



Emergency Procedures Guide

FIRE RELATED EMERGENCIES

If you see fire or smoke do not panic or shout.

Remain calm and remember **RACE**

Rescue people	From immediate danger, if safe to do so
Alarm	<ul style="list-style-type: none">• Raise the alarm• Push a Break Glass Alarm (if fitted) to automatically call Fire Brigade• Call 000 and state FIRE giving exact location and type of fire
Contain fire & smoke	Close all doors and windows, if safe to do so
Evacuate	<ul style="list-style-type: none">• Only attempt to extinguish the fire by using the appropriate fire fighting equipment, if trained and safe to do so• Refer to extinguisher chart over page for the most appropriate extinguisher to use
































































Evacuate immediately | Follow instructions from emergency wardens, security and emergency services | Stay down low | Leave lights on

CALL 000

Advise Facility Manager on 0414 793 683

FIRE/SMOKE

FIRE EXTINGUISHER CHART

Type of extinguisher		Type of Fire, Class and Suitability							Comments (Refer Appendix B)
Colour scheme	Extinguishant	A Wood, paper, plastics, etc	B Flammable liquids	C Flammable gases	E Energized electrical equipment	F Cooking oils and fats	D** Metal fires		
AS/NZS1841 -1997	AS1841 -1992								
		Water							Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires
		Wet Chemical							Dangerous if used on energized electrical equipment
		Foam***							Dangerous if used on energized electrical equipment.
		Powder	ABE 						Special powders are available specifically for various types of metal fires (see **).
			BE 						
		Carbon Dioxide							Generally not suitable for outdoor use. Suitable only for small fires.
		Vaporizing Liquid							Check the characteristics of the specific extinguishant.
		Fire Blanket							

* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have a limited extinguishing capability.

** Class D fires (involving combustible metals). Use only special purpose extinguishers and seek expert advice.

*** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

Australian Standard 2444-2020

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Australian Standard 2444-2001

After use, place the fire extinguisher on its side on the floor beside where it should hang, and notify the Facilities Manager.

MEDICAL EMERGENCIES

Ensure your own safety and assess the victim by shaking gently

Raise the alarm – CALL 000

State the type of emergency

Give the exact location – building name, floor number, room number

State if the victim is an adult or a child and approximate age

Give your contact name and number

Remain calm | Stay with the person until help arrives | Do not move the patient unless exposed to a life threatening situation | Commence basic life support (if trained)

Call 000

Advise Facility Manager on 0414 793 683

MEDICAL EMERGENCY

**MEDICAL/FIRST AID RELATED INCIDENTS - Call your closest first aid officer
(see list under Emergency Contacts)**

First Aid Officer's DRSABCD Action Plan

D	DANGER	Ensure the area is safe for yourself and the patient	
R	RESPONSE	Check for response, ask name – squeeze shoulder	
		If there is no response:	If there is a response: Make comfortable Monitor response
S	SEND FOR HELP	Call 000 and ask for Ambulance (if required) or ask another person to make the call	
A	AIRWAY	Check airway is clear Open the mouth – if foreign material present place in recovery position Clear airway with fingers	
B	BREATHING	Check for breathing – look, listen, feel	Normal breathing
		Not Normal breathing Start CPR	place in recovery position Monitor breathing
C	CPR	Start CPR – 30 chest compression: 2 breaths Continue CPR until help arrives or patient recovers	
D	DEFIBRILLATION	Apply defibrillator and follow voice prompts	

BOMB THREAT

If you receive a bomb threat, do not use a mobile phone or set off the fire alarm – they may trigger an explosion

Remain Calm	<ul style="list-style-type: none">• Treat the call as genuine• Attempt to prolong conversation and DO NOT hang up• Try to attract the attention of a second person to call for assistance
Be attentive	<ul style="list-style-type: none">• Note distinguishing background noise, music, traffic etc• Note voice characteristics• Does caller indicate knowledge of the building?
Record	<ul style="list-style-type: none">• Enter the details immediately on the Bomb Threat Checklist form over page
Notify	<ul style="list-style-type: none">• Call 000
Prepare	<ul style="list-style-type: none">• To assist in the search if requested• To evacuate if necessary• To follow instructions of wardens, security, police and other emergency service personnel
If object found	<ul style="list-style-type: none">• DO NOT TOUCH IT. Report that you have found it. Evacuate the area. Open doors and windows where possible to reduce the impact of any explosion.

Refer to the Bomb Threat Checklist on reverse.

Call 000

Advise Facility Manager on 0414 793 683

BOMB THREAT

BOMB THREAT CHECKLIST

KEEP CALM AND DO NOT HANG UP FROM THE CALL

Electronic Version Available on the Intranet

Exact wording of threat: _____

QUESTIONS TO ASK

When is the bomb going to explode? _____

Where did you put the bomb? _____

When did you put it there? _____

What kind of bomb is it? _____

What will make it explode? _____

Why did you place the bomb? _____

What is your name? _____

CALLERS VOICE

Accent: ☐ Asian ☐ Australian ☐ American ☐ English ☐ Pacific Islander ☐ Middle Eastern
☐ European

Speech	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	Impediment	<input type="checkbox"/> Lisp	<input type="checkbox"/> Stutter
Voice	<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	Manner	<input type="checkbox"/> Calm	<input type="checkbox"/> Emotional
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Diction	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow

Other: _____

Did you recognize the voice? ☐ Yes ☐ No

Was the caller familiar with the building? ☐ Yes ☐ No

THREAT LANGUAGE

Well spoken	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Abusive	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Incoherent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Message read by caller	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Taped	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Other: _____		

BACKGROUND NOISES

Voices	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Machinery	<input type="checkbox"/> Yes	<input type="checkbox"/> No
House noises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Aircraft	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Street noises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Music	<input type="checkbox"/> Yes	<input type="checkbox"/> No

RECIPIENT OF CALL

Name: _____ Phone: _____

Signature: _____

GAS LEAK | CHEMICAL SPILL

If there is a gas leak or chemical spill DO NOT use mobile phones, hand-held radios, electronic equipment or light flammable material

Gas leak or chemical spill	
If a gas leak or chemical spill is affecting people in your area, immediately:	
REMOVE	<ul style="list-style-type: none">• Anyone in immediate danger• Do not allow other people into the area• If anyone is exposed to a substance, set up an isolation area• If available, and only if safe to do so, put on personal protective equipment, observe and support any person injured until emergency personnel arrive• DO NOT put yourself at risk
ISOLATE	Isolate the hazardous material by clearing the area and close the door. If safe to do so, turn off isolation switches, ventilation and machinery. DO NOT touch suspect material
NOTIFY	<ul style="list-style-type: none">• If it is a 'gas' or 'chemical' shout a warning, pass the alarm by word of mouth• If able, call 000 from a landline located a safe area away from the leak or spill, , state HAZARDOUS MATERIAL, and give exact location and type of material involved
CONTAIN	<ul style="list-style-type: none">• Do not risk contact with material• Contain the spread of material if possible and safe to do so• Do not smell, touch or taste it• Close doors between you and the hazardous material

CALL 000

Refer to Emergency Contacts List and Advise appropriate agency eg gas, electricity, etc

Alert the Facility Manager on 0414 793 683

HAZARDOUS MATERIALS

ENVIRONMENTAL EMERGENCY

An environmental emergency includes any incident, or potential for an incident, of uncontrolled discharge of a substance into water, air or land that harms or threatens to harm the environment*

Remain calm	<ul style="list-style-type: none">• Do not panic
Report	<ul style="list-style-type: none">• Alert others in the area• Call 000 (fire brigade) and provide location and type/scale of pollution incident• Report to your supervisor, lab manager or health & safety representative if relevant
Contain	<ul style="list-style-type: none">• Contain the emission if safe to do so (eg stopping valves, using temporary bunds or spill kits etc)
Evacuate	<ul style="list-style-type: none">• Keep area clear of people not directly responding to the emergency• Prepare to evacuate if required
Clean up	<ul style="list-style-type: none">• Clean up and rectify any damage when safe to do so. Expert assistance may be required

*Harm to the environment is considered material if it involves actual or potential harm to the health and safety of human beings or to ecosystems that is not trivial or results in actual or potential loss or property damage of an amount exceeding \$1,000 (Protection of the Environment Operations Act 1997, NSW)

CALL 000

The Fire brigade will determine whether the EPA need to be called

Alert the Facility Manager on 0414 793 683

ENVIRONMENTAL

PERSONAL THREAT

Threats to self or others may include harassment, assault, suicide, robbery or armed hold-ups

Remain calm	<ul style="list-style-type: none">• Do not panic or shout, avoid eye contact• Do not make sudden movements
Do not take risks	<ul style="list-style-type: none">• Hand over what ever is requested• Do not do anything which may antagonise the offender• Alert others around you if safe to do so• Contain yourself in a secure area, if possible, by locking your office door, closing blinds and staying out of sight
Do only what you are told	<ul style="list-style-type: none">• Do not volunteer any other information
Personal Threat Report (observe offender's characteristics)	<ul style="list-style-type: none">• Gender, height, voice, clothing, tattoos, jewellery, items touched etc• Also note type of vehicle used for escape, registration number if possible and last known direction
Telephone	<ul style="list-style-type: none">• Call 000, ask for police and state type of PERSONAL THREAT• Stay on the line, and keep lines of communication open• Give your name, room number, building and request urgent attention• Most importantly – remain calm
Record	<ul style="list-style-type: none">• Immediately fill out the Personal Threat Report (on reverse) with the offender's description, what they may have taken (model and serial numbers when known), descriptions of any items they may have or any other relevant details

CALL 000

Alert the Facility Manager on 0414 793 683

PERSONAL THREAT

PERSONAL THREAT REPORT

Electronic Version available on the Intranet

To be completed immediately after the incident. Try to be as descriptive as possible. Use a separate form for each offending person's description.

YOUR CONTACT DETAILS

Name: _____

Email: _____ Phone (w): _____ Mobile : _____

Signature: _____

THREAT DETAILS

OFFENDER'S DETAILS/DESCRIPTION

Any names or nicknames used _____

Approximate age _____ Male or Female _____ Height _____ Weight _____

Ethnic Origin _____ Identifying marks _____

Complexion:

- | | |
|---------------------------------|------------------------------------|
| <input type="checkbox"/> Fair | <input type="checkbox"/> Dark |
| <input type="checkbox"/> Pale | <input type="checkbox"/> Fresh |
| <input type="checkbox"/> Ruddy | <input type="checkbox"/> Suntanned |
| <input type="checkbox"/> Pimply | <input type="checkbox"/> Normal |

Hair:

- | | |
|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Straight | <input type="checkbox"/> Wavy |
| <input type="checkbox"/> Bald | <input type="checkbox"/> Curly |
| <input type="checkbox"/> Thick | <input type="checkbox"/> Long |
| <input type="checkbox"/> Crewcut | <input type="checkbox"/> Short |

Facial:

- | | |
|------------------------------------|--------------------------------|
| <input type="checkbox"/> Moustache | <input type="checkbox"/> Beard |
|------------------------------------|--------------------------------|

Spectacles: Size: _____ Colour: _____

Build:

- | | | |
|---------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> Thin | <input type="checkbox"/> Stout | <input type="checkbox"/> Overweight |
| <input type="checkbox"/> Medium | <input type="checkbox"/> Small | <input type="checkbox"/> Obese |

Posture:

- | | | |
|--------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Erect | <input type="checkbox"/> Slouchy | <input type="checkbox"/> Stooped |
|--------------------------------|----------------------------------|----------------------------------|

Walk:

- | | | |
|--------------------------------|--------------------------------------|---------------------------------|
| <input type="checkbox"/> Quick | <input type="checkbox"/> Pigeon toed | <input type="checkbox"/> Limp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Springy | <input type="checkbox"/> Medium |

Hands:

- | | | |
|-----------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Callused | <input type="checkbox"/> Hairy | <input type="checkbox"/> Deformed fingers |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Broken nails | <input type="checkbox"/> Gloves |

Voice:

- | | | |
|--------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Accent | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Thick | <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp |

Eye Colour: _____

POWER OUTAGE

Remain calm: provide assistance to others if necessary

During Power outage:

Report	Report the outage, call Ausgrid on 131 388 and state POWER OUTAGE – please note, during a power outage digital handsets will not work. Please use a mobile phone instead
Evacuation	If evacuation is necessary, move cautiously. Lighted signs will indicate emergency exits. Remain with any immobile individuals who become stranded as a result of the outage. Notify the Facility Manager on 0414 793 683 and request assistance
Lifts	Passengers stranded in lifts will be able to communicate direct from the lift car during an outage using the emergency phone
Laboratories	In labs, specific protocols and procedures will operate during a power outage. Ensure you are aware of these requirements.
Equipment	Keep all refrigerators and freezers closed during an outage and ensure staff are available to monitor. Back-up generators will kick in for those items plugged into the emergency back-up power supply

Important notices

Treat all electrical equipment as live, as power may be restored at any time without notice.

Outage times are difficult to predict depending on the cause. This may take some time to identify. Await further instructions from your building emergency team.

CALL Ausgrid 131 388

Alert the Facility Manager on 0414 793 683

POWER OUTAGE

EVACUATIONS

Evacuation is the rapid removal of people from immediate or threatened danger in a safe and orderly manner

Remain calm	<ul style="list-style-type: none"> Do not panic, calm those who appear agitated around you
Alert	<ul style="list-style-type: none"> Advise the floor warden in charge of the floor if evacuation is necessary If the alarm has not tripped automatically, call the Chief Warden or Deputy Warden and state EVACUATION and why. Refer to the Emergency Contacts list.
Assembly	<ul style="list-style-type: none"> Inform staff and students to go to assembly area
Evacuate	<p>Evacuation of staff, students and visitors is to be carried out in the following staged order:</p> <ol style="list-style-type: none"> Out of immediate danger (e.g. out of room/floor) Total evacuation of the building <p>Note: Move people in immediate danger first, then in the following order:</p> <ol style="list-style-type: none"> Mobile person Semi-mobile person Wheelchair bound people should be placed in the refuge area of the fire stairs and assistance sought
Check	<ul style="list-style-type: none"> All rooms, especially toilets and storage areas Note anyone who refuses to evacuate, record their name and room number and report this to the chief warden or security
Head Count	<ul style="list-style-type: none"> Conduct a head count, each group is responsible for checking their staff/students are accounted for and passing the check list to the Marshall. If anyone is missing, report this immediately to someone in charge i.e. security, chief warden or floor warden.
Report	<ul style="list-style-type: none"> Report to the chief warden that your floor has evacuated safely Notify emergency services of any persons unaccounted for Record details of the evacuation on the evacuation report form

Do you know who your floor warden is?

It is your responsibility to know the location of the Evacuation Assembly Point | It is your responsibility to learn and know the safe emergency evacuation exit out of your floor/building | Every emergency can bring changes to the way you exit the building.

Alert the Facility Manager on 0414 793 683

EVACUATIONS

EXTERNAL EMERGENCY CONTACTS

Company/Area	Contact	Number
Emergency Services	Fire Brigade Emergency	000
Emergency Services	Police Emergency	000
Emergency Services	Ambulance Emergency	000
Police - Randwick	Police	9697 1099
Fire Brigade - Randwick	Fire Brigade	9389 7510
Gas	Jemena	131 909
Electrical	Ausgrid	131 388
Fire Protection - Margarete Ainsworth Building	Force Fire	1300 66 77 04
Fire Protection - Villas	Superior Fire (Service)	9986 2175
Lifts	Schindler	0401 001 025
Security (patrols)	Corporate and Facilities	1300 65 88 09
Security (systems)	Tritech Solutions	1300 87 48 32
Plumbing	Yarrawarra Plumbing	0418 472 671
Electrical - Margarete Ainsworth Building	Datalec	0432 826 357
Electrical - Villas	Safelec	0403 439 198
Graffiti Removal	Graffiti Strippers	0424 197 882

Facility Manager – Mark O’Hara 0414 793 683

EMERGENCY CONTACTS

INTERNAL FIRST AID OFFICERS

First Aid Officers & Doctors – August 2020		
Matt Dodson	ext 1777	Villa 1, Ground floor
Jesse Tiwana	ext 1078	Villa 1, Ground floor
Mark O'Hara	ext 1821	Villa 2, Ground floor
Carlo Rinaudo	ext 1276	Villa 2 Ground floor
Dr Bill Brooks	ext 1101	Villa 2 Level 1
Matthew Bagg	ext 1870	Villa 2 Level 1
Dr Jacqui Close	ext 1055	PHW Level 1
Garth McNerney	ext 1008	PHW Level 1
Dr Christina Norris	ext 1852	PHW Level 1
Linda Roylance	ext 1124	PHW Level 1
Ryan Castillo	ext 1110	Ainsworth Level 1, NeuRA Imaging
Chris Bull	ext 1886	Ainsworth Level 2
Nick Kent	ext 1620	Basement Level 2
Lauren Rooker	ext 1601	Ainsworth Level 3
Deborah McKay	ext 1676	Ainsworth Level 3
Ben Tong	ext 1886	Ainsworth Level 4
Fiona Knapman	ext 1843	Ainsworth Level 4
Prof Simon Gandevia	ext 1617	Ainsworth Level 4
Tertia Purves-Tyson	ext 1751	Ainsworth Level 5
Adam Lawther	ext 1889	Ainsworth Level 5
Madeleine Nichols	ext 1007	Ainsworth Level 6
Belinda Ducker	ext 1107	Ainsworth Level 6