

EMERGENCY PROCEDURES – STAFF



This Document Provides Some Guidelines And Responsibilities For Staff In The Event Of An Emergency.

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This document is part of a series of Prompts in the event of an emergency. Other titles include:

- Campus Emergency Coordinators Prompt
- Security Personnel Prompt
- Students and Visitors Prompt
- Warden Prompt

Please contact Occupational Health and Safety (OH&S) if you have further questions.

1. Medical Emergencies

When a medical emergency arises and an ambulance is required on campus, Dial 0, then 000. Once the ambulance has been called, or if only first aid assistance is needed, dial 222. Security will get a first aider to you.

2. Personal Safety in a Fire

2.1 Fire Safety Tips

- Preparing for an emergency is your best defence in an emergency
- Know your exits
- Keep exit paths clear
- Know where the nearest fire alarm and fire extinguisher are
- Never leave an open flame unattended
- Never overload power points or continue to operate faulty equipment

2.2 If there is a fire

- As soon as you find or suspect a fire, close doors to confine the spread of smoke and fire
- Operate a fire alarm if the building has manual fire alarms
- Phone Security on 222 or if not available 000
- Warn other occupants on the floor or building
- If the Emergency Control Organisation has not taken control of the situation, evacuate the building
- If evacuating, go to the nearest stairway or exit. Close the door behind you. Do NOT use an elevator.
- If the nearest exit is blocked by heat, fire or smoke, stay low and go to another exit.
- Assemble in area away from the building. Do not re-enter the building until permitted so by emergency personnel. Do not leave the area until emergency services or a warden instructs you to.

3. Building Evacuations

3.1 Most buildings have two-tone emergency sirens.

- On hearing an alert signal (beep-beep sound): stand by and await instructions from a warden
- On hearing the evacuation siren (whooping sound): evacuate in an orderly manner obeying any directions from wardens. Evacuate to the assembly area. Do not leave the area until emergency services or a warden instructs you to.
- Note: the automatic alarms will change from alert to evacuate automatically after 3 minutes. Regardless of anything else, you must evacuate when the evacuation siren sounds

3.2 Some smaller buildings have a fire bell.

- On hearing the fire alarm bell: evacuate in an orderly manner obeying any directions from wardens. Evacuate to the assembly area. Do not leave the area until emergency services or a warden instructs you to.

4. Fighting a Fire

Your first priority is to confine the fire and raise the alarm.

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- If it is safe to do so, the fire is very small, and you have received training on the use of an extinguisher, you may attempt to put out the fire.
- Never attempt to extinguish a fire on your own, and always have a backup extinguisher
- Be sure you have the right extinguisher for the type of fire you are attempting to fight. Use of the wrong type of extinguisher may endanger your life.
- Do not let the fire get between you and your exit route. Stay between the fire and the door.
- If one extinguisher does not put out the fire, get out immediately, closing the door behind you.

5. Bomb Threats

5.1 The most likely source of a bomb threat is by telephone. If you receive a telephone threat:

- Record as accurately as possible the words used by the caller.
- Ask when the bomb is going to explode and where it has been placed
- Note any characteristics of the voice or background noise
- Keep the receiver off the hook to allow tracing
- Ring 222 and report the threat to Security

5.2 If the threat arrives by mail:

- Isolate the letter and do not handle unnecessarily
- Ring 222 and report the threat to Security

6. Seismic Disturbance (earthquake)

6.1 During an earthquake, **if indoors**:

- **If you are indoors stay there.** You could be hit by falling debris outside.
- **Take cover** under an internal door-frame, table or bench.
- **Keep away from** windows, mirrors and overhead fittings.
- If in a **high-rise building**, stay away from windows and outer walls. Get under a desk, near a pillar or internal wall.
- If within a **crowded** University structure do not rush for the doors. Move away from overhead storage or shelves containing heavy objects.

6.2 During an earthquake, **if outdoors**:

- **Keep well clear**, of buildings, walls, power lines, trees, etc.
- **Seek refuge** under strong archways or doorways of buildings to avoid falling debris. Do not stand under awnings or parapets as they may collapse.
- If you are in a **vehicle**, pull off the road in a clear area until the earthquake is over.
- **Beware** of 'downed' powerlines, road or bridge damage. Listen to the radio for information before moving.

6.3 After an earthquake,

- Do not use machines, lights, open flame appliances, light matches or electrical equipment when gas or fuel leaks are suspected.

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- If electrical cables are exposed, do not touch the cable or the objects covered by the wires, thus avoiding the danger of electric shock.
- If the water supply is contaminated and emergency water is needed, obtain supplies from water heaters, toilet tanks or melted ice cubes.
- Do not flush toilets until checks have been made to see that sewer lines are intact.

7. Suspicious Packages

7.1 Detail instructions for Chemicals and Biological Materials are given in Attachments 1 and 2

7.2 The greatest danger is panic in these situations. This can be addressed by having people know what they are doing, having the situation under control, and reassuring people that even if in the unlikely event it is a hazardous substance, there is generally minimal risk to life if the situation is managed. If people have "symptoms", especially breathing difficulties, it is almost certainly a panic reaction. (Nevertheless, the reaction needs to be managed, as per first aid, as it can become life threatening in itself)

7.3 With this type of situation it is important to assure our staff that our emergency procedures cover this type of incident.

7.4 It must be emphasised to date most generalized threats to organizations are hoaxes.

8. Auditing

8.1 Health and safety audits and inspections are a normal part of regulatory enforcement and internal good practice. In Victoria, the normal reference scheme is SafetyMAP. (Reference: SafetyMAP criteria 6.6.1, 6.6.2 and 6.6.3)

- Staff knowledge of Procedure

ATTACHMENT 1: Contamination Threat from Biological Materials.

The following assumes that the package or similar is not a “bomb” or similar device and has been already handled extensively without mishap. This type of threat may arise in a variety of ways. Management of the situation will depend upon whether the contents of the package have been disturbed or not.

(1) Undisturbed suspicious package

The following steps should be taken:

- do not open the item or disturb the item further
- avoid touching your eyes, mouth or nose
- isolate the item and the area around the item
- you and your co-workers should not leave the room unless absolutely necessary. Do not allow entry into the room.
- close all windows and doors. If possible turn off ventilation systems.
- if the item has an identifiable sender, contact the sender if possible to verify the contents.
- if the item is still suspicious, report the situation to your supervisor
- Security must be notified on 222 of the suspicious package and its location
- wait for the arrival of Security. Immediate risk of injury is minimal if calm and correct procedures are followed.
- If possible, without leaving the area, have someone assist any persons who may have touched the item to wash their face, hands and other exposed skin with cold water and soap.

(2) Suspicious package where spillage of powdered or solid substance has occurred

The following steps should be taken:

- do not disturb the item further. Do not touch or try to collect spilled material
- avoid touching your eyes, mouth or nose. Do not attempt to brush materials off your clothing. Avoid moving around as much as possible.
- you and your co-workers should not leave the room unless absolutely necessary. Do not allow entry into the room.
- close all windows and doors. If possible turn off ventilation systems.
- if possible, the item and spilled material should be covered with preferably a box or waste paper bin. Try to disturb the material as little as possible.
- if the item has an identifiable sender, ask someone by phone, to contact the sender if possible to verify the contents
- if the item is still suspicious, report by phone the situation to your supervisor
- Security must be notified on 222 of the suspicious package, its spillage and its location
- wait for the arrival of Security. Immediate risk of injury is minimal if calm and correct procedures are followed.
- If possible, without leaving the area, have someone assist any persons exposed to the material or who may have touched the item to wash their face, hands and other exposed skin with cold water and soap.

(3) Role of supervisor/Manager outside confinement area or Campus Emergency Coordinator

The supervisor/manager should take the following steps:

- ensure Security has been contacted on 222
- provide if possible soap and cold water for any persons in the confinement area who came in contact with the material to wash their face, hands, lower arms.
- contact the Building Chief Warden to prepare for evacuation of the building
- ensure as far as practical ventilation systems have been turned off
- evacuate the rest of the building (outside confinement area) at your discretion
- arrange notification of senior management
- await the arrival of Security

(4) First Aid Arrangements

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Without knowing the nature of the material there is no clear guidelines on first aid, other than removing the material from the skin with soap and water. Contaminated clothing can be removed, if this can be done gently and without pulling over the face

The greatest danger is panic in these situations. This can be addressed by having people know what they are doing, having the situation under control, and reassuring people that even if in the unlikely event it is a hazardous substance, there is generally minimal risk to life if the situation is managed. If people have "symptoms", especially breathing difficulties, it is almost certainly a panic reaction. (Nevertheless, the reaction needs to be managed, as per first aid, as it can become life threatening in itself)

With this type of situation it is important to reassure our staff that our emergency procedures cover this type of incident. It must be emphasised to date most generalized threats to organizations are hoaxes.

ATTACHMENT 2: Threat from Chemical Materials.

The following assumes that the package or similar is not a “bomb” or similar device and has been already handled extensively without mishap. This type of threat may arise in a variety of ways. Management of the situation will depend upon whether the contents of the package have been disturbed or not.

(1) Undisturbed suspicious package

The following steps should be taken:

- do not open the item or disturb the item further
- avoid touching your eyes, mouth or nose
- isolate the item and the area around the item
- close all windows and doors. If possible turn off ventilation systems.
- you and your co-workers should leave the room. Do not allow further entry into the room. Avoid close contact with other workers. Remain within the building
- if the item has an identifiable sender, contact the sender if possible to verify the contents.
- if the item is still suspicious, report the situation to your supervisor
- Security must be notified on 222 of the suspicious package and its location
- if possible, wash your face, hands and other exposed skin with cold water and soap.
- wait for the arrival of Security. Immediate risk of injury is minimal if calm and correct procedures are followed.

(2) Suspicious package where spillage of liquid or vapour has occurred

The following steps should be taken:

- do not disturb the item further. Do not touch or try to collect spilled material. Hold your breath and move quickly away from the item.
- avoid touching your eyes, mouth or nose. Do not attempt to clean materials off your clothing. Hold over your mouth and nose a handkerchief or other fabric until you have left the room.
- close all windows and doors. If possible turn off ventilation systems.
- you and your co-workers should leave the room. Do not allow further entry into the room. Avoid close contact with other workers. Remain within the building
- if the item has an identifiable sender, ask someone by phone, to contact the sender if possible to verify the contents
- if the item is still suspicious, report by phone the situation to your supervisor
- Security must be notified on 222 of the suspicious package, its spillage and its location
- if possible, wash your face, hands and other exposed skin with cold water and soap.
- wait within the building as far away as possible from the spillage for the arrival of Security. Immediate risk of injury is minimal if calm and correct procedures are followed.

(3) Role of supervisor/Manager outside confinement area or Campus Emergency Coordinator

The supervisor/manager should take the following steps:

- ensure Security has been contacted on 222
- keep people away from the area and keep separate persons involved with the package.
- ensure the affected persons are able to wash their face, hands, lower arms.
- contact the Building Chief Warden to prepare for evacuation of the building
- ensure as far as practical ventilation systems have been turned off
- evacuate the building with the exception of the persons directly affected
- arrange notification of senior management
- await the arrival of Security

(4) First Aid Arrangements

Without knowing the nature of the material there is no clear guidelines on first aid, other than removing the material from the skin with soap and water. Contaminated clothing should be removed, if this can be done without pulling over the face or causing further skin contact. If the material is causing irritation or burns dousing with water is generally the most prudent course.

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The greatest danger is panic in these situations. This can be addressed by having people know what they are doing, having the situation under control, and reassuring people that even if in the unlikely event it is a hazardous substance, there is generally minimal risk to life if the situation is managed. If people have "symptoms", especially breathing difficulties, it is almost certainly a panic reaction. (Nevertheless, the reaction needs to be managed, as per first aid, as it can become life threatening in itself)

With this type of situation it is important to reassure our staff that our emergency procedures cover this type of incident. It must be emphasised to date most generalized threats to organizations are hoaxes.