



Australian
National
University

Australian National University

CBE Emergency Plan

CBE Building 26C

Copland Building 24

LF Crisp Building 26

PAP Moran Building 21

PAP Moran Building 26B

HW Arndt Building 25A

October 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

Table of Contents

1 Purpose	4
2 Emergency Planning Committee (EPC)	4
2.1 Responsibilities	4
2.2 Members	5
2.3 Meetings	5
2.4 CBE EPC membership	5
3 Emergency Control Organisation (ECO)	6
CBE ECO members.....	6
CBE Building 26C.....	6
Copland Building	6
Crisp Building	6
PAP Moran Buildings.....	7
Arndt Building.....	7
Health and Safety Representatives	7
Responsibilities, authorities and duties.....	7
Responsibilities of the Emergency Control Organisation	8
3.1 PRIMARY ROLES AND DUTIES	9
A: Pre-Emergency.....	9
B: Emergency	10
C: Post-Emergency.....	11
3.2 Hierarchy and identification	11
3.3 Resources required by members of the ECO Team	11
4 Emergency Identification	12
4.1 Rating the risk of an emergency	12
Risk Assessment Matrix.....	13
Hazard Controls.....	15
4.2 Evacuation Exercises	21
4.3 Evacuation Procedures	21
5 General Safety Requirements	21
6 General Building Information	22
6.1 Building Familiarity	22
6.2 Emergency Exits	22
6.3 Emergency Lighting	22
6.4 Air Conditioning	22
6.5 Fire Safety Systems & Equipment	22
6.6 Fire Alarm	22
6.7 Fire Fighting Equipment	23

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
9. Review of procedures.
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

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

Additional Members:

- Tracy Deasey – Chief Warden, Hayden Allen and Copland Buildings
- Matthew Rigney – Building Custodian, Hayden Allen and Copland Buildings

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 –
Deputy Warden –

Linda Parker
Naomi Somerville

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

Abhinav Mehta
Lily Zhang
Richard Farran
Ian McDermid
Yana Potrebica

Juliana Ng
Mick Meece
Abe Archibald
Patricia Dennis

First Aid Officers:
Erica Anand
Rosa Pearson
Gary Buttriss

Lorna Monaghan
Anna Pickering
Ian McDermid

Aaron Bruhn
Marina Naumoska
Haynes Crossley

Copland Building

Chief Warden –
Deputy Warden –

Gail McNamara
Julia Woodruff

Wardens:
Sanghyeok Lee

Lin Cui

Nigel Martin

First Aid Officers:

Crisp Building

Chief Warden –
Deputy Warden -

Gail McNamara
Julia Woodruff

Wardens:

Amir Rahmani
Ruth Southwell

Tue Gorgens
Alida Gyory

Amy Wen

First Aid Officers:

James Ansell

Drew Treasure

Moussab Loraibi

PAP Moran Buildings

Chief Warden –
Deputy Warden -

Gail McNamara
Julia Woodruff

Wardens:

Edward Russell
Colleen Hayes
Steven Wu

David Cheng
Antoinette Bosman

Janet Lee
Grant Pearson

First Aid Officers:

Jennifer Thistlethwaite

Alison Evans

Keturah Whitford

Arndt Building

Chief Warden –
Deputy Warden –

Nicole Millar
Jenny Nguyen

Wardens:

Juergen Meinecke

Maria Racionero

Cagri Kumru

First Aid Officers:

Finola Wijnberg

Sander Heinsalu

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

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.

<u>Wearers Title</u>	<u>Vest or helmet colour</u>
Building Chief Warden or Deputy	White
Floor Warden/Area Warden	Yellow
Warden	Red
Communication Officer	White
First Aid Officer	Green

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);

- Location of Emergency Warning and Intercommunication Panel (EWIS); and
- Evacuation assembly areas.

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.

[1]: http://info.anu.edu.au/hr/assets/OHS/Risk_Assessment/Assessing_Risk_Guidellines.pdf

Risk Assessment Matrix

The following matrix should be used to assess a risk.

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

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

Consequences						
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	ALMOST CERTAIN	MEDIUM (9)	HIGH (15)	HIGH (17)	EXTREME (22)	EXTREME (25)
	LIKELY	MEDIUM (7)	MEDIUM (10)	HIGH (16)	EXTREME (21)	EXTREME (24)
	POSSIBLE	LOW (4)	MEDIUM (8)	MEDIUM (12)	HIGH (18)	EXTREME (23)
	UNLIKELY	LOW (2)	LOW (5)	MEDIUM (11)	MEDIUM (14)	HIGH (20)
	RARE	LOW (1)	LOW (3)	LOW (6)	MEDIUM (13)	HIGH (19)

Hazard Approvers	
LOW (<= 6)	No approval required
MEDIUM (7-14)	Work is able to proceed with the immediate leaders/managers/supervisors' approval
HIGH (15 - 20)	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
EXTREME (>=21)	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.

Hazard Controls

HIERARCHY	DESCRIPTION	Examples
Elimination	Complete removal of hazardous substance from the workplace.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Handling of chemicals – gloves, safety glasses, aprons. • Protecting eyes from flying particles. • Protecting feet – safety boots.

Type of Emergency	Risk rating	Emergency Response Procedures Required	Training required	Controls	Responsible person for implementation of controls
FIRE AND SMOKE	HIGH (20)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> • ECO • Fire panel familiarisation • First aid 	<ul style="list-style-type: none"> • Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards 	Chief Warden Building custodian
BOMB THREAT	HIGH (20)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> • ECO • Fire panel familiarisation • First aid 	<ul style="list-style-type: none"> • Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards 	Chief Warden Building custodian
SUSPICIOUS MAIL AND PACKAGES	HIGH (20)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> • ECO • Fire panel familiarisation • First aid 	<ul style="list-style-type: none"> • Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards 	Chief Warden Building custodian
WHITE POWDER THREAT	HIGH (20)	Emergency response procedure WHS incident management	<ul style="list-style-type: none"> • ECO • Fire panel familiarisation • First aid 	<ul style="list-style-type: none"> • Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock 	Chief Warden Building custodian

		WHS hazard management Student critical incident		<ul style="list-style-type: none"> • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards 	
GAS LEAK	HIGH (20)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> • ECO • Fire panel familiarisation • First aid 	<ul style="list-style-type: none"> • Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards 	Chief Warden Building custodian
CHEMICAL SPILL	HIGH (19)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> • ECO • Fire panel familiarisation • First aid 	<ul style="list-style-type: none"> • Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards 	Chief Warden Building custodian
BIOLOGICAL SPILL	HIGH (19)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> • ECO • Fire panel familiarisation • First aid 	<ul style="list-style-type: none"> • Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards 	Chief Warden Building custodian
RADIOLOGICAL SPILL	HIGH (19)		N/A		

PERSONAL THREAT	EXTREME (23)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> • ECO • Fire panel familiarisation • First aid 	<ul style="list-style-type: none"> • Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards 	<p>Chief Warden</p> <p>Building custodian</p>
PERSONAL INJURY	EXTREME (23)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> • ECO • Fire panel familiarisation • First aid 	<ul style="list-style-type: none"> • Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards 	<p>Chief Warden</p> <p>Building custodian</p>
ARMED OFFENCES	EXTREME (23)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> • ECO • Fire panel familiarisation • First aid 	<ul style="list-style-type: none"> • Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards 	<p>Chief Warden</p> <p>Building custodian</p>
THREAT OF AGGRESSIVE OR VIOLENT BEHAVIOUR, CIVIL DISTURBANCE	EXTREME (23)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> • ECO • Fire panel familiarisation • First aid 	<ul style="list-style-type: none"> • Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts 	<p>Chief Warden</p> <p>Building custodian</p>

				<ul style="list-style-type: none"> WHS noticeboards 	
FLOOD	HIGH (19)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> ECO Fire panel familiarisation First aid 	<ul style="list-style-type: none"> Evacuation ECO team Meetings Scheduled inspections First aid kit restock Annual Resource assessments ANU Security Emergency flipcharts WHS noticeboards 	Chief Warden Building custodian
POWER FAILURE	MEDIUM (14)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> ECO Fire panel familiarisation First aid 	<ul style="list-style-type: none"> ECO team Meetings Scheduled inspections First aid kit restock Annual Resource assessments ANU Security Emergency flipcharts WHS noticeboards 	Chief Warden Building custodian
CRITICAL INCIDENT PROCEDURE	EXTREME (23)	Emergency response procedure WHS incident management WHS hazard management Student critical incident	<ul style="list-style-type: none"> ECO Fire panel familiarisation First aid 	<ul style="list-style-type: none"> ECO team Meetings Scheduled inspections First aid kit restock Annual Resource assessments ANU Security Emergency flipcharts WHS noticeboards 	Chief Warden Building custodian
AFTER HOURS PROCEDURES	HIGH (18)	https://policies.anu.edu.au/ppl/document/ANUP_000699 CBE after hours procedure	<ul style="list-style-type: none"> ECO Fire panel familiarisation First aid 	<ul style="list-style-type: none"> ANU Safety escorts ANU are you OK app ANU bus 	Chief Warden Building custodian

<p>NATURAL DISASTERS</p>	<p>HIGH (19)</p>	<p>https://policies.anu.edu.au/ppl/document/ANUP_000699</p>	<ul style="list-style-type: none"> • ECO • Fire panel familiarisation • First aid 	<ul style="list-style-type: none"> • Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards 	<p>Chief Warden</p> <p>Building custodian</p>
---------------------------------	-------------------------	--	--	--	---

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.

Item	Installed in facility	Testing schedule
Fire extinguishers	✓	6 months
Fire detection	✓	6 monthly
External fire hydrants	✓	6 months
Fire hose reels	✓	6 months
Sprinkler system	✓	6 monthly
Evacuation Diagrams	✓	5 years
Emergency Lighting	✓	4 months

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

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

- ✓ = 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**