



THE UNIVERSITY OF
SYDNEY

Fire and other Emergency Procedures

*Carlaw Building
F07*

EMERGENCY CONTACT NUMBERS

Fire, Ambulance, Police	0-000
Security Patrol	935 13333

Date: February 2016.....

Review Date: August 2016.....

Copies to: All ECO Personnel
Heads of Department within the Building
WHS Unit

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EMERGENCY CONTROL ORGANISATION (ECO)

Department Name	Head of Department	Department Representative
Faculty of Science	Trevor Hambley	Brooke Colquhoun-Lesslie
School of Life & Environmental Sciences (SOLES)	Iain Young	Michael Joseph
School of Mathematics and Statistics	Jacqui Ramagge	Ivana Crossley
School of Physics	Tim Bedding	Barry Napthali
Unit for History and Philosophy of Science	Hans Pols	Debbie Castle
CFBS Finance	Anne-Laure Rijssenmus	Tom Sapina
Carslaw Precinct Officers	Dennis Hong	Dennis Hong
Security Service	Morgan Andrews	Morgan Andrews

Chief Warden	Department	Ph.	Mobile	Email	Location
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(Deputy) Vlasta Chiang Soto	School of Life & Environmental Sciences	935 14262		vlasta.chiangsoto@sydney.edu.au	Level 5, room 519

First Aid Officers	Department	Ph.	Mobile	Email	Location
Liz Kenna	Outreach and Engagement	935 15397		liz.kenna@sydney.edu.au	Level 1, Room 192
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Wardens	Department	Ph.	Area of Control	Email	Location
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Bruno Marion	Audio Visual Services - ICT	935 13711	Level 1 AV-ICT	bruno.marion@sydney.edu.au	Level 1, room 158
Fiona Lawrence	Science Marketing & Communication Unit	911 40827	Science Marketing & Communication Unit	fiona.lawrence@sydney.edu.au	Level 1, Room 192
Precinct Officers	Carslaw Precinct Officers	935 13630	Levels 1 & 2 - Centrally Booked Lecture Theatres & Tutorial Rooms	dennis.hong@sydney.edu.au	New Law 023
Jessie Alchin	Faculty of Science, Administration	903 69382	Level 2 Administration	jessie.alchin@sydney.edu.au	Level 2, room 221
Paul Harvey	Faculty of Science, Finance/HR	935 13513	Level 2 Finance/HR	paul.harvey@sydney.edu.au	Level 2, room 210
Matt Etherden	Carslaw Learning Hubs	935 16927	Level 2 Hubs	matthew.etherden@sydney.edu.au	West Learning Hub

Class supervisor for session	School of Life & Environmental Sciences		Level 3 SOLES teaching laboratories		Level 3, rooms 301-308
Debbie Castle	Unit for History and Philosophy of Science	935 14226	Level 3, wing	debbie.castle@sydney.edu.au	Level 3, room 389
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Bruce Janson	Maths & Stats	935 13276	Level 8	bruce.janson@sydney.edu.au	Level 8, room 826

BUILDING CHARACTERISTICS

Fire detection / protection	yes/no	Details
Sprinkler system	No	
Smoke detectors	Yes	
Thermal detectors	Yes	
Fire isolated stairs	Yes	
Emergency warning system	Yes	EWIS
Emergency Communication		
Emergency control point	Yes	Front of Carslaw
Assembly area	Yes	In front of the New Law School building

Building Use	yes/no	Details
Centrally booked teaching space	Yes	Throughout – concentrated on Levels 1 and 2
Computer laboratories	Yes	Throughout
Local teaching space	Yes	Throughout
Wet laboratories	Yes	First year Biology – Level 1, Level 3
Workshops	No	
Library	No	
Clinical treatment area	No	
Office space	Yes	Throughout

Chemicals, biological materials and radiation are often used during teaching and research activities. These activities may increase the likelihood of building emergencies and the risk associated with responding to those emergencies. Following are some summary details. Refer to the Dangerous Goods Building Manifest (Appendix D) for further information.

Hazardous materials	yes/no	Summary details
Chemicals	Yes	301-302-307-308: Chemicals in small volumes (<250 Kg/L in total) Room 100-119: Chemicals in small quantities (<250 kg/L total). Liquids 116, 117, 115: Solvents in Flammable Liquid Cabinets. Solids 107 Contact: Matthew Austin 12955 (Matthew Day - 14486)
Biological – pathogens / GMOs	Yes	Level 4 Potting Shed, outside Faculty Office, near greenhouse: Small volumes of pesticides and potting mixtures. Contact Matthew Austin 12955 (Matthew Day - 14486)
Radiation	Yes	Level 4: stored in a cabinet in the lift well area between rooms 402 and 407. Radioactive sources Co60, Sr90, Cs137 and Cs137 to Ba 137 generators. These sources are very low level and used for teaching purposes and are generally not a health threat. The radiation officer is aware of our Radiation storage and it has within the past 2 years been inspected and tested. School of Physics also have WHS records for 1 st year labs radioactive sources.

PLAUSIBLE EMERGENCIES

Some emergencies are inevitable. They can occur at any time, and can arise from a number of causes including fire, medical emergencies, chemical spills, gas leaks, bomb threats and physical threats.

Previous building emergencies	Other plausible building emergencies
No major building emergencies – just egress issues surrounding the building (and loading dock) during construction	Electrical Fire
Gas leak	Bomb Threat (during exam period)

Evacuation procedures – all staff, students & visitors

ALARMS



BEEP...BEEP.... Prepare to evacuate

1. Check for any sign of immediate danger
2. Shut down equipment and processes
3. Collect any nearby personal items.



WOOP...WOOP... Evacuate the building

1. Follow the **EXIT** signs
2. Escort visitors & those who require assistance
3. Do not use lifts
4. Proceed to the assembly area.

EMERGENCY RESPONSE

1. Warn anyone in immediate danger
2. Fight the fire or contain the emergency, if safe & trained to do so.

If necessary...

3. Close the door, if safe to do so

4. Activate a “Break Glass” Alarm



or

5. Evacuate via your closest safe **EXIT**



6. Report the emergency 0-000 & 1-3333.



Evacuation procedures – EMERGENCY CONTROL ORGANISATION (ECO)

WARDENS

1. Assess the situation and initiate a local response. If in doubt, commence an evacuation.



BEEP...BEEP.... Prepare to evacuate

2. Check for any sign of immediate danger (fire, smoke, chemical fumes etc.)
3. Check the exit paths are clear
4. Tell people what is happening.



WOOP...WOOP... Evacuate the building

5. Direct the building occupants to evacuate the building via the closest safe exit
6. Search for stragglers or injured persons, if safe to do so
7. Report to the Chief Warden
8. Evacuate via the closest safe exit
9. Prevent re-entry to the building and assist with crowd control.

CHIEF WARDEN

1. Go to the emergency control point
2. Ascertain the nature and location of the emergency (via EWIS/FIP panel and warden reports)
3. Coordinate the evacuation
4. Ensure that the Emergency Services and Security have been notified
5. Delegate actions to others
6. Liaise with the wardens, First Aid Officers, Security and Emergency Services Personnel
7. Announce when the emergency is over.

FIRST AID OFFICERS

1. Evacuate via the closest safe exit
2. Report to the Chief Warden
3. Provide First Aid as required.

ENTRANCES AND EXITS

Some building entrances and exits provide a means of access for staff, students or visitors to enter/re-enter the building during an emergency. All possible entry points must be identified and supervised during an emergency evacuation to prevent any accidental entry or unauthorised re-entry.

Entry Point	Warden Responsible
Carslaw main entrance (on Eastern Ave)	Precinct Officers
Northern entrance to lecture theatres	Precinct Officers
Carslaw- Barff Road	Level 1 Wardens

Procedures – Medical Emergency

If a person is seriously injured or ill, the following procedures should be followed.

PERSON WHO DISCOVERS THE INJURED OR ILL

1. Call an ambulance 0-000
2. Notify the closest First Aid Officer¹
3. Notify Security that an ambulance has been called 1-3333²
4. Send staff to the main entrances of the building to meet the Ambulance Officers on arrival.

FIRST AID OFFICER

Provide first aid assistance as required.

UNIVERSITY HEALTH SERVICE

For less serious medical conditions, the [University Health Service](#) offers a general practitioner and "walk in" service for staff, students and visitors on the Camperdown/Darlington Campus. Priority is given to emergencies or those in pain or distress. The [University Health Service](#) is located at Level 3 Wentworth Building (G01) Phone 1-3484 and Entry Level Holme Building (A09) Phone 1-4095.

¹ All Security Patrol Officers are trained in First Aid. If necessary, Security Patrol can be contacted on 1-3333 to provide after-hours First Aid treatment on the Camperdown, Darlington, Mallet Street and Rozelle campuses.

² Security will re-contact the 000 service to provide any additional details and/or notify all gatekeepers of the emergency.

Bomb threat

Bomb threats are usually received via a telephone call, but occasionally as a written threat. The response to a bomb threat is often different to other emergencies. The University Security Service will work with the NSW Police to decide the best course of action. If a search or evacuation is deemed necessary, the ECO may be asked to assist the process.

PERSON WHO RECEIVES THE THREAT

1. Do not hang up the phone – leave the line open
2. Use the phone threat checklist (APPENDIX B) to record as much information as possible
3. Notify Security (1-3333) and local management.

SECURITY

1. Notify the NSW Police
2. Work with the NSW Police and local management to assess the threat
3. Decide the best course of action
4. If an evacuation is required, ensure that the assembly area and exit paths are free of suspicious items.

EMERGENCY CONTROL ORGANISATION (ECO)

Work with Security and the NSW Police as instructed

BUILDING OCCUPANTS

1. Follow instructions from Security, NSW Police or the ECO
2. On request, check the immediate work area for anything suspicious
3. If requested, collect your personal belongings and evacuate as directed
4. Report suspicious items to Security, NSW Police or the ECO

Note

Suspicious items should be identified by placing a plain piece of A4 paper with the word “suspicious” adjacent to the item, without touching the item itself.

Gas leak

Many of the University's buildings are serviced by natural gas. A significant gas leak, associated with equipment failure or damage to a high pressure gas line, may have an impact on the safety of the building occupants.

In the event that gas can be smelt inside a building.

BUILDING WARDENS AND/OR LOCAL SUPERVISORS

- 1. Eliminate ignition sources**
- 2. Evacuate all staff, students and visitors to a well ventilated area**
- 3. Notify Security 1-3333 and the Chief Warden**

CHIEF WARDEN

- 1. Check if other areas of the building are affected**
- 2. Liaise with Security and Campus Infrastructure Services (CIS) 1-7838**

If necessary...

- 3. Manually activate evacuation procedures³**
- 4. Ensure that the Emergency Services have been notified.**

³ **Gas leak** - it is important to check that the normal assembly area is safe, i.e. not impacted by the gas leak.

Hazardous material (HAZMAT) incident

Chemicals, compressed gases, biological agents and radiation are all used at the University. These substances are generally stored and used in laboratories, workshops and dangerous goods depots.

The individual departments and workgroups that store or use these substances are required to implement appropriate local emergency procedures to manage incidents involving those hazardous substances. Although hazardous substances are usually stored and used in small quantities, an accidental spill or release may have an impact on the safety of the building occupants.

STAFF/STUDENTS INVOLVED IN THE INCIDENT

- 1. Evacuate the affected area**
- 2. Arrange first aid assistance, if required**
- 3. Establish answers to the following questions:**
 - What substance is involved?
 - How much has been released?
 - Where is it located?
 - Is an evacuation required?
 - Is assistance from the NSW Fire Brigade (HAZMAT UNIT) required?

If assistance from the NSW Fire Brigade is required...

- 4. Secure the affected area**
- 5. Report the emergency 0-000 & 1-3333**
- 6. Notify the Chief Warden.**

CHIEF WARDEN

- 1. Do not enter the affected area**
- 2. Ascertain the nature and location of the problem, from a safe distance**
- 3. Maintain contact with the staff/students involved in the incident**
- 4. Coordinate further evacuations, if required**
- 5. Liaise with the Wardens, First Aid Officers, Security and Emergency Services personnel**
- 6. Announce when the emergency is over.**

Emergency lockdown

Building emergency procedures are traditionally focused on the safe evacuation of staff, students and visitors. This is an appropriate response to most emergency situations (eg. fire, gas leak, internal release of hazardous materials), but in some situations it may actually be safer to stay inside the building.

An emergency lockdown will be implemented when necessary to ensure that the occupants of University Buildings are protected from an external threat, including but not limited to, violent incidents, civil disturbance or severe storms. An emergency lockdown may also be implemented in situations where additional pedestrian traffic on campus may hinder the work of the attending emergency services.

You will be notified of an emergency lockdown by the attending Emergency Services personnel, Security Patrol or your Chief Warden. This message will be communicated via the building's emergency warning PA system or another mechanism.

CHIEF WARDEN

- 1. Follow the instructions of the Emergency Services and Security**
- 2. Facilitate the use of the Emergency Warning System (or other communication equipment)**
- 3. Maintain contact with Wardens via Warden Intercom Phones (WIP)**
- 4. Act as directed by Security and the Emergency Services.**

WARDENS

- 1. Encourage staff to remain calm**
- 2. Stay close to the WIP, if safe to do so**
- 3. Act as directed by Chief Warden.**

BUILDING OCCUPANTS

- 1. Remain calm**
- 2. Follow instructions from the Emergency Services, Security and Wardens**
- 3. Stay away from exposed windows**
- 4. If possible, maintain phone and email access**
- 5. If possible, maintain contact with colleagues and/or fellow students.**

APPENDIX A – Emergency signage

APPENDIX B

PHONE THREAT CHECK LIST[®] KEEP CALM RECIPIENT

Name (print):
Telephone number:
Signature:

GENERAL QUESTIONS TO ASK:

1. What is it ?
2. When is the bomb going to explode ?
OR
When will the substance be released ?
3. Where did you put it ?
4. What does it look like ?
5. When did you put it there ?
6. How will the bomb explode ?
OR
How will the substance be released ?
7. Did you put it there ?
8. Why did you put it there ?

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

1. What kind of substance is in it ?
2. How much of the substance is there ?
3. How will the substance be released ?
4. Is the substance a liquid, powder or gas ?

BOMB THREAT QUESTIONS

1. What type of bomb is it ?
2. What is in the bomb ?
3. What will make the bomb explode ?

EXACT WORDING OF THREAT:

CALLER'S VOICE

Accent (specify):
Any impediment (specify):
Voice (loud, soft, etc):
Speech (fast, slow, etc):
Diction (clear, muffled):
Manner (calm, emotional, etc):
Did you recognise the caller ?
If so who do you think it ?
Was caller familiar with the area ?

THREAT LANGUAGE

Well spoken:
Incoherent:
Irrational:
Taped:
Message read by caller:
Abusive:
Other:

BACKGROUND NOISES

Street noises:
House noises:
Aircraft:
Voices:
Music:
Machinery:
Other:
Local Call:
STD Call:

NOTES:

OTHER

Sex of caller: Estimated age:

CALL TAKEN:

Date: Time:
Duration of call:
Number called:

ACTION (OBTAIN DETAILS FROM SUPERVISOR)

Report call immediately to:
Phone number:

AUSTRALIAN BOMB DATA CENTRE
GPO Box 401 CANBERRA ACT 2601
Telephone: 02 6287 0750 Facsimile: 02 6287 0770

APPENDIX D – Dangerous goods manifest

Location (Level / Room)	Hazards Present	Contact Person	Phone
L1 106-116	Variety of lab chemicals Flammable liquids <100L	Matthew Austin	9351 2955
L3 Wet labs: 301,302,307,309	Variety of lab chemicals Minimal quantities	Matthew Austin	9351 2955
Level Roof	Non ionising radiation broadcasting and phone tower equipment	Please read hazardous areas notices for individual contacts	