Australian National University

CBE Emergency Plan

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

April 2019

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 form 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 24, LF Crisp 26, PAP Moran Buildings 21 and 26B) – Gail McNamara
- Chief Warden (HW Arndt Building 25A) – Nicole Millar
- ANU Fire Safety Officer – Adam Agius
- College WHS Committee member – Naomi Somerville
- College H&S representative – Vacant

Additional Members:

- Matthew Rigney – CASS Copland and Hayden Allen Buildings
- Suzanne Groves – CASS Copland and Hayden Allen Buildings
- Chief Warden - Tracy Deasey, CASS Copland and Haydon Allen 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

Wardens

26C
Chief Warden Linda Parker
Deputy Warden Naomi Somerville
Wardens: Richard Farran Andrew Hughes Ravinith Prasad Adriana Longhitano
Mick Meece Andy Martin Louise Lu Abhinav Mehta
Lily Zhang Juliana Ng Jenni Bettman Donna Webster
Ian McDermid Patricia Dennis Smriti Bajrachrya

Copland, Crisp and PAP Moran buildings
Chief Warden Gail McNamara
Deputy Warden Julia Woodruff
Wardens: Nigel Martin Lin Cui Sanghyeok Lee Ruth Southwell
Amy Wen Alida Gyory Amir Rahmani Tue Gorgens
Steven Wu Grant Pearson Antoinette Bosman Edward Russell
David Cheng Colleen Hayes Janet Lee

Arndt Building
Chief Warden Nicole Millar
Deputy Warden Jenny Nguyen
Wardens: Juergen Meinecke Maria Racionero Cagri Kumru

CASS Copland Haydon Allen Buildings – CASS staff
Chief Warden Tracy Deasey
Deputy Warden Karissa Pereira
Wardens: Annette Kimber Martin Heskings Maria Hyne Robert Ackland
Jill Sheppard
First Aid Officers

Erica Anand        Aaron Bruhn        Marina Naumoska        Haynes Crossley
Lorna Monaghan     Gary Buttriss      Rosa Pearson            Anna Pickering
Ian McDermid       Keturah Whitford   Alison Evans           Jennifer Thistlethwaite
Sander Heinsalu    Finola Wijnberg    Drew Treasure           Devyani Gupta

CASS Copland Haydon Allen Buildings – CASS staff
Rebecca Pope

Health and Safety Representatives

RSFAS HSR          Patricia Dennis
RSM HSR            Andrew Hughes
RSE HSR            Tina Kao
RSA HSR            Grant Pearson
CBE Admin HSR      Vacant

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) 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 the event of a life threatening emergency contact Police/Ambulance/Fire on 000. Please be sure to dial the first 0 to make calls external to the University.

Ensure ANU Security 612 52249 has been called by 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) **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 Chief Warden:** The deputy chief warden shall assume the responsibilities normally carried out by the chief warden if the 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) **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 WHS; 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>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);
• 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
- Vehicular Impact to Building

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 WHS Strategic Plan.

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

[1]: Work health and safety hazard management procedure
**Risk Assessment Matrix**

The following matrix should be used to assess a risk.

### Measures of likelihood

<table>
<thead>
<tr>
<th>Ranking</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 the University</td>
<td>A daily to weekly occurrence or happening &gt;75%</td>
</tr>
<tr>
<td>LIKELY</td>
<td>The hazard could occur in most circumstances at the University</td>
<td>Between weekly to monthly occurrence or 50 - 75%</td>
</tr>
<tr>
<td>POSSIBLE</td>
<td>The hazard has occurred at some time at the University</td>
<td>Between monthly to yearly occurrences or 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>Ranking</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 cannot 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 i.e. treated by a health professional (physiotherapist, 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 (e.g. 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>
### WHS Hazard rating matrix

<table>
<thead>
<tr>
<th></th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Almost certain</strong></td>
<td>Medium (10)</td>
<td>High (14)</td>
<td>Extreme (21)</td>
<td>Extreme (22)</td>
<td>Extreme (25)</td>
</tr>
<tr>
<td><strong>Likely</strong></td>
<td>Medium (7)</td>
<td>High (13)</td>
<td>High (16)</td>
<td>Extreme (20)</td>
<td>Extreme (24)</td>
</tr>
<tr>
<td><strong>Possible</strong></td>
<td>Low (4)</td>
<td>Medium (9)</td>
<td>High (15)</td>
<td>High (18)</td>
<td>Extreme (23)</td>
</tr>
<tr>
<td><strong>Unlikely</strong></td>
<td>Low (2)</td>
<td>Medium (6)</td>
<td>Medium (8)</td>
<td>High (17)</td>
<td>High (19)</td>
</tr>
<tr>
<td><strong>Rare</strong></td>
<td>Low (1)</td>
<td>Low (3)</td>
<td>Low (5)</td>
<td>Medium(11)</td>
<td>Medium (12)</td>
</tr>
</tbody>
</table>

### WHS hazard approver

<table>
<thead>
<tr>
<th>Residual hazard score</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low (5 and below)</td>
<td>No approval required.</td>
</tr>
<tr>
<td>Medium (6-12)</td>
<td>The immediate supervisor/manager shall approve.</td>
</tr>
<tr>
<td>High (13-19)</td>
<td>Work may only proceed after the relevant college or division Executives (Dean, GM, Director (local area)) has assessed the hazards with high scores and implemented controls.</td>
</tr>
<tr>
<td>Extreme (20 and above)</td>
<td>Work may not occur. Chief Operating Officer (COO) must be notified. Leaders/managers/supervisors and Senior Manager must reduce the level of exposure before work can recommence.</td>
</tr>
</tbody>
</table>
### Hierarchy of controls

<table>
<thead>
<tr>
<th>Hierarchy</th>
<th>Definition</th>
<th>Example</th>
</tr>
</thead>
</table>
| Elimination                   | Complete removal of the hazard from the workplace                         | • Removing a trip hazard.  
• Disposing of unwanted chemicals.  
• Removing hazardous plant or substances.  
• Repairing damaged equipment.  
• Increasing the use of email to reduce photocopying.  
• Ceasing a dangerous practice.  
• Ensuring new equipment meets ergonomic needs. |
| Substitution                  | Change a work practice, substance or piece of equipment                    | • 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 physical separation of 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. |
| Administration                | 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.  
• Protecting feet – safety boots. |
<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>EXTREME (20)</td>
<td><strong>Emergency response procedure</strong>&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&lt;br&gt;Building custodian</td>
</tr>
<tr>
<td>BOMB THREAT</td>
<td>EXTREME (20)</td>
<td><strong>Emergency response procedure</strong>&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&lt;br&gt;Building custodian</td>
</tr>
<tr>
<td>SUSPICIOUS MAIL AND PACKAGES</td>
<td>EXTREME (20)</td>
<td><strong>Emergency response procedure</strong>&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&lt;br&gt;Building custodian</td>
</tr>
<tr>
<td>Type of Emergency</td>
<td>Risk rating</td>
<td>Emergency Response Procedures Required</td>
<td>Training required</td>
<td>Controls</td>
<td>Responsible person for implementation of controls</td>
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<tr>
<td>WHITE POWDER THREAT</td>
<td>EXTREME (20)</td>
<td>Emergency response procedure</td>
<td>• ECO</td>
<td>Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards</td>
<td>Chief Warden Building custodian</td>
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<td></td>
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<td>WHS incident management</td>
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<td></td>
<td>WHS hazard management</td>
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<td></td>
<td></td>
<td>Student critical incident</td>
<td></td>
<td></td>
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<tr>
<td>GAS LEAK</td>
<td>EXTREME (20)</td>
<td>Emergency response procedure</td>
<td>• ECO</td>
<td>Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards</td>
<td>Chief Warden Building custodian</td>
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<td>WHS incident management</td>
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<td></td>
<td></td>
<td>WHS hazard management</td>
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<td></td>
<td></td>
<td>Student critical incident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEMICAL SPILL</td>
<td>HIGH (19)</td>
<td>Emergency response procedure</td>
<td>• ECO</td>
<td>Evacuation • ECO team Meetings • Scheduled inspections • First aid kit restock • Annual Resource assessments • ANU Security • Emergency flipcharts • WHS noticeboards</td>
<td>Chief Warden Building custodian</td>
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<td>WHS incident management</td>
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<td>WHS hazard management</td>
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<td></td>
<td>Student critical incident</td>
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<tr>
<td>Type of Emergency</td>
<td>Risk rating</td>
<td>Emergency Response Procedures Required</td>
<td>Training required</td>
<td>Controls</td>
<td>Responsible person for implementation of controls</td>
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<tr>
<td>BIOLOGICAL SPILL</td>
<td>HIGH (19)</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&lt;br&gt;Building custodian</td>
</tr>
<tr>
<td>RADIOLOGICAL SPILL</td>
<td>HIGH (19)</td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSONAL THREAT</td>
<td>EXTREME (23)</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&lt;br&gt;Building custodian</td>
</tr>
<tr>
<td>PERSONAL INJURY</td>
<td>EXTREME (23)</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&lt;br&gt;Building custodian</td>
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<tr>
<td>Type of Emergency</td>
<td>Risk rating</td>
<td>Emergency Response Procedures Required</td>
<td>Training required</td>
<td>Controls</td>
<td>Responsible person for implementation of controls</td>
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<td>--------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>ARMED OFFENCES</td>
<td>EXTREME (23)</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&lt;br&gt;Building custodian</td>
</tr>
<tr>
<td>THREAT OF AGGRESSIVE OR VIOLENT BEHAVIOUR, CIVIL DISTURBANCE</td>
<td>EXTREME (23)</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&lt;br&gt;Building custodian</td>
</tr>
<tr>
<td>FLOOD</td>
<td>HIGH (19)</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&lt;br&gt;Building custodian</td>
</tr>
<tr>
<td>Type of Emergency</td>
<td>Risk rating</td>
<td>Emergency Response Procedures Required</td>
<td>Training required</td>
<td>Controls</td>
<td>Responsible person for implementation of controls</td>
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<td>-------------------</td>
<td>---------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>POWER FAILURE</td>
<td>HIGH (14)</td>
<td>Emergency response procedure, WHS incident management, WHS hazard management, Student critical incident</td>
<td>ECO, Fire panel familiarisation, First aid</td>
<td>ECO team Meetings, Scheduled inspections, First aid kit restock, Annual Resource assessments, ANU Security, Emergency flipcharts, WHS noticeboards</td>
<td>Chief Warden, Building custodian</td>
</tr>
<tr>
<td>CRITICAL INCIDENT PROCEDURE</td>
<td>EXTREME (23)</td>
<td>Emergency response procedure, WHS incident management, WHS hazard management, Student critical incident</td>
<td>ECO, Fire panel familiarisation, First aid</td>
<td>ECO team Meetings, Scheduled inspections, First aid kit restock, Annual Resource assessments, ANU Security, Emergency flipcharts, WHS noticeboards</td>
<td>Chief Warden, Building custodian</td>
</tr>
<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>, CBE after hours procedure</td>
<td>ECO, Fire panel familiarisation, First aid</td>
<td>ANU Safety escorts, ANU are you OK app, ANU bus</td>
<td>Chief Warden, Building custodian</td>
</tr>
</tbody>
</table>
Temporary Procedure in place in the event the concrete supports for the CBE Building (26C) Link Bridge to LF Crisp Building (26) receives an impact.

<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>VEHICULAR IMPACT TO BUILDING</td>
<td>HIGH (19)</td>
<td>Emergency response procedure, WHS incident management, WHS hazard management, Student critical incident</td>
<td>• ECO</td>
<td>• Chief Building Warden or delegate are to evacuate occupants of Bridge, • Install barricades to prevent access, • Position wardens to usher pedestrians away, • Raise a MAXIMO Service request - Priority 5, Technical Advice Request (TAR) to verify the building is safe to occupy.</td>
<td>Chief Warden or Delegate</td>
</tr>
</tbody>
</table>

Date: April 2019
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 Chief Warden advising that their area is clear, then move to their designated locations and await further instructions from the 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 firefighting 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>Pre 1997 Current</th>
<th>Extinguishing Agent</th>
<th>Class A Wood Paper</th>
<th>Class B Plastics</th>
<th>Class C Flammable Liquids</th>
<th>Class D Flammable Gasses</th>
<th>Class E Metal Fires</th>
<th>Class F Electrically Energised Equipment</th>
<th>Class F Cooking Oils and Fats</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Water</td>
<td>✓</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></td>
<td>Wet Chemical</td>
<td>✓</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></td>
<td>Foam</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Limited</td>
</tr>
<tr>
<td></td>
<td>Powder (ABE)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>Use only special purpose extinguishers and seek expert advice</td>
<td>✓</td>
<td>Check extinguisher to determine if it is a ABE or BE unit as the capability is different</td>
</tr>
<tr>
<td></td>
<td>Powder (BE)</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Carbon Dioxide</td>
<td>Limited</td>
<td>Limited</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not suitable for outdoor use or smouldering deep sealed A Class Fires</td>
</tr>
<tr>
<td></td>
<td>Vaporising Liquid</td>
<td>✓</td>
<td>Limited</td>
<td>Limited</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Check the characteristics of the specific extinguishing agent</td>
</tr>
<tr>
<td></td>
<td>Fire Blanket</td>
<td>Limited</td>
<td>Limited</td>
<td></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 extinguisher is not the agent of choice for the class of fire, but may have a limited extinguishing capability.

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


Purpose

This procedure describes the University’s emergency organisation structure and response procedures for foreseeable emergencies. This procedure meets the compliance requirements of the Work Health and Safety Act 2011 (Cth) (WHS Act), the Work Health and Safety Regulations 2011 (Cth) (WHS Regulations) and the Safety, Rehabilitation and Compensation Act 1988. This emergency response procedure is based on the requirements in Australian Standard (AS) 3745:2010 Planning for Emergencies in Facilities. This procedure is linked to the University’s Work Health and Safety Policy and is one of the WHS Management System Procedures.

Definitions

Alert signal is the tone used to signal to the building occupants that they must prepare to evacuate the building. The tone is identified by a single level tone that is repeated at intervals, thus - beep.....beep.....beep.....beep.....beep.....etc.

Note: All buildings in CBE currently have alerts set to immediate evacuation.

All clear refers to the words used to indicate that the emergency services have given authority to occupiers to return to their normal duties and that the emergency is over.

Appropriate extinguisher refers to the type of portable fire extinguisher that should be used on the type of fire to be extinguished.

Area warden/floor warden is the person nominated to perform specific duties in an appointed area/floor of a building.

Assembly area is a predetermined external area that is used when one or more facilities are evacuated. This is a designated area for the Building to account for and brief personnel on future actions.

Bomb is an explosive or incendiary device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e. incendiaries, toxic/noxious substances, sharps) whereby the contents are unexpected with the potential of causing harm. It may be referred to as an improvised explosive device (IED).

Bomb threat is a threat, written or verbal, delivered by electronic, oral, or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date, and place or against a specific person or organisation. It is not necessary for any other action to be taken by the person making the threat.

Building refers to a structure or workplace that is, or may be, occupied by people (occupants).

Chief Warden refers to the person nominated to head the Emergency Control Organisation for their building.

Competent person refers to a person who has gained through training, education, qualification, experience or a combination of these, the knowledge and skill enabling them to correctly perform the required task, e.g. fire safety officer, etc.

Criminal emergency includes events such as bomb threats, civil disorder, illegal occupancy, hostage taking, terrorist activities, etc.
**Civil emergency** includes events such as fire, gas leak, water leak, and laboratory accidents including chemical, biological or radiation spill, etc.

**Deputy Chief Warden** refers to the person nominated to assist the Chief Warden.

**Emergency Control Organisation (ECO)** is a structured organisation which will organise an appropriate response to emergency situations.

**Emergency evacuation diagrams/plans** are diagrams that have been erected around the University showing people where they are and where the fire exits are. These plans are supplemented by Fire & Evacuation orders mounted in the same frame. These plans are usually found near fire exits and lift foyers.

**Emergency plan** is written documentation of the emergency arrangements for a building, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

**Emergency Services** refers to the Police, Fire Brigade, Ambulance and State Emergency Service organisations.

**Emergency Warning & Intercommunication System (EWIS)** refers to the system that when activated automatically warns the occupants of a building (in sequence) of an impending evacuation. This panel enables the Chief Warden to talk to occupants via the buildings intercommunication system, and the evacuation tones can also be operated manually from this panel.

**Evacuation** is the movement of people in immediate danger to safety in an efficient and safe manner.

**Evacuation signal** is the tone used to indicate to the building occupants that they must evacuate the building under the directions of their Wardens. The tone is identified by a rise and fall tone that is repeated at intervals, thus - whoop.....whoop.....whoop.....whoop.....etc.

**Fire alarm** is the alarm activated by various devices throughout the building. This alarm is sent electronically to the Fire Brigade and also sounds an external bell or sounder outside the building in alarm. If a EWIS is installed, when the fire alarm sounds it will automatically sound the alert alarm throughout the building.

**Local area** is the relevant College, Research School or Service Division at the University.

**Manual Call Point (MCP)** is a device which, when activated, electronically notifies the Fire Brigade and sets off the fire alarm.

**Natural emergency** includes events such as death from natural causes, a bushfire, storm or earthquake.

**Occupant** is a person attending a building on a permanent or temporary basis, such as an employee, contractor, student or resident, but does not include a visitor.

**Occupant or visitor with a disability** refers to a person who requires:
- more time or different forms of communication, compared with other occupants, to respond to an emergency; or
- assistance to respond to an emergency or evacuate from a building.

**Personal Emergency Evacuation Plan (PEEP)** is an individualized emergency plan designed for an occupant with a disability who may need assistance during an emergency.

**Visitor** is a person who is within a building and is temporarily visiting the building and is not:
- employed at or for the building, either on a permanent casual, temporary or contracting basis;
- a resident; or
- studying at the building.
Visitors include customers and clients.

**Worker** is anyone who carries out work for the University. A worker includes staff, volunteers, contractors and students gaining work experience at the University.

**Procedure**

1. This procedure:
   - defines emergencies at ANU and emergency priorities;
   - describes the University's emergency organisational structure;
   - defines the duties of the emergency organisation; and
   - helps management, staff, contractors, students and visitors to take appropriate action in the event of an emergency.

2. An emergency is any event which arises internally or from external sources, which may adversely affect the occupants or visitors in a facility, and which require an immediate response (AS 3745:2010). The event could arise from material objects, natural phenomena or human behaviour.

3. Emergency events will generally conform to the following criteria:

<table>
<thead>
<tr>
<th>Table 1 Emergency events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Number of Persons at Risk</strong></td>
</tr>
<tr>
<td><strong>Type of Emergency</strong></td>
</tr>
<tr>
<td>Civil</td>
</tr>
<tr>
<td>Natural</td>
</tr>
<tr>
<td>Criminal</td>
</tr>
</tbody>
</table>

4. The following priorities apply to emergencies at ANU.

<table>
<thead>
<tr>
<th>Table 2 Emergency priorities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Priority</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>
The University's organisational structure for emergencies

5. The University’s organisational structure for emergencies comprises the:
   • Emergency Planning Committees (EPC); and
   • Emergency Control Organisations (ECO).

Indemnification of EPC/ECO members

6. ANU indemnifies EPC/ECO members against legal proceedings arising out of any action undertaken in good faith during their duties as members of the emergency planning committee or emergency control organisation.

The Emergency Planning Committee (EPC)

7. There is an overarching University–wide EPC facilitated through Facilities and Services and University Executive through the University Crisis Management Team.
8. Each College, School or Service Division, as determined by each College Dean/Director in consultation with the University-wide EPC Committee, shall have an EPC for its facilities.
9. The role of the EPC is to:
   • develop, implement and maintain the emergency plan, emergency response procedures and related training for their respective facilities (see Duties of EPC Members); and
   • establish an emergency control organisation (ECO) to operate in accordance with the emergency plan and emergency response procedures.

Training of EPC Members

10. Training shall be conducted for at least one member of the EPC to enable them to competently execute their obligations. Training is available to the standard required in AS 3745:2010 through ANU Training Courses.

EPC Membership

11. Where multiple business units occupy a facility, the business unit with the most number of workers will lead the EPC.
12. Where the EPC represents a single building it shall consist of not less than two people. One shall represent senior management, and one shall be a competent person.
13. Where the EPC represents more than one building in a College/School/Service Division, EPC membership shall be representative of the size and number of the buildings to be represented by the Committee.
14. Where a building contains people with disability the EPC should include, where reasonable, an occupant with a disability.

The Emergency Control Organisation (ECO)

15. The building emergency control organisation (ECO) is a designated organisation of people employed within the building or facility who take command during an emergency situation, while awaiting the arrival of the fire brigade or other emergency services (see Duties of ECO Members).
16. At the University, the ECO may consist of the following individuals:
   • Chief Warden and or Deputy Chief Warden;
   • Communications Officer;
   • Building Floor Wardens;
   • Building Wardens;
   • Safety Officers; and
   • First Aid Officers.
17. After hours, ANU Security will act as Chief Wardens.
Authority of ECO personnel

18. During emergencies, instructions given by the ECO personnel shall take precedence over the normal management structure.

Training of ECO personnel

19. All members of the emergency control organisation should undergo formal training in emergency response procedures. Training is available to the standard required in AS 3745:2010 through ANU Training courses.

Duties of ECO

Chief Warden and Deputy Chief Warden

20. The Chief Warden, or If absent the Deputy Chief Warden, is expected to:
   - Respond immediately to an emergency alarm;
   - Decide if an emergency should be declared in the Building;
   - Determine what emergency response procedures should be carried out; and
   - Bring the ECO quickly into action.

21. The Chief Warden assumes control of the occupants of the Building from the time an alarm is raised until emergency service recommends re-entry into the Building. The Chief Warden has the authority to force the evacuation of their building in the event of an emergency.

22. The senior officer of the emergency service (e.g. fire brigade, police, bomb squad, etc.) should assume responsibility of the situation on arrival.

23. The Chief Warden’s responsibilities are:
   - being available, or organising cover, for all times the Building is normally occupied;
   - organising and giving out relevant information to all Wardens and occupants for use in an emergency, including details of the fire alarm system, the emergency warning system and the emergency response procedures;
   - briefing Emergency Services personnel on arrival of the type, scope and location of the emergency, the status of the evacuation and any on-site hazards associated with the building and or facility;
   - organising and displaying evacuation plans for each floor or zone, through the Facilities and Services Division;
   - maintaining and displaying a current list of all Floor Wardens and Deputies (with phone numbers and locations);
   - ensuring that the Chief Warden and the Deputy Chief Warden are not simultaneously absent during normal working hours; and
   - training or organising training for newly appointed Wardens in ECO operations.

24. The Deputy Chief Warden shall under-study the Chief Warden and assume the Chief Warden’s responsibilities when the Chief Warden is absent from the Building.

Floor Wardens and Deputy Floor Wardens

25. Floor Wardens should be appointed for each floor or zone of a Building, to control the emergency response procedures for their floor, generally as directed by the Chief Warden.

26. Floor Wardens have the authority to evacuate their floor or zone if they consider there is any danger to personnel in that zone.

27. Floor Wardens must be familiar with:
   - Operation of the fire alarm, the emergency warning system and other equipment for the building used in an event of emergency;
   - All means of exit and alternative escape routes for their floor or zone;
   - The existence and positions of rooms leading off blind passages, doors leading to dead ends and any other confined areas in which peoples’ could be located for their floor or zone;
• Potentially dangerous materials or operations undertaken in their zone;
• The location and operation of fire doors, smoke doors, fire blankets, portable fire extinguishers and fire hoses on their floor or zone;
• The number and location of disabled people on their floor or zone.

28. It is important the Floor Warden or a Deputy Floor Warden be available for each floor or zone during periods of normal occupancy.

Recognising ECO personnel

29. ECO personnel may be identified by colourful apparel consisting of a helmet, cap or hat and/or vest.
30. The following table describes the ECO identification colours.

<table>
<thead>
<tr>
<th>ECO Position</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Warden</td>
<td>White</td>
</tr>
<tr>
<td>Deputy Chief Warden</td>
<td>White</td>
</tr>
<tr>
<td>Communications Officer</td>
<td>White</td>
</tr>
<tr>
<td>Floor/Area Warden</td>
<td>Yellow</td>
</tr>
<tr>
<td>Warden</td>
<td>Red</td>
</tr>
<tr>
<td>First Aid Officers</td>
<td>Green with White Cross</td>
</tr>
</tbody>
</table>

Responsibilities

31. All building occupants shall avoid dangerous practices that increase the risk of an emergency. Refer to Fire Prevention and fire protection form and Portable fire extinguisher guide.

Persons with a disability

32. Disability or chronic medical conditions may impact on a person's safe and speedy evacuation. They must discuss their individual concerns/procedure with respective wardens, before any event needing the person's evacuation.
33. Occupants and visitors with a disability shall have a Personal Emergency Evacuation Plan (PEEP). This document outlines the method of contacting them during an emergency and procedure for evacuating them from the building.

Example of a PEEP

34. All people who have a disability or chronic medical condition should be guided to a pre-arranged evacuation point and the chief warden notified. The chief warden will arrange priority evacuation with the emergency services if needed.
35. Persons with a disability or medical condition may be placed on the landing in the fire stairs with a warden or competent person, to offer comfort and support. They may also be evacuated by lift under guidance of emergency services.

Evacuation exercises

36. Evacuation drills are an important part in the staff awareness and training of emergency evacuation procedures. This ensures a fast, safe execution of the procedure.

Date: April 2019
37. Evacuation exercises, coordinated by the University Fire Safety Officer and Chief Warden, must be carried out at least once a year in all buildings, and twice a year for residences.

38. In planning and performing an evacuation exercise the Chief Warden should coordinate the timing of the exercise with:
   - the Director or Head of the Budget Unit;
   - the Business Manager or Laboratory Manager of the Budget Unit.

39. The following table describes the Chief Warden’s steps in organising an evacuation exercise.

### Table 4 Organising an evacuation exercise

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ensure that all staff are trained to recognise the ALERT and EVACUATION signals and know the relevant procedures, exit routes, and assembly area.</td>
</tr>
<tr>
<td>2</td>
<td>Send out advanced notice of the exercise (including date and estimated time) to all staff to help their understanding and cooperation if required and appropriate. Make a special effort to organise the exercise when both the Director/Head and the Business/Laboratory Manager are present in the Building. The cooperation and active participation of senior officers in a building is essential to ensure the full support of staff. As well as Building exercises, organise exercises specifically for lecture theatres and large teaching laboratories when occupied.</td>
</tr>
<tr>
<td>3</td>
<td>Oversee the exercise and record the time needed to complete the evacuation.</td>
</tr>
<tr>
<td>4</td>
<td>Conduct a meeting after the evacuation exercise to discuss the observers’ findings and make any changes required to the evacuation plan.</td>
</tr>
</tbody>
</table>

### If there is an emergency

40. The following table describes what to do for different emergencies.

### Table 5 Emergency response

<table>
<thead>
<tr>
<th>When there is ...</th>
<th>Then ...</th>
</tr>
</thead>
</table>
| Fire              | • Call 000  
                   | • Follow the steps outlined in the Fire Emergency response |
| Armed intruder    | • Call 000  
                   | • Follow the steps outlined in the Armed intruder emergency response |
| Bomb threat       | • Notify Chief Warden  
                   | • Follow the steps outlined in the Bomb threat emergency response |
| Civil disorder    | • Notify ANU security (through university phone on X 52249 or through external phone on 02 6125 2249)  
                   | • Follow the steps outlined in the Civil disorder emergency response |
| Earthquake        | • Follow the steps outlined in the Earthquake emergency response |
| Airborne contamination | Follow the steps outlined in the Airborne contamination emergency response |
| Medical emergency | • Call 000  
<pre><code>               | • Follow the steps outlined in the Medical emergency response |
</code></pre>
<table>
<thead>
<tr>
<th>Emergency Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas leak</td>
<td>Follow the steps outlined in the <a href="#">Gas leak emergency response</a></td>
</tr>
<tr>
<td>Chemical spill</td>
<td>Follow the steps outlined in the <a href="#">Chemical spill emergency response</a></td>
</tr>
<tr>
<td>Emergency action</td>
<td>Follow the steps outlined in the <a href="#">Emergency action response</a>, if you find yourself in or face an emergency</td>
</tr>
<tr>
<td>Biological incident</td>
<td>Follow the procedure in the ANU Biological Safety training folder</td>
</tr>
<tr>
<td>Radiation incident</td>
<td>Follow the <a href="#">Radiation safety procedure</a></td>
</tr>
<tr>
<td>Natural emergency</td>
<td>Notify ANU Security (through University phone on x 52249 or through external phone on 02 6125 2249) and associated Chief Warden or Warden as soon as possible</td>
</tr>
<tr>
<td>Criminal emergency</td>
<td>Notify ANU Security (through University phone on x 52249 or through external phone on 02 6125 2249) and associated Chief Warden or Warden as soon as possible</td>
</tr>
</tbody>
</table>

**Staff, students, visitors and contractors**

41. Students must follow the instructions and directions of the lecturer or tutor.
42. Lecturers and tutors must ensure that when requested to evacuate, their class is evacuated and must maintain control of their students until released by the ECO.
43. Persons responsible for public areas/cafes/public theatres/public venues (staff and/or contractors) are to take responsibility and provide information to patrons during emergency situations and evacuations.
44. All staff, students, visitors and contractors are to follow the instructions and directions from Building ECO members in an emergency.

**Emergency equipment placement and maintenance**

45. Facilities and Services shall ensure the suitability, location and accessibility of emergency equipment is considered and reviewed during the planning, construction and alteration of any University facilities in accordance with the Building code of Australia.
46. Facilities and Services shall ensure emergency and fire protection equipment, exit signs and alarm systems are inspected, tested and maintained in accordance with frequencies defined in AS 1851:2012 and AS 2293.2:1995.

**Sources**

**Legal and other requirements**

- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Regulations 2011 (Cth)
- Safety, Rehabilitation and Compensation Act 1988 (Cth)
- AS 1851:2012 Routine Service of Fire Protection Systems and Equipment
- AS 2293.2:1995 Emergency escape lighting and exit signs for buildings
- AS 3745:2010 Planning for Emergencies in Facilities
- Building Code of Australia
CBE Emergency Assembly areas

CBE assembly points are subject to change with regard to undergoing construction in the College precinct and the nature of the event generating the event. Current assembly points for staff and students in the College of Business and Economics buildings are:

- Copland Building 24
- LF Crisp Building 26
- PAP Moran Buildings 21 and 26B
- HW Arndt Building 25A
- CBE Building 26C

Assembly points should be a suitable distance from the facility, so that everyone is protected from falling glass and other objects, so far as is reasonably practicable.

Notes:

1. Ideally the areas selected should be sheltered from the affected facility and should allow further movement away from the hazard
2. Alternative assembly area(s) may be necessary if the nominated assembly area is unsuitable
3. Assembly areas should be accessible by a route suitable for people who walk with difficulty or use mobility aids, including wheelchairs, walking frames or any other means of getting around
4. The movement of large numbers of people has its inherent risks, particularly in heavy traffic. Careful thought should be given to determine the safest route from the structure to the designated assembly area(s), including alternatives, and to ensure access for emergency vehicles is not hindered.

After hours procedure

There may be times when emergencies in facilities happen after hours. During these times ANU Security will act as the Chief Warden and decide on the appropriate action to take place unless otherwise instructed. ANU Security will contact relevant facility management and liaise with the emergency services upon arrival.

Occupants of the building after hours must follow directions of the ANU Security Officers and emergency services personnel.

Neighbouring facilities

If an emergency is likely to affect a neighbouring facility then the Chief Warden must contact the neighbouring facility and advise of the situation.
MEDIA RESPONSE

All media requests directed to the University are handled through the Strategic Communications and Public Affairs Office:

The contact details:
Email: director.communications@anu.edu.au
Media Office: 612 7979 or 6125 5575

In some cases the emergency services will provide a media liaison officer to coordinate and speak to the media.
Emergency Flipchart


For life threatening Emergencies

FOR LIFE THREATENING EMERGENCIES
FIRST CALL
0-000
THEN DIAL
612 52249

Australian National University
Prepared and distributed
By ANU Security
Introduction

The objective of this brochure is to provide a guide to members of staff responding to different emergencies which they may confront in the course of their duties at the University. The brochure should be kept in your desk draw or hung in a handy place in your office to be referred to should one of the identified emergencies occur.

Please become familiar with the contents of the brochure. In the event of an emergency it will be your quick reference for effective action.

Please bring it to the attention of new colleagues when they join the staff.

ANU Security is available 24/7 at extension 52249 to respond to any emergency which may develop, from a mobile or external phone line the number is 612 52249.

Emergency Warden Team

The Emergency Control Organisation (ECO) consists of a Chief Warden, Deputy Chief Warden, Floor Wardens, and First Aiders as well as outside agencies such as ACT Fire & Rescue.

The role of the ECO is to ensure the safety of the building’s occupants should an emergency arise.

During emergencies, instructions/directions from ECO personnel (i.e. Wardens, ACT Fire & Rescue personnel) must be followed to ensure the overall safety of students, staff and visitors.

EMERGENCY CONTROL ORGANISATION

![Emergency Warden Uniforms](image)

Familiarise yourself with the various emergency alarms and signals, break glass alarms, evacuation routes, emergency exits, assembly areas, Wardens and First Aid Officers in your area and building.

Phone Numbers – also see your ECO web page
- Emergency (Police, Fire and Ambulance) 0-000
- ANU Security 52249
- Work Environment Group (WHS) 52193
- Health Service 53598
- Facilities and Services Division Help Desk 54000

Relevant web links
- Security
- Parking
EVACUATION

Don’t Panic
At all times during an emergency follow the instructions of the Emergency Wardens

1. On hearing the alert alarm “beep beep”, immediately prepare to leave the building – secure confidential materials and valuables, collect immediate personal belongings, shut down experiments, switch off computers, electrical appliances, equipment and machinery.

2. If the evacuation alarm “whoop whoop” sounds continuously, or if instructed to do so by a Warden, leave the building by the nearest and safest exit route. Close all doors behind you (but not lock) as the ACT Fire & Rescue may require access.

3. If possible take hand held personal belongings (such as handbags and briefcases) with you when you leave. Do not return to collect belongings.

4. Assist any person with a disability to leave the building, or to the nearest fire isolated stairwell or fire safe haven for multi-storey buildings. Do not attempt to carry people down stairs.

5. Walk quickly and calmly to the designated emergency assembly area for your building or as advised by a Warden or Security Officer.

Do not use the lifts
6. Remain at the assembly area (in groups) until instructed to leave by a Warden or an ACT Fire & Rescue Officer.

7. Do not re-enter the building until informed that it is safe to do so by a Warden or an ACT Fire & Rescue Officer.

**Lecture Theatres / Laboratories**

It is the responsibility of the lecturer/tutor to ensure that their class is evacuated and to maintain control of the students during an emergency until released by the ECO.

**Cafes / Public Theatres / Public Venues**

Persons responsible for the area are to take responsibility and provide information to patrons during emergency situations and evacuations.

---

**FIRE/SMOKE**

**If you discover a fire**

1. **If safe to do so** ensure the immediate safety of, and alert anyone within the vicinity of the fire.

2. Raise the alarm if not already sounding, using a break glass alarm panel or by shouting ‘Fire, Fire, Fire’ if a panel is not available. The alarm system automatically notifies the Fire Brigade and Security.

3. Ring
   - ACT Fire & Rescue on 0-000 - Give your name, building address, building name, level, room number, type and extent of the fire / smoke.
   - Then ANU Security 52249.

4. Obey all instructions from Wardens.

5. Evacuate the immediate area and go to emergency assembly area.

**Fire Fighting (small fires only)**

1. **If safe to do so and if trained in the use of fire equipment** – attempt to extinguish the fire.

2. Choose the correct fire extinguisher. Do not use water or foam on an electrical fire.

3. Know where your fire fighting equipment is located and how to use it.
Evacuate

1. Evacuate the building as instructed to do so by a Warden or if smoke and fire are present.
2. Walk quickly and calmly to the emergency assembly area.
3. Close doors and windows as you exit – do not lock doors. Leave lights on.

Do not use the lifts

4. Remain in the emergency assembly area in groups until instructed to leave by a Warden or Fire Brigade Officer. Do not re-enter the building.

CHEMICAL HAZARD/SPILL/

If you encounter a spill on campus notify ANU Security 52249. If you work in an area which uses or stores chemicals, familiarise yourself with the local area arrangements / procedures on chemical spills and hazardous waste.

It is the responsibility of the budget unit areas for preventing pollution from its local area. All budget unit areas which use or store hazardous waste chemicals have been supplied with a suitable spill kit and training in how to use it.

Extra help may be obtained by contacting ANU Security. Especially for large spills, and those which have occurred outside budget unit areas. Call ANU Security and report details on what substance has been spilled, an estimate of quantity and location in relation to stormwater drains and Sullivans Creek.

Points to consider for effective management of a chemical spill:

- Always consider a spill as hazardous until proven otherwise.
- Identify the chemicals and hazards involved as quickly as possible. Safety Data Sheets (SDS) should provide this information and should be kept for all chemicals used / stored.
- Dispose of the contaminated equipment and materials in accordance with the University’s hazardous waste disposal procedures.
Raise the Alarm
1. Ensure the immediate safety of anyone within the vicinity of the spill.
2. Evacuate the immediate area around the spill. Evacuate the immediate area around the spill.
3. Report the spill to your supervisor, Safety Officer and ANU Security 52249.
4. Deploy spill containment kit follow the University Spill Management guidelines.

Isolate the Hazard
1. Anyone who has been exposed must, if safe to do so, be moved to a safe decontamination area. The treatment of serious injury must take precedence over decontamination and containment. Contact 0-000 for life threatening injuries.
If unsure of the hazards presented and associated risks to safety and health, consult your supervisor, Safety Officer, WEG or ANU Security prior to taking any action.
2. Restrict unnecessary movement into and through the area to avoid spreading contamination.

Clean-up
1. Do not re-enter the area until it has been decontaminated by personnel trained and equipped specifically in chemical safety.

Evacuate
1. Evacuate the building as instructed to do so by the emergency personnel.
2. Walk quickly and calmly to the emergency assembly area or as advised by the emergency personnel.
3. Remain in the emergency assembly area.
BOMB THREAT

General

Above all — keep calm and do not alarm others

If the threat is by telephone:
Prolong the call – keep the person talking and ask:
• When is the bomb going to explode?
• Where did you put the bomb?
• When did you put it there?
• What does it look like?
• What kind of bomb is it?
• What will make the bomb explode?
• Did you place the bomb?
• Why did you place the bomb?
• What is your name?
• What is your address?

If possible note:
Caller’s voice
• Accent (European, thick posh etc)
• Any impediments (stutter, lisp etc)
• Tone of voice (loud, soft etc)
• Speech (fast, slow etc)
• Diction (clear, muffled, nasal etc)
• Manner (calm, muffled, nasal etc)
• Did you recognise the voice?
Any background noise which could possibly identify the caller’s location.

Record exact information – use bomb threat check list card.
Do not replace the handset (this enables calls to be traced).

If the threat is by email: Do not forward the email to other staff
• Contact ANU Security 52249
• Forward the email to ANU Security only security@anu.edu.au

If a suspicious object is found:
• Do not touch.
• Report the find to Security 52249.
• Keep area clear.

Basic rules:
• Treat as genuine until proven otherwise.
• Record exact information.

Raise the alarm
• Phone Security 52249.
• Notify the Building Warden.

Evacuate
• Be prepared to evacuate – await further instructions from Security.
• Evacuate the building as instructed to do so by the Building Warden.

Persons should be requested to remove all personal belongings (such as briefcases, bags and other personal articles) when evacuating.

Lecture theatres / laboratories
It is the responsibility of the lecturer / tutor to maintain control over their class during an emergency until released by the ECO.
WHITE POWDER SITUATION

If you believe you have received or discovered a powdery unknown substance at the ANU, you must:

1. Inform your Building Warden and ANU Security 52249 immediately.
2. Isolate the substance by putting something over it, like a waste paper bin.
3. Isolate yourself and others who may have come into direct contact with the substance (without leaving the immediate area if possible).
4. Try to wash your hands and face.
5. Make sure the Building Warden and ANU Security are aware of your telephone extension number; keep the extension open.
6. Refrain from eating and drinking until you have been given the all clear as doing so may hamper any medical treatment.

ANU Security will notify relevant agencies, will secure the perimeter of the building, access to the building will be restricted (no person is allowed to enter or leave the building).

The Australian Federal Police (AFP) will determine the level of the threat.

If necessary, ACT Fire & Rescue will attend. Officers in full chemical suits may be used to obtain a sample of the powder. This is then taken for testing. If test results are negative all persons will have their details taken before being allowed to leave. If the test result is positive, all occupants will be transported to the Canberra Hospital for treatment.

SUSPICIOUS MAIL OR PACKAGE
If suspicious mail or package has not been opened

1. Place item in a plastic bag and seal it. Place all items in a second plastic bag and seal that bag.
2. Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming potentially contaminated. It is unlikely you will be in immediate danger.
3. Phone ANU Security 52249

Advise:
- Exact location of incident – building, level, room number;
- Number of people potentially exposed;
- Description of the package/device;
- Action taken (e.g. package sealed or covered, area isolated).

4. Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
5. If possible (without leaving your work area) wash your hands.
6. Wait for help to arrive.

If suspicious mail or package has been opened

1. Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, and if feasible to do so, do not attempt to clean it up, or brush it from your clothing.
2. If possible place an object over the package without disturbing it (such as a waste bin).
3. Follow steps 2 to 6 above.
4. If possible, have the building ventilation system shut down and turn off any fans or equipment that is circulating air around your workplace.
5. Wait for help to arrive.

If it is suspected that the item is an explosive device

6. Phone ANU Security 52249.
7. Evacuate the area as directed.
PERSONAL INJURY

Personal injury – minor
1. Contact the nearest First Aid Officer within the building.
2. Inform supervisor.
3. Send the injured person to the Health Service if necessary (business hours only) or Hospital.

Personal injury – major / life threatening
1. Send someone to phone for an Ambulance 0-000.
2. Care for injured person(s) – call for assistance.
3. Then phone ANU Security 52249.

Provide all information
Name:
• Location (building, level, room number).
• Nature and type of injury.
• State of consciousness of the injured person(s).
• Age and gender of the injured person(s).
• If possible, the names of the injured person(s).
• Any relevant information – breathing/not breathing, chest pains, bleeding.
4. Ensure the area is clear for emergency personnel.
5. Inform your supervisor.

Familiarise yourself with the current First Aid Officers and location of first aid kits in your area. This information is also available from your Safety Officer, Health and Safety Representative or Building Warden.

If assaulted:
1. Phone ANU Security 52249 and provide details of the assault as soon as possible.
2. Do not wash, shower, change clothes or clean up in any way until after obtaining medical assistance and talking to the Police. You could destroy vital evidence.
3. Do not drink alcohol or take tranquilisers or other drugs as you will have to give a clear account of what has happened. Try to remember everything you can about your attacker.
4. Remember, you are the victim. You have nothing to feel guilty or ashamed about. Police Officers are aware that a person who has been assaulted is likely to be suffering from emotional shock. They will do all they can to make things as easy as possible for you.

First Aid Officers in your building are

Name: ___________________________ Phone: ___________________________
Name: ___________________________ Phone: ___________________________
Name: ___________________________ Phone: ___________________________
PERSONAL THREAT

Violent / threatening person

If life threatening – Contact Police 0-000

1. If safe to do so, note and report such persons – phone ANU Security 52249 or your Supervisor or Building Warden.

2. If confronted, obey instructions if safe to do so:
   • Do not argue or provoke the person.
   • Do not attempt to physically subdue the person.
   • Back away and alert others to move away also.
   • Make it easy for the person to leave the building / area.

If the person appears psychotic (unusual behaviour, saying odd things):
   • Try and create a calm, non-threatening atmosphere. Reduce distractions; turn off noisy equipment and computer monitors.
   • Talk slowly, quietly, firmly and simply.
   • Avoid direct eye contact, do not get too close.
   • If you can get the person to calm down, try and get them to sit down with you.
   • Do not try to reason with acute psychosis. They may be acting this way because hallucinations and voices that they are hearing are very real to them.
   • Express empathy for the person’s emotional distress, but do not pretend that the delusions or voices are real for you.
   • Comply with reasonable requests.

3. Observe carefully:
   • Any articles touched by the person.
   • Physical details and attire.
   • Points which may aid description (including mannerisms).
   • Direction that the person took when they left the area.

Phone ANU Security 52249 and provide details of the incident as soon as possible, advise of any unusual behaviour – seek advice on next action.

Record information for Police
Be prepared to evacuate or secure the building / area – await further instructions from ANU Security.

Lecture theatre / laboratones. It is the responsibility of the lecturer / tutor to maintain control over their class during an emergency until released by the ECO.

Civil disorder / illegal occupancy

1. Phone ANU Security 52249 and request assistance.
2. Notify the Building Warden.
3. If safe to do so – initiate action to:
   • Restrict entry to the building;
   • Confine presence to the ground floor;
   • Restrict contact between demonstrators and building occupants; or
   • Evacuate the building.
4. Notify nominated managers and / or supervisors.
5. Be prepared to evacuate – await further instructions from ANU Security.
ARMED EVENT/ACTIVE SHOOTER

Armed Offences

Civil Disturbance

In the event of a siege/hostage situation or a civil disturbance, take the following steps:

1. Remain calm.
2. Raise the alarm as soon as possible.
3. Contact Police 0-000 and ANU Security 52249 and convey:
   - Building name and room number.
   - What is occurring now?
     - People being shot or injured
     - Shots being fired
     - Explosions
     - Physical violence
   - What has occurred?
     - People shot or injured
     - Shots fired
     - Explosions
     - Physical violence
   - How many persons are involved?
   - If anyone has been injured?
   - Whether any weapons are involved and if so, exactly what sort (guns, knives, needles etc.) if known.
   - A contact number.

4. Keep students / staff / visitors with you.

Active Shooter

Attacks involving firearms do occur, so it is important to be prepared to react when an incident does occur. Having thought about your potential options and actions in advance will help you to make better informed decisions in a stressful and chaotic environment. The advice below may help with pre-planning your response options.

ESCAPE

Your priority action should be to remove yourself and any others in your area from close proximity to the offender, or areas that they have or may be able to access. Your ability to safely do this and your available options may be determined by the following considerations:

Under immediate gunfire – Take cover initially, but attempt to leave the area as soon as possible if safe to do so. Try to confirm that your escape route is safe.
   - Leave most of your belongings behind (except for mobile phone).
   - Do not congregate in open areas or wait at evacuation points.
   - Provide guidance to people that might be unfamiliar with the area.

Nearby gunfire – Leave the area immediately and move quickly away from the area that the gunfire is coming from, if it is safe to do so.

In both situations you should try to maintain cover and concealment (see below).

Cover from gunfire

- Brickwork or concrete walls
- Vehicles (engine block area)
- Large trees & fixed objects
- Earth banks/hills/mounds
Concealment from view (in addition to above options)

- Building walls and partitions (internal and external)
- Vehicles
- Fences and other large structures
- Blinds/curtains

**HIDE**

If you don't believe you can safely evacuate, or this may not be the best option, then you may need to consider sheltering in place (providing there is a suitable option available).

- Avoid congregating in open areas, such as corridors and foyers.
- Consider locking/barricading yourself and others in a room or secure area.
- Secure your immediate environment and other vulnerable areas.
- Move away from the door, remain quiet and stay there until told otherwise by appropriate authorities, or you need to move for safety reasons.
- Silence mobile phones and other devices that may identify your presence.
- Try to contact police (0-000) or others to advise of your location/situation.
- Choose a location which may enable access to a more secure area.

**ACT**

Constantly re-assess the situation and your options based on the best available information. These situations are very dynamic and often involve a moving threat.

- Consider whether a safe escape route might now be possible if the circumstances have changed.
- Assess better options for sheltering in place either within your current location or at an alternative location.
- Consider (only as a last resort) options for arming yourself with improvised weapons to defend yourself in the event that you are located by the offender.

**SEE/TELL**

The more information you can pass on to police the better, but NEVER risk your own safety or that of others to gain it.

If safe to do so, obtain the following information:

- exact location of the incident
- description of the offender and whether moving in any particular direction
- details of any firearm/s being used
- number of people in the area and any that have been injured
- the motive or intent of the offender (if known or apparent)

Provide this information immediately to the police via 0-000 if safe to do so. You may be asked to remain on the line and provide any other information or updates that the operator requests or if the situation changes. Consider providing information and advice to others that may be in your area that may be unsure of the current location of the threat and what they should do if safe to do so.

**AFTER THE INCIDENT**

Do not leave the area until you have been cleared to leave by Police.
# Resuscitation Chart

| **D**anger | Ensure the scene is safe for yourself, others and the casualty |
| **R**esponse | Check response by Talk and Touch If unresponsive call 0-000 |
| **S**end for help | Sending for help as early as possible is important Shout to alert nearby people for help Get someone to call 0-000 |
| **A**irway | Ensure airway is Open and Clear If obstructed, roll on to side and clear airway |
| **B**reathing | Look listen and feel for breathing If not breathing normally give 2 breaths |
| **C**ompressions | Check for signs of life If unresponsive and not breathing give 30 compressions. |
| **D**efibrillation | Attach Automatic External Defibrillator (AED) If available turn on AED and follow prompts |

### Additional Compression Breathing Information

<table>
<thead>
<tr>
<th>ADULT</th>
<th>CHILD</th>
<th>INFANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 years or older</td>
<td>1 to 8 years</td>
<td>Newborn to 12 months</td>
</tr>
</tbody>
</table>

- Use 2 HANDS
- Use 2 HANDS
- Use 2 FINGERS

- Compress in the middle of the chest 1/3 the depth of the chest.

- Give 30 compressions at a rate of 100 per minute and then give 2 breaths. Repeat 30 compressions and 2 breaths sequence.

Version November 2016
**Armed Intruder – Hold up**

**BASIC PRECAUTIONS**

- Keep cash, drugs, vital records, information and valuables secured and to a minimum.
- Do not discuss activities, vital records, amount of cash or security procedures in public.
- If you are suspicious of the behaviour of any person/s notify the Police on **0-000**

**IF CONFRONTED**

- Try to remain calm or appear to be calm.
- Do not make any sudden movement or take any action to excite intruder/s.
- Be courteous, converse with and answer questions asked by the intruder/s.
- Obey all instructions given by the intruders.
- Hand over valuables - cash - drugs - on request.
- Take a mental note of:

  - Gender
  - Age
  - Height
  - Build
  - Weight
  - Colour of hair
  - Colour of eyes
  - Unusual mannerisms
  - Every movement intruder makes

  - Scars or other markings
  - Complexion
  - Speech
  - Weapons carried
  - Dress - Shoes - Gloves
  - Language
  - Impediments
  - Items touched by intruder
  - Carry bags

**WHEN INTRUDERS HAVE DEPARTED**

- Ring Police on **0-000**
- Alert Security on **52249**
- Complete Offender Details Checklist. DO NOT discuss your version with other
- Remain in same location

**EMERGENCY CONTROL ORGANISATION MEMBER OR SENIOR PERSON PRESENT**

When notified of emergency:

1. Ensure Police are notified
2. Notify Security
3. Ensure Police are notified
4. Ensure anyone injured is attended to
5. Stop unauthorised entry to incident location
6. Ensure no item in vicinity is touched or moved
7. Request witnesses to remain at the scene.
8. Stay with casualties or distressed persons if required
9. Ensure Offender Details Checklist is individually and independently completed by those involved in the incident
10. Await arrival of police
## OFFENDER DETAILS

(Circle choice)

### NUMBER OF INTRUDERS:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ALCOHOL</th>
<th>LANGUAGE</th>
<th>VOICE</th>
<th>POSSIBLE NATIONALITY</th>
<th>GRAMMAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>Drunk</td>
<td>Obscene</td>
<td>Loud</td>
<td>Australian</td>
<td>Fast</td>
</tr>
<tr>
<td>Female</td>
<td>Slurred</td>
<td>Courteous</td>
<td>Soft</td>
<td>Asian</td>
<td>Slang</td>
</tr>
<tr>
<td>Adult</td>
<td>Elated</td>
<td>Deep</td>
<td>European</td>
<td>Normal</td>
<td></td>
</tr>
<tr>
<td>Elderly</td>
<td></td>
<td>Husky</td>
<td>American</td>
<td>Cultured</td>
<td></td>
</tr>
<tr>
<td>Child</td>
<td></td>
<td>Nasal</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td></td>
<td>Drawl</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PERSONAL PARTICULARS (DESCRIBE)

<table>
<thead>
<tr>
<th>Hair Colour</th>
<th>Length</th>
<th>Shape</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyes</td>
<td>Height</td>
<td>Weight</td>
</tr>
<tr>
<td>Build</td>
<td>Posture</td>
<td>Walk</td>
</tr>
<tr>
<td>Scars</td>
<td>Tattoos</td>
<td>Hands/Gloves</td>
</tr>
<tr>
<td>Footwear</td>
<td>Clothing</td>
<td>Carry Bags</td>
</tr>
<tr>
<td>Disguised</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### EMERGENCY PLAN

**Date:** April 2019

#### VEHICLES

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Make</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model</td>
<td>Colour</td>
</tr>
<tr>
<td>Registration No.</td>
<td></td>
</tr>
</tbody>
</table>

#### WHICH WAY DID THEY GO?

---

#### OFFENDER DETAILS

(Circle choice)

<table>
<thead>
<tr>
<th>Type of weapon/s</th>
<th>Gun</th>
<th>Knife</th>
<th>Other</th>
<th>Not Sure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handheld</td>
<td>Revolver</td>
<td>Automatic Pistol</td>
<td></td>
<td>Not Sure</td>
</tr>
<tr>
<td>Shoulder weapon</td>
<td>Rifle</td>
<td>Shotgun</td>
<td>Small</td>
<td>Not Sure</td>
</tr>
<tr>
<td>Size/Weight (Estimate)</td>
<td>Heavy/Big</td>
<td>Light/Small</td>
<td>Sawn Off</td>
<td></td>
</tr>
<tr>
<td>Size of muzzle</td>
<td>Shotgun</td>
<td>.22</td>
<td>Other (Draw)</td>
<td></td>
</tr>
<tr>
<td>Colour of weapon</td>
<td>Metal</td>
<td>Woodwork</td>
<td>Sling (if any)</td>
<td></td>
</tr>
</tbody>
</table>

#### HAND OFFENDER DETAILS TO POLICE

**ADMINISTRATIVE DATA** (completed by victim of offence)

<table>
<thead>
<tr>
<th>Name (Printed)</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
</tr>
</tbody>
</table>

**ACTIONED BY**

<table>
<thead>
<tr>
<th>Name (Printed)</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Signature</td>
</tr>
</tbody>
</table>
VEHICLE COLLISION AFFECTING CRISP-26C BRIDGE*

If a collision with the columns supporting the L.F. Crisp – 26C bridge is suspected, the Chief Warden or senior ECO member present will:

- Conduct a precautionary evacuation of the bridge.
- Install barricades/rope cordons to prevent access (stored next to bridge entry points).
- Position wardens to usher pedestrians away.
- Notify the Chief Warden.
- Contact schedulers on ext. 57943 or ext. 59125 to request an emergency engineering assessment.
- Raise a MAXIMO Service request - Priority 5, Technical Advice Request (TAR) to verify the building is safe to occupy and contact schedulers.
- Liaise with ANU Security to lock down area after hours and ensure no person enters the bridge until it is assessed and declared safe by F&S.

*Note: This is an interim measure which remains in effect until truck-rated shielded is installed on bridge support columns in accordance with the approved plan. ECO members will be notified when this measure is no longer in effect.