td><a href="mailto:anne-laure.markovina@sydney.edu.au">anne-laure.markovina@sydney.edu.au</a></td>
<td>Rm 139 A12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Aid Officers</th>
<th>Dept.</th>
<th>Ph.</th>
<th>Mobile</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malcolm Ricketts</td>
<td>SOBS</td>
<td>9351 4097</td>
<td>0416 860 180</td>
<td><a href="mailto:malcolm.ricketts@sydney.edu.au">malcolm.ricketts@sydney.edu.au</a></td>
<td>Rm 137</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wardens</th>
<th>Dept.</th>
<th>Ph.</th>
<th>Area of Control</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jude Phil</td>
<td>Macleay Museum</td>
<td>9036 6486</td>
<td>Macleay Museum and office on level 1</td>
<td><a href="mailto:jude.philp@sydney.edu.au">jude.philp@sydney.edu.au</a></td>
<td>Macleay Museum</td>
</tr>
<tr>
<td>Volunteer</td>
<td>Macleay Museum</td>
<td></td>
<td>Art gallery on level 1</td>
<td></td>
<td>Art gallery</td>
</tr>
<tr>
<td>Phoebe Armitage</td>
<td>A12</td>
<td>9351 8941</td>
<td>L1: offices, autoclave, growth rooms, lab 112, tea room, Bentham and Hooker and Joe Banks labs</td>
<td><a href="mailto:phoebe.armitage@sydney.edu.au">phoebe.armitage@sydney.edu.au</a></td>
<td>A12 Rm 137</td>
</tr>
<tr>
<td>Jenny Saleeba</td>
<td>A12</td>
<td>9351 6695</td>
<td>L3: Jenny and Jan’s labs on level 3, comes down stairs on level 2 foyer, clears Ashby (AV) and Robert Brown labs and offices on level 2 foyer</td>
<td><a href="mailto:Jenny.saleeba@sydney.edu.au">Jenny.saleeba@sydney.edu.au</a></td>
<td>A12 Rm 307</td>
</tr>
<tr>
<td>Rattan Bhandari</td>
<td>A13</td>
<td>9351 2909</td>
<td>L1 workshop and potting shed</td>
<td><a href="mailto:Basil.panayotakos@sydney.edu.au">Basil.panayotakos@sydney.edu.au</a></td>
<td>A13 Botany annexe Rm 108A</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>OWS located in Level 01 foyer (adjacent to lab 102, near Botany Arch)</td>
</tr>
<tr>
<td>Emergency Communication</td>
<td>YES</td>
<td>PA communication via EWIS, direct communication between wardens.</td>
</tr>
<tr>
<td>Emergency control point</td>
<td>YES</td>
<td>OWS located in Level 01 foyer (adjacent to lab 102, near Botany Arch)</td>
</tr>
<tr>
<td>Assembly area</td>
<td>YES</td>
<td>Botany Lawn near Botany Arch</td>
</tr>
</tbody>
</table>

### Building Use

<table>
<thead>
<tr>
<th>Centralized booking teaching space</th>
<th>yes/no</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer laboratories</td>
<td>YES</td>
<td>204</td>
</tr>
<tr>
<td>Local teaching space</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Wet laboratories</td>
<td>YES</td>
<td>102, 103, 112, 129, 131, 137B, 207, 216, 229, 241, 242, 245, 303, 304</td>
</tr>
<tr>
<td>Workshops</td>
<td>YES</td>
<td>A13 – 114A</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>120, 121, 125, 130, 132, 133, 137A, 139, 202, 203, 205, 208, 209, 215, 233, M235, 238, 239, 239a, 239b, 239c, 247, 248, 250, 253, 301, 307, 308</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.

## Hazardous Materials

<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>YES</td>
<td>216, 224, 241, 242, 244, 245, 303, 304, 213 (warm room), 214 (cold room), 236, (cold room), 237 (cold room)</td>
</tr>
<tr>
<td>Radiation</td>
<td>YES</td>
<td>216, 244, 214 (cold room)</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></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

![Fire Alarm](image)

or

![Fire Alarm](image)

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

![Exit Sign](image)

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. Ascertaining 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>Gosper Lane door</td>
<td>Phoebe Armitage</td>
</tr>
<tr>
<td>Botany Arch door</td>
<td>Malcolm Ricketts</td>
</tr>
<tr>
<td>Botany Annexe green fire door</td>
<td></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 Officer
3. Notify Security that an ambulance has been called 1-3333
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 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.

<table>
<thead>
<tr>
<th>STAFF/STUDENTS INVOLVED IN THE INCIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Evacuate the affected area</td>
</tr>
<tr>
<td>2. Arrange first aid assistance, if required</td>
</tr>
<tr>
<td>3. Establish answers to the following questions:</td>
</tr>
<tr>
<td>- What substance is involved?</td>
</tr>
<tr>
<td>- How much has been released?</td>
</tr>
<tr>
<td>- Where is it located?</td>
</tr>
<tr>
<td>- Is an evacuation required?</td>
</tr>
<tr>
<td>- Is assistance from the NSW Fire Brigade (HAZMAT UNIT) required?</td>
</tr>
</tbody>
</table>

If assistance from the NSW Fire Brigade is required...

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Secure the affected area</td>
<td>5. Report the emergency 0-000 &amp; 1-3333</td>
</tr>
<tr>
<td>6. Notify the Chief Warden.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHIEF WARDEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do not enter the affected area</td>
</tr>
<tr>
<td>2. Ascertain the nature and location of the problem, from a safe distance</td>
</tr>
<tr>
<td>3. Maintain contact with the staff/students involved in the incident</td>
</tr>
<tr>
<td>4. Coordinate further evacuations, if required</td>
</tr>
<tr>
<td>5. Liaise with the Wardens, First Aid Officers, Security and Emergency Services personnel</td>
</tr>
<tr>
<td>6. Announce when the emergency is over.</td>
</tr>
</tbody>
</table>
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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<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
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 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 0760 Facsimile: 02 6287 0770
APPENDIX C – Operation of the emergency warning system
### APPENDIX D – Dangerous goods manifest

Location of Chemical Spill Kit: There are two spill stations in A12; One in 100E next to mail slots and another in corridor 200J L2 adjacent to fire stairs.

<table>
<thead>
<tr>
<th>Location (Level / Room)</th>
<th>Hazards Present</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A12 L01 Rm 102</td>
<td>Chemicals flammable and corrosive</td>
<td>Matt Day</td>
<td>14486</td>
</tr>
<tr>
<td>A12 L01 Rm 103</td>
<td>Chemicals flammable and corrosive</td>
<td>Matt Day</td>
<td>14486</td>
</tr>
<tr>
<td>A12 L01 Rm 112</td>
<td>Chemicals flammable and corrosive</td>
<td>Mary Byrne</td>
<td>40978</td>
</tr>
<tr>
<td>A12 L01 Rm 137B</td>
<td>Chemicals flammable and corrosive</td>
<td>Margaret Gilchrist</td>
<td>14481</td>
</tr>
<tr>
<td>A12 L01 Rm 131</td>
<td>Depot (see below) flammable</td>
<td>Matt Day</td>
<td>18941</td>
</tr>
<tr>
<td>A12 L02 Rm 216-218</td>
<td>Chemicals flammable and corrosive, isotope use, PC2</td>
<td>Dr Neville Firth</td>
<td>13369</td>
</tr>
<tr>
<td>A12 L02 Rm 224, 252</td>
<td>Chemicals flammable and corrosive, isotope use, PC2</td>
<td>Mr M Joseph (isotopes)</td>
<td>14240</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14098</td>
</tr>
<tr>
<td>A12 L02 Rm 222B</td>
<td>Isotope Store – Medium level</td>
<td>Michael Joseph</td>
<td>14098</td>
</tr>
<tr>
<td>A12 L02 Rm 229</td>
<td>Chemicals flammable and corrosive</td>
<td>Dr Debbie Barton</td>
<td>13989</td>
</tr>
<tr>
<td>A12 L02 Rm 241</td>
<td>Chemicals flammable and corrosive</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>A12 L02 Rm 244</td>
<td>Chemicals flammable and corrosive</td>
<td>Julie Lim</td>
<td>14487</td>
</tr>
<tr>
<td>A12 L02 Rm 242, 245</td>
<td>Chemicals flammable and corrosive, PC2</td>
<td>Julie Lim</td>
<td>14487</td>
</tr>
<tr>
<td>A12 L03 Rm 303</td>
<td>Chemicals flammable and corrosive, PC2</td>
<td>Dr Jenny Saleeba</td>
<td>16695</td>
</tr>
<tr>
<td>A12 L03 Rm 304</td>
<td>Chemicals flammable and corrosive, PC2</td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>

### Dangerous Goods Depots

<table>
<thead>
<tr>
<th>Location (Level / Room)</th>
<th>Depot Code</th>
<th>Class</th>
<th>Capacity</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
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