Australian National University

CBE Emergency Plan

CBE Building 26C
Copland Building 24
LF Crisp Building 26
Hanna Neumann Building 21
PAP Moran Building 26B
HW Arndt Building 25A

April 2018

These procedures are based upon AS 3745 – 2010
Planning for emergencies in facilities
EMERGENCIES

For life threatening emergencies dial

From an internal phone dial
0-000

ANU Security can be reached by dialling
612 52249

Press 1 for emergencies
Press 2 for all other enquiries
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1 Purpose
This Emergency Plan sets out procedures to be followed in the event of an emergency. A building emergency can develop for a number of causes: Fire, bomb threat, earthquake, structural fault, leakage of gas or chemical and others.

The Emergency Plan provides the structure and directions that will prevent injury to staff, students, clients, visitors and premises in the event of an emergency.

The Emergency Plan considers any special processes undertaken in buildings (e.g. laboratory activities, computer operations, research materials, etc.) and provides shut down processes in the event of an emergency.

2 Emergency Planning Committee (EPC)
An Emergency Planning Committee (EPC) shall be formed for each facility by the person or persons responsible for the facility, its occupants and visitors. Depending on the nature of the particular facility or facilities, the EPC may be formed either for an individual facility or group of facilities. The EPC shall be appropriate for the particular facility or facilities.

Those responsible for a facility or its occupants shall ensure that the EPC has adequate resources to enable the development and implementation of the emergency plan.

2.1 Responsibilities
The EPC shall be responsible for development, implementation and maintenance of the emergency plan, emergency response procedure and related training in collaboration with building custodians, occupiers and ANU Fire Safety Officer.

The duties of the EPC shall be read in conjunction with ANU Emergency Response procedure.

The duties of the EPC shall include the following but not limited to:

1. Identifying events that could reasonably produce emergency situations;
2. Ensuring that resources are provided to enable the development and implementation of the emergency plan;
3. Ensuring that the emergency plan is readily identifiable and available to the appropriate persons;
4. Establishing an emergency control organization (ECO) to operate in accordance with the emergency plan;
5. Implementation of the emergency plan. The following shall apply to the implementation process:
6. Awareness of the emergency response procedures;
7. Training;
8. Testing the emergency procedures; and
10. Establishing arrangements to ensure the continuing operation of the ECO.
11. Ensuring that the register of ECO members is current and readily available.
12. Ensuring that the emergency response procedures remain viable and effective by reviewing, and testing the emergency response procedures at least annually.
13. Ensuring that the emergency plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the emergency plan.
14. Ensuring that a permanent record of events for each emergency is compiled and retained.
15. Identifying and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures.
Members of staff, students, visitors, contractors shall follow the reasonable directions from any ECO member.

2.2 Members
The EPC shall consist of not less than two people who shall be representative of the stakeholders in a facility one of which shall be management. The representative from management might include the following:

- Director
- Building custodian
- Chief warden or
- ANU fire safety officer

At least one member of the EPC shall be a competent person (a person who has acquired through training, education, qualification, experience or a combination of these, the knowledge and skill enabling for them to correctly perform the required task).

2.3 Meetings
The EPC shall meet at least annually.

A record of EPC meetings shall be made and retained.

2.4 CBE EPC membership
- Chief Warden (Building 26C) – Linda Parker
- Chief Warden (Copland, Crisp, Hanna Neumann and Moran Buildings) – Gail McNamara
- Chief Warden (Arndt Building) – Nicole Millar
- Building Custodian (Building Operations) – Andrew Churches
- ANU Fire Safety Officer – Adam Agius
- College WHS Committee member – Naomi Somerville
- College H&S representative – Abe Archibald

Additional Members:

- Edwina Breingan – Chief Warden, Hayden Allen and Copland Buildings
- Mandy Gordon – John Dedman Building
3 Emergency Control Organisation (ECO)

An Emergency Control Organisation (ECO) is a structured organisation of persons to organise and supervise the safe movement of occupants of a building or a group of buildings in an emergency.

At The Australian National University, the ECO can consist of the following roles:

- Chief Building Warden
- Deputy Chief Building Warden
- Communications Officer
- Building Floor Wardens
- Building Wardens
- Safety Officers
- First Aid Officers
- (Security after hours will act as Chief Building Wardens)

CBE ECO members

CBE Building 26C

Chief Warden – Linda Parker
Deputy Warden – Naomi Somerville

Wardens:
Andrew Hughes
Louise Lu
Jenni Bettman
Ravinth Prasad
Donna Webster

First Aid Officers:
Erica Anand
Rosa Pearson
Gary Buttriss

Lorna Monaghan
Anna Pickering
Yana Potrebica

Crisp Building

Chief Warden – Gail McNamara
Deputy Warden - Julia Woodruff

Wardens:
Sanghyeok Lee

First Aid Officers:

Copland Building

Chief Warden – Gail McNamara
Deputy Warden – Julia Woodruff

Wardens:
Sanghyeok Lee

First Aid Officers:
Wardens:
Amir Rahmani
Larisa Medenis
First Aid Officers:
James Ansell

PAP Moran Building
Chief Warden – Gail McNamara
Deputy Warden – Julia Woodruff
Warden:
Edward Russell
Colleen Hayes

Hanna Neumann Building
Chief Warden – Gail McNamara
Deputy Warden – Julia Woodruff
Wardens:
Antoinette Bosman
First Aid Officers:
Jennifer Thistlethwaite

Arndt Building
Chief Warden – Nicole Millar
Deputy Warden – Karissa Pereira
Wardens:
Juergen Meinecke
First Aid Officers:
Finola Wijnberg

Health and Safety Representatives
College Administration HSR – Abe Archibald
Research School of Accounting HSR – Grant Pearson
Research School of Finance and Actuarial Studies and Statistics HSR – Patricia Dennis
Research School of Economics HSR – Tina Kao
Research School of Management HSR – Andrew Hughes

Additional Members
- Edwina Breingan – Chief Warden, Hayden Allen and Copland Buildings
Responsibilities, authorities and duties

The Emergency Control Organisation (ECO) has been established to deal with all emergency incidents that may affect the safety and wellbeing of staff, students and members of the public on campus. The specific roles for each position are detailed in this section.

Members of the ECO are required to control crowds and implement an appropriate response provided the ECO emergency response procedures are followed.

Responsibilities of the Emergency Control Organisation

The Emergency Control Organisation is comprised of several members (as listed above, depending upon the size of facility) drawn from the occupants of the building. The responsibilities of the ECO during an emergency are to:

- Conduct an orderly evacuation of the building’s occupants, including members of the public who may be in the building at the time, to a safe place of assembly
- Assist the Emergency Services
- Operate portable firefighting equipment if trained to do so as long as it is safe to do so.

IT SHOULD BE CLEARLY UNDERSTOOD THAT THE PRIMARY DUTY OF WARDENS IS NOT TO COMBAT EMERGENCIES BUT TO ENSURE, AS FAR AS PRACTICABLE, THE SAFETY OF STAFF, STUDENTS & MEMBERS OF THE PUBLIC AND THEIR ORDERLY EVACUATION FROM THE BUILDING
3.1 PRIMARY ROLES AND DUTIES
The primary roles and duties of ECO members are listed below:

**A: Pre-Emergency**

a) **Building Chief Warden**
   - Maintain a current register of ECO members;
   - Replace ECO members when a position becomes vacant;
   - Organise regular exercises;
   - Ensure the emergency response procedures are kept up to date;
   - Attend meetings of the EPC, as appropriate; and
   - Ensure personal ECO identification is available.

b) **Communications Officer**
   - Ensure personal proficiency in operation of the facility communications equipment;
   - Maintain records and logbooks and make them available for emergency response;
   - Ensure that ECO members are proficient in use of the facility communications equipment; and
   - Attend training and emergency exercises, as required by the EPC.

c) **Floor/area warden:**
   - Confirm sufficient wardens for area of responsibility;
   - Coordinate the completion of Personnel Emergency evacuation Plan (PEEP) documentation for person with disability;
   - Report on deficiencies of emergency equipment;
   - Ensure that wardens have communicated the emergency response procedures to all occupants within their nominated areas;
   - Ensure that occupants are aware of the identity of their wardens;
   - Coordinate safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish) by wardens throughout their area of responsibility; and
   - Attend training and emergency exercises, as required by the EPC.

d) **Wardens:**
   - Ensure that all occupants are aware of the emergency response procedures;
   - Carry out safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish);
   - Ensure personal ECO identification is available; and
   - Attend training and emergency exercises, as required by the EPC.

e) **Emergency response team ERT (if applicable):**
   - Attend regular training;
   - Practise use of specialized equipment (e.g. SCBA); 
   - Maintain specialised equipment as per manufacturers’ specifications;
   - Ensure that personal protective equipment is maintained and available;
   - Ensure personal ERT identification is available;
   - Pre-emergency planning; and
   - Attend training and emergency exercises, as required by the EPC.
B: Emergency

In case of Emergency ensure ANU Security 52249 has been called by building chief warden or relevant authorized person.

The actions to be undertaken by the ECO in the event of an emergency shall include, but not be limited to, the following:

(a) Building Chief warden: On becoming aware of an emergency, the chief warden shall take the following actions:

- Respond and take control, as appropriate;
-Ascertain the nature of the emergency and implement appropriate action;
- Ensure that the appropriate Emergency Service has been notified;
- Ensure that floor or area wardens are advised of the situation, as appropriate;
- If necessary, after evaluation of the situation and using all of the information and resources available, initiate an action plan in accordance with the emergency response procedures and control entry to the affected areas;
- Brief the Emergency Services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer’s instructions; and
- Any other actions as considered to be necessary or as directed by Emergency Services.

(b) Deputy Building Chief Warden: The deputy building chief warden shall assume the responsibilities normally carried out by the building chief warden if the building chief warden is unavailable, and otherwise assist as required.

(c) Communications officer: The communications officer, on becoming aware of the emergency, shall take the following actions:

- Ascertain the nature and location of the emergency;
- Confirm that the appropriate Emergency Service has been notified;
- Notify appropriate ECO members;
- Transmit instructions and information;
- Record a log of the events that occurred during the emergency; and
- Act as directed by the chief warden.

(d) Floor/area wardens: On hearing an alarm or on becoming aware of an emergency, the floor or area wardens shall take the following actions:

- Implement the emergency response procedures for their floor or area;
- Ensure that the appropriate Emergency Service has been notified;
- Direct wardens to check the floor or area for any abnormal situation;
- Commence evacuation if the circumstances on their floor or area;
- Communicate with the chief warden by whatever means available and act on instructions;
- Advise the chief warden as soon as possible of the circumstances and action taken
- Assist occupants with special needs;
- Co-opt persons as required to assist a warden during an emergency; and
- Confirm that the activities of wardens have been completed and report this to the chief warden or a senior officer of the attending Emergency Services if the Chief Warden is not contactable.
(e) **Emergency response team**: Members of the emergency response team shall carry out activities as set out in the emergency response procedures and the following:

- Respond to the emergency as directed by the chief warden;
- Communicate the status of the situation with the chief warden; and
- Hand over to and brief Emergency Services on arrival.

**C: Post-Emergency**

The actions to be undertaken by the ECO after an emergency should include, but not be limited to, the following:

a) **Building Chief warden**:
   - When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members to have occupants return to their facility, as appropriate;
   - Organize a debrief with ECO members and, where appropriate, with any attending Emergency Service;
   - Compile a report for the EPC, management, ANU fire safety and OHS; and
   - Lodge a University incident report via HORUS.

b) **Communications officer**:
   - Collate records of events during the emergency for the debrief; and
   - Ensure they are secured for future reference.

c) **Floor/area wardens**:
   - Report of the actions taken during the emergency for the debrief.

d) **Emergency response team**:
   - Clean and service used specialised equipment; and
   - Replace specialized equipment as necessary.

**NOTE**: The re-entry and post emergency actions should be done in collaboration with the facility owners, managers, occupiers and employers.

**3.2 Hierarchy and identification**

The control of emergencies will be greatly assisted if key personnel can be quickly identified by staff, students, visitors and officers of all emergency services.

<table>
<thead>
<tr>
<th>Wearers Title</th>
<th>Vest or helmet colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Chief Warden or Deputy</td>
<td>White</td>
</tr>
<tr>
<td>Floor Warden/Area Warden</td>
<td>Yellow</td>
</tr>
<tr>
<td>Warden</td>
<td>Red</td>
</tr>
<tr>
<td>Communication Officer</td>
<td>White</td>
</tr>
<tr>
<td>First Aid Officer</td>
<td>Green</td>
</tr>
</tbody>
</table>

**3.3 Resources required by members of the ECO Team**

1. Helmet, caps, hats, vest or Tabards with wearers identification

2. Floor plan of building identifying the following features:
   - Location of exits;
   - Location of firefighting equipment;
   - Location of Warden Intercommunication Phones (WIP);
   - Location of Fire Panel (FIP);
3. **003 Key** to open the OWS/EWS/EWIS panel if installed

### 4 Emergency Identification

In order to identify and determine what emergency response procedures are required a risk assessment methodology must be followed.

Below is a list of possible emergency situations at The ANU campus are:

- Fire and Smoke
- Bomb Threat
- Suspicious Mail and Packages
- White Powder Threat
- Gas Leak
- Chemical Spill
- Biological Spill
- Radiological Spill
- Personal Threat
- Personal Injury
- Armed Offences
- Threat of Aggressive or Violent Behaviour, Civil Disturbance
- Flood
- Power Failure
- Critical Incident Procedure
- After Hours Procedures
- Natural Disasters
- Motor Vehicle Incident

#### 4.1 Rating the risk of an emergency

Rating the risk of each type of emergency situation will enable priorities to be determined. The significance is based on the likelihood of the risk occurring and the consequences if it does.

Risk assessment should be reviewed annually or if any circumstances changes. This should form the part of OHS Strategic Plan.

The risk assessment guidelines [1] explains in detail the methodology on how to conduct a risk assessment.

### Risk Assessment Matrix

The following matrix should be used to assess a risk.

#### Measures of Likelihood

<table>
<thead>
<tr>
<th>RANKINGS</th>
<th>DESCRIPTION</th>
<th>PROBABILITY/FREQUENCY OF EVENT OCCURRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALMOST CERTAIN</td>
<td>The hazard is expected to occur in most circumstances at ANU</td>
<td>Already a daily to weekly occurrence, &gt;75%</td>
</tr>
<tr>
<td>LIKELY</td>
<td>The hazard could occur in most circumstances at ANU</td>
<td>Between weekly to monthly occurrence 50 -75%</td>
</tr>
<tr>
<td>POSSIBLE</td>
<td>The hazard has occurred at some time at ANU</td>
<td>Between monthly to yearly occurrences 25 -50%</td>
</tr>
<tr>
<td>UNLIKELY</td>
<td>The hazard could occur at some time</td>
<td>Occurs in up to a 10 yearly cycle, up to 25%</td>
</tr>
<tr>
<td>RARE</td>
<td>The hazard may only occur in exceptional circumstances</td>
<td>One in hundred year event, less than 1%</td>
</tr>
</tbody>
</table>

#### Measures of Consequence

<table>
<thead>
<tr>
<th>RANKINGS</th>
<th>ILLNESS, INJURY OR DISEASE</th>
<th>PLANT EQUIPMENT AND MATERIALS</th>
<th>ENVIRONMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATASTROPHIC</td>
<td>Fatality/Fatalities or permanent disability. Unable to work</td>
<td>Destroyed or can’t be reused</td>
<td>Long term permanent effect to ecosystems. Significant intervention required to remediate</td>
</tr>
<tr>
<td>MAJOR</td>
<td>Lost time injury – injuries where one or more days is lost from work</td>
<td>Damage requiring repairs/rebuild and possible recertification prior to reuse, lost use for one or more days</td>
<td>Notification to environmental agency, ecosystem will need time to recover, intervention required to remediate</td>
</tr>
<tr>
<td>MODERATE</td>
<td>Medical treatment injury – can return to work at normal duties ie: treated by a health professional (Physio, Doctor, etc.)</td>
<td>Damage requiring a repair/service by a trade/technician within the day</td>
<td>Contamination event that does not impact on ecosystem. Short impact doesn’t need intervention</td>
</tr>
<tr>
<td>MINOR</td>
<td>Injury needing first aid treatment can return to work within shift.</td>
<td>Equipment able to be reset or get back into operation by the operator</td>
<td>Minor contained contamination ceasing when the short event is over, can remediate (eg: spill kit)</td>
</tr>
<tr>
<td>INSIGNIFICANT</td>
<td>Report only, no injury</td>
<td>Report only, no damage</td>
<td>Report only, no contamination</td>
</tr>
</tbody>
</table>

**Date:** April 2018
<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALMOST CERTAIN</td>
<td>MEDIUM (9)</td>
<td>HIGH (15)</td>
<td>HIGH (17)</td>
<td>EXTREME (22)</td>
<td>EXTREME (25)</td>
</tr>
<tr>
<td>LIKELY</td>
<td>MEDIUM (7)</td>
<td>MEDIUM (10)</td>
<td>HIGH (16)</td>
<td>EXTREME (21)</td>
<td>EXTREME (24)</td>
</tr>
<tr>
<td>POSSIBLE</td>
<td>LOW (4)</td>
<td>MEDIUM (8)</td>
<td>MEDIUM (12)</td>
<td>HIGH (18)</td>
<td>EXTREME (23)</td>
</tr>
<tr>
<td>UNLIKELY</td>
<td>LOW (2)</td>
<td>LOW (5)</td>
<td>MEDIUM (11)</td>
<td>MEDIUM (14)</td>
<td>HIGH (20)</td>
</tr>
<tr>
<td>RARE</td>
<td>LOW (1)</td>
<td>LOW (3)</td>
<td>LOW (6)</td>
<td>MEDIUM (13)</td>
<td>HIGH (19)</td>
</tr>
</tbody>
</table>

### Hazard Approvers

<table>
<thead>
<tr>
<th>Level</th>
<th>Approval Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOW (&lt;= 6)</td>
<td>No approval required</td>
</tr>
<tr>
<td>MEDIUM (7-14)</td>
<td>Work is able to proceed with the immediate leaders/managers/supervisors’ approval</td>
</tr>
<tr>
<td>HIGH (15-20)</td>
<td>Work is only able to proceed after the relevant Dean, GM, Director (service division, research school or Administrative) has reviewed the residual hazards with high scores and their controls</td>
</tr>
<tr>
<td>EXTREME (&gt;=21)</td>
<td>Work may not occur. Vice Chancellor/University Council must be notified. Leaders/managers/supervisors and Senior Manager must reduce the level of exposure before work can recommence.</td>
</tr>
</tbody>
</table>
# Hazard Controls

<table>
<thead>
<tr>
<th>HIERARCHY</th>
<th>DESCRIPTION</th>
<th>Examples</th>
</tr>
</thead>
</table>
| Elimination      | Complete removal of hazardous substance from the workplace.                  | - Removing trip hazards that clutter corridors.  
                                     |                                                                                                                                     | - Disposing of unwanted chemicals.  
                                     |                                                                                                                                     | - Removing hazardous plant or substances.  
                                     |                                                                                                                                     | - Promptly repairing damaged equipment.  
                                     |                                                                                                                                     | - Increasing the use of e-mail to reduce excessive photocopying and collation.  
                                     |                                                                                                                                     | - Ceasing a dangerous work practice.  
                                     |                                                                                                                                     | - Ensuring new equipment meets the ergonomic needs of users.  |
| Substitution     | Change a work practice, substance or piece of equipment to provide a safer environment or process | - A hazardous substance with a less hazardous substance.  
                                     |                                                                                                                                     | - Telephone handsets with headsets where there is frequent use of the telephone.  
                                     |                                                                                                                                     | - Smaller packages or containers to reduce the risk of manual handling injuries.  |
| Isolation        | Changing work practice to physically separate the sources of harm from the person by distance or barriers | - Use of a fume cupboard to isolate and store chemicals.  
                                     |                                                                                                                                     | - Use of remote handling equipment for hazardous substances or procedures.  |
| Engineering      | Modify the design of the workplace or plant and/or environmental conditions  | - Modification to plant.  
                                     |                                                                                                                                     | - Installation of appropriate guarding on machinery.  
                                     |                                                                                                                                     | - Use of a ventilation system to remove chemical fumes or dust.  |
| Administrative   | Developing procedures and systems to control the interaction between people and hazards | - Regular maintenance programs for plant and equipment;  
                                     |                                                                                                                                     | - Written work procedures for all hazardous tasks and equipment;  
                                     |                                                                                                                                     | - A training, education and supervision program for staff/students/contractors/visitors, which includes preventative maintenance and housekeeping procedures.  |
| Personal Protective Equipment (PPE) | Implementing PPE to prevent physical contact between a person and a hazard | - Handling of chemicals – gloves, safety glasses, aprons.  
                                     |                                                                                                                                     | - Protecting eyes from flying particles.  
<pre><code>                                 |                                                                                                                                     | - Protecting feet – safety boots.  |
</code></pre>
<table>
<thead>
<tr>
<th>Type of Emergency</th>
<th>Risk rating</th>
<th>Emergency Response Procedures Required</th>
<th>Training required</th>
<th>Controls</th>
<th>Responsible person for implementation of controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE AND SMOKE</td>
<td>HIGH (20)</td>
<td>Emergency response procedure&lt;br&gt;WHS incident management&lt;br&gt;WHS hazard management&lt;br&gt;Student critical incident</td>
<td>• ECO&lt;br&gt;• Fire panel familiarisation&lt;br&gt;• First aid</td>
<td>• Evacuation&lt;br&gt;• ECO team Meetings&lt;br&gt;• Scheduled inspections&lt;br&gt;• First aid kit restock&lt;br&gt;• Annual Resource assessments&lt;br&gt;• ANU Security&lt;br&gt;• Emergency flipcharts&lt;br&gt;• WHS noticeboards</td>
<td>Chief Warden Building custodian</td>
</tr>
<tr>
<td>BOMB THREAT</td>
<td>HIGH (20)</td>
<td>Emergency response procedure&lt;br&gt;WHS incident management&lt;br&gt;WHS hazard management&lt;br&gt;Student critical incident</td>
<td>• ECO&lt;br&gt;• Fire panel familiarisation&lt;br&gt;• First aid</td>
<td>• Evacuation&lt;br&gt;• ECO team Meetings&lt;br&gt;• Scheduled inspections&lt;br&gt;• First aid kit restock&lt;br&gt;• Annual Resource assessments&lt;br&gt;• ANU Security&lt;br&gt;• Emergency flipcharts&lt;br&gt;• WHS noticeboards</td>
<td>Chief Warden Building custodian</td>
</tr>
<tr>
<td>SUSPICIOUS MAIL AND PACKAGES</td>
<td>HIGH (20)</td>
<td>Emergency response procedure&lt;br&gt;WHS incident management&lt;br&gt;WHS hazard management&lt;br&gt;Student critical incident</td>
<td>• ECO&lt;br&gt;• Fire panel familiarisation&lt;br&gt;• First aid</td>
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<td>Chief Warden Building custodian</td>
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<td>HIGH (20)</td>
<td>Emergency response procedure&lt;br&gt;WHS incident management</td>
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<td>Chief Warden Building custodian</td>
</tr>
<tr>
<td>Scenario</td>
<td>Level</td>
<td>Hazard Management</td>
<td>Incident Management</td>
<td>Response Procedures</td>
<td>Additional Resources</td>
</tr>
<tr>
<td>----------------</td>
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<tr>
<td>GAS LEAK</td>
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Chief Warden: Building custodian

Date: April 2018
<table>
<thead>
<tr>
<th>Threat Category</th>
<th>Extremity Level</th>
<th>Emergency Response Procedure</th>
<th>WHS Incident Management</th>
<th>WHS Hazard Management</th>
<th>Student Critical Incident</th>
<th>ECO</th>
<th>Fire Panel Familiarisation</th>
<th>First Aid</th>
<th>Evacuation</th>
<th>ECO Team Meetings</th>
<th>Scheduled Inspections</th>
<th>First Aid Kit Restock</th>
<th>Annual Resource Assessments</th>
<th>ANU Security</th>
<th>Emergency Flipcharts</th>
<th>WHS Noticeboards</th>
<th>Chief Warden</th>
<th>Building Custodian</th>
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<tbody>
<tr>
<td>Personal Threat</td>
<td>EXTREME (23)</td>
<td>Emergency response procedure</td>
<td>WHS incident management</td>
<td>WHS hazard management</td>
<td>Student critical incident</td>
<td>ECO</td>
<td>Fire panel familiarisation</td>
<td>First aid</td>
<td>Evacuation</td>
<td>ECO team Meetings</td>
<td>Scheduled inspections</td>
<td>First aid kit restock</td>
<td>Annual Resource assessments</td>
<td>ANU Security</td>
<td>Emergency flipcharts</td>
<td>WHS noticeboards</td>
<td>Chief Warden</td>
<td>Building custodian</td>
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<tr>
<td>Personal Injury</td>
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<td>WHS incident management</td>
<td>WHS hazard management</td>
<td>Student critical incident</td>
<td>ECO</td>
<td>Fire panel familiarisation</td>
<td>First aid</td>
<td>Evacuation</td>
<td>ECO team Meetings</td>
<td>Scheduled inspections</td>
<td>First aid kit restock</td>
<td>Annual Resource assessments</td>
<td>ANU Security</td>
<td>Emergency flipcharts</td>
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<td>Building custodian</td>
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<td>Armed Offences</td>
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<td>Emergency response procedure</td>
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<td>WHS hazard management</td>
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<td>ECO</td>
<td>Fire panel familiarisation</td>
<td>First aid</td>
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<td>Chief Warden</td>
<td>Building custodian</td>
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<tr>
<td>Threat of Aggressive or Violent Behaviour, Civil Disturbance</td>
<td>EXTREME (23)</td>
<td>Emergency response procedure</td>
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<td>WHS hazard management</td>
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<td>ECO</td>
<td>Fire panel familiarisation</td>
<td>First aid</td>
<td>Evacuation</td>
<td>ECO team Meetings</td>
<td>Scheduled inspections</td>
<td>First aid kit restock</td>
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<td>ANU Security</td>
<td>Emergency flipcharts</td>
<td>WHS noticeboards</td>
<td>Chief Warden</td>
<td>Building custodian</td>
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## EMERGENCY PLAN

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Level</th>
<th>EMERGENCY RESPONSE PROCEDURE</th>
<th>WHS INCIDENT MANAGEMENT</th>
<th>WHS HAZARD MANAGEMENT</th>
<th>STUDENT CRITICAL INCIDENT</th>
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<tbody>
<tr>
<td>FLOOD</td>
<td>HIGH (19)</td>
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<td>WHS hazard management</td>
<td>Student critical incident</td>
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<tr>
<td>POWER FAILURE</td>
<td>MEDIUM (14)</td>
<td>Emergency response procedure</td>
<td>WHS incident management</td>
<td>WHS hazard management</td>
<td>Student critical incident</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>CRITICAL INCIDENT PROCEDURE</td>
<td>EXTREME (23)</td>
<td>Emergency response procedure</td>
<td>WHS incident management</td>
<td>WHS hazard management</td>
<td>Student critical incident</td>
</tr>
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<td></td>
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<tr>
<td>AFTER HOURS PROCEDURES</td>
<td>HIGH (18)</td>
<td><a href="https://policies.anu.edu.au/ppl/document/ANUP_000699">https://policies.anu.edu.au/ppl/document/ANUP_000699</a></td>
<td>CBE after hours procedure</td>
<td></td>
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</tbody>
</table>

### EMERGENCY RESPONSE PROCEDURE
- ECO
- Fire panel familiarisation
- First aid

### WHS INCIDENT MANAGEMENT
- Evacuation
- ECO team Meetings
- Scheduled inspections
- First aid kit restock
- Annual Resource assessments
- ANU Security
- Emergency flipcharts
- WHS noticeboards

### WHS HAZARD MANAGEMENT
- ECO team Meetings
- Scheduled inspections
- First aid kit restock
- Annual Resource assessments
- ANU Security
- Emergency flipcharts
- WHS noticeboards

### CRITICAL INCIDENT PROCEDURE
- ECO team Meetings
- Scheduled inspections
- First aid kit restock
- Annual Resource assessments
- ANU Security
- Emergency flipcharts
- WHS noticeboards

### AFTER HOURS PROCEDURES
- ANU Safety escorts
- ANU are you OK app
- ANU bus

**Chief Warden**

**Building Custodian**
• Fire panel familiarisation  
• First aid  
• Evacuation  
• ECO team Meetings  
• Scheduled inspections  
• First aid kit restock  
• Annual Resource assessments  
• ANU Security  
• Emergency flipcharts  
• WHS noticeboards | Chief Warden  
Building custodian |
4.2 Evacuation Exercises

Evacuation drills will be arranged by Chief or Deputy Warden in conjunction with Heads of School. A complete evacuation exercise should be done at least once a year, to practice the emergency response procedure. A de-briefing is done by Emergency Control Organisation to identify any deficiencies in the procedures and Emergency Plan. Participation in these exercises will assist managers in meeting some of their obligations under the OH&S Act.

4.3 Evacuation Procedures

As a general rule, when an evacuation is initiated as a result of a genuine emergency situation or as a drill, the ECO should clear the building by directing staff, students and visitors to their designated assembly area as quickly and calmly as possible. ECO members should then report to the Building Chief Warden advising that their area is cleared, then move to their designated locations and await further instructions from the Building Chief Warden/Security or Emergency Services.

All other staff and students should report to and remain at the designated assembly area until the situation is cleared by the emergency services.

5 General Safety Requirements

It is recommended that you examine your site on a regular basis utilising the workplace inspection [2] checklist to ensure that:

1. Corridors, aisles and walkways remain clear of obstructions.
2. Exit doors remain clear and unlocked whilst the premises are occupied.
3. Excess quantities of combustible materials are not permitted to accumulate anywhere on the premises.
4. Extra care is taken in the use and the maintenance of heating equipment (ovens, kilns, hair dryers and heaters).
5. There is not an accumulation of litter which may increase the danger of fire.
6. Flammable liquids must be stored in Flammable Liquid Cabinet.
7. The public address system is in working order.
8. Fire and smoke doors are kept shut except during use; self-closing mechanisms are in operational order; doors close automatically and are not being held open with wedges or chocks.
9. Fire stairs are kept clear at all times and are not used for storage
10. All occupants are encouraged to observe the greatest care in the use of naked flames, matches, portable heaters, electrical appliances and other possible sources of ignition. Their immediate surroundings must be kept neat and tidy.
11. Naked flames are not permitted for personal use e.g. Incense sticks or candles, aromatherapy materials etc. These items may be used for legitimate academic purposes, but must have a risk assessment completed.
6 General Building Information

6.1 Building Familiarity
Get to know your building e.g. the location of the gas or electricity shut off valves, who the occupants of the building are, where your emergency exits are located, how effective is the emergency lighting, what type of fire fighting equipment is available in the building.

6.2 Emergency Exits
Continuously illuminated exit signs identify emergency exit locations from all sections within the building. These lead directly or indirectly to an open space. (There are two types of exit signs directional with an arrow pointing in the direction of the exit and the exit sign above the actual exit door).

6.3 Emergency Lighting
Emergency lighting is installed in strategic places throughout the building. In the event of failure of the mains power supply, the emergency light will activate almost instantaneously and last for approximately 90 minutes.

6.4 Air Conditioning
Where a facility is equipped with a central air handling system, this system shall shut down when the fire alarm system activates. In general stand-alone split units are NOT connected to the fire alarm system.

6.5 Fire Safety Systems & Equipment
The University engages contractors to carry out statutory maintenance on all fire systems and equipment.

<table>
<thead>
<tr>
<th>Item</th>
<th>Installed in facility</th>
<th>Testing schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire extinguishers</td>
<td>✓ ✗</td>
<td>6 months</td>
</tr>
<tr>
<td>Fire detection</td>
<td>✓ ✗</td>
<td>6 monthly</td>
</tr>
<tr>
<td>External fire hydrants</td>
<td>✓ ✗</td>
<td>6 months</td>
</tr>
<tr>
<td>Fire hose reels</td>
<td>✓ ✗</td>
<td>6 months</td>
</tr>
<tr>
<td>Sprinkler system</td>
<td>✓ ✗</td>
<td>6 monthly</td>
</tr>
<tr>
<td>Evacuation Diagrams</td>
<td>✓ ✗</td>
<td>5 years</td>
</tr>
<tr>
<td>Emergency Lighting</td>
<td>✓ ✗</td>
<td>4 months</td>
</tr>
</tbody>
</table>

6.6 Fire Alarm
If the facility is equipped with an automatic fire detection and alarm system, then smoke and thermal detectors will be positioned strategically throughout the building as well as manual call points.

Activation of the automatic fire alarm system will:

1. Notify the Fire Brigade and ANU Security control room;
2. Sound the alarm throughout the building;
3. Shut down air conditioning system and other types of services if required e.g. Gas.
6.7 Fire Fighting Equipment

Fire hose reels and portable fire extinguishers are located in easily identifiable locations throughout the building. Know their locations and their suitability for use on various types of fires e.g. electrical, flammable liquids and ordinary combustibles.

Please refer to **portable fire extinguisher guide** to determine the suitability for use on various types of fire.

### Portable Fire Extinguisher Guide

<table>
<thead>
<tr>
<th>Extinguishing Agent</th>
<th>Class A</th>
<th>Class B</th>
<th>Class C</th>
<th>Class D</th>
<th>Class E</th>
<th>Class F</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wood Paper Plastics</td>
<td>Flammable &amp; Combustible Liquids</td>
<td>Flammable Gasses</td>
<td>Metal Fires</td>
<td>Electrically Energised Equipment</td>
<td>Cooking Oils and Fats</td>
<td></td>
</tr>
<tr>
<td>Pre 1997:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires</td>
</tr>
<tr>
<td>Wet Chemical</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>Dangerous if used on energised electrical equipment</td>
</tr>
<tr>
<td>Foam</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
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<td>Limited</td>
</tr>
<tr>
<td>Powder (ABE)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td>Check extinguisher to determine if it is an ABE or BE unit as the capability is different</td>
</tr>
<tr>
<td>Powder (BE)</td>
<td></td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Carbon Dioxide</td>
<td>Limited</td>
<td>Limited</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not suitable for outdoor use or smouldering deep seated A Class Fires</td>
</tr>
<tr>
<td>Vaporising Liquid</td>
<td>✓</td>
<td>Limited</td>
<td>Limited</td>
<td></td>
<td>✓</td>
<td></td>
<td>Check the characteristics of the specific extinguishing agent</td>
</tr>
<tr>
<td>Fire Blanket</td>
<td>Limited</td>
<td>Limited</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>Fire Blankets may be used as a thermal barrier against radiated heat and control a fire in clothes being worn by a person</td>
</tr>
</tbody>
</table>

- ✓ = the class or classes in which agent is most effective
- ✗ = not recommended for these class of fires
- Limited = indicates that the Extinguishant is not the agent of choice for the class of fire, but may have a limited extinguishing capability.

*Fire extinguishers are a small first attack fire appliance. If you do not feel confident in operating one in an emergency situation, leave it.*

*Do not put yourself at risk. Alert others in the vicinity and contact the Fire Brigade 000*