



EVACUATION WARDENS PROCEDURES AND INFORMATION CALLAGHAN AND CITY CAMPUSES

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1. EVACUATION INFORMATION

This Evacuation Procedures Sheet should be read **in conjunction** with the University of Newcastle Emergency Procedures sheet.

During any Emergency it is important to remember one vital point, that is,

“STAY CALM”

By responding calmly in any emergency situation, be it a fire, bomb threat, accident, etc. the risk of injury or even death to staff or students can be reduced. The Chief Warden is the Security Services Supervisor (extension 15728 or 16575 security.services@newcastle.edu.au)

2. FIRE

These emergency procedures encompass the R.A.C.E. Standard fire orders which the Fire Brigade recommends. The order in which they should be acted upon could depend upon the situation.

- R** **Rescue or Remove** people from the immediate danger area and from adjoining areas.
- A** **Alarm** (Raise the alarm) or **Alert** others. Someone should notify the warden from where the evacuation procedure will be initiated.
- C** **Contain** (the emergency eg. fire/smoke). Switch off appliance if the fire is electrical (computer or heater) and if safe to do so. Close doors. If alarm has not been tripped someone must activate it directly at the main control panel. This will shut down the air conditioning, otherwise smoke will be circulated. (**N.B.** Most of the sensors in the alarm system are heat sensors and will not detect the smoke produced by a comparatively cool, smouldering fire. There are smoke sensors in the air conditioning system itself. However we would have to act if they failed to raise the alarm.)

- E **Evacuate the Building** or **Extinguish** the fire only if safe to do so. The CO₂ extinguishers will only be able to quench a very small fire. Remember that whilst trying to fight the fire you are **placing yourself at risk** and may be **further endangering others** by allowing smoke and flames to spread. Always **keep low**, underneath the smoke and heat, with a ready escape route at your back. Never turn your back on the fire. Have your backup person ready with an extra extinguisher, in clean air if possible. You should be far enough away to render assistance or help in the evacuation, but not near enough to be affected by the situation.

With fire **do not needlessly endanger yourself** through bravado. Be prepared to withdraw, closing doors behind you, immediately it becomes apparent that the flames/smoke cannot be extinguished quickly and assist other wardens with a general evacuation.

Alternatively, if you were to discover a door with an unusually hot feel or with smoke seeping out underneath it, **DON'T OPEN IT!!** If a fire can be contained that will buy precious time for people to escape and might just save the building.

3. **BOMB THREAT** – Refer also to Emergency Procedures sheet

Please note that the procedure differs from those in other emergency scenarios. These steps should be followed:

- (i) The person receiving the call about a possible bomb, should get as much information as possible and **SHOULD NOT HANG UP** even after the caller has done so (a trace of the call may still be technically possible later).
- (ii) Notify Security Services on 15888
- (iii) Once other staff members have been alerted and the decision to evacuate has been made, the escape routes to be used should be checked for suspicious objects. **DO NOT TOUCH ANYTHING.**
- (iv) Unless there was an excellent reason for haste it would be better to use **NORMAL EXITS ONLY**, unless of course a suspicious object had been discovered nearby.
- (v) Cordon off the area if a possible bomb is in the vicinity.
Do **NOT** activate the fire alarm system
- (vi) In the library, use the public address system to make the following announcement:
“Attention please. The Library has received a bomb threat. As a precaution you are requested to carefully check your personal belongings, and then to pack up and leave the building by the normal exit (or alternatively by the nearest emergency exit if appropriate). Do not use mobile phones, radios, or other electronic equipment are not to be used. Proceed quickly, but do not run. Do not leave any bag or similar item behind”
Repeat the announcement.
- (vii) If possible, doors and windows should be left **OPEN** to help dissipate the force of an explosion.
- (viii) Security Services, assisted by other staff, will comb the building and usher evacuees to the assembly area.

4.

BOMB THREAT CHECK LIST
Remember... Keep calm - Don't hang up

QUESTIONS TO ASK

- 1 When is the Bomb going to explode?

- 2 Where is the Bomb located?

- 3 What type of Bomb Is it?

- 4 What does it look like?

- 5 What will cause it to explode?

- 6 Did you place the bomb?

- 7 Why?

- 8 Where are you?

- 9 What is your name?

- 10 What is your address?

EXACT WORDING OF THREAT

INFORMATION ON CALLER

Sex _____ Age _____ Length of Call _____

CALLER'S VOICE

- | | | |
|--|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Rapid | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Laughing | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Stuttering | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Deep | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Familiar | <input type="checkbox"/> Raspy |

If voice is familiar, who did it sound like?

ACTION ON CALL

Number & call received at

Recipient

Time _____ am/pm Date ____/____/____

Call reported to

Telephone No. _____ Date ____/____/____

THREAT LANGUAGE

- | | |
|--|---|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Well spoken/Educated |
| <input type="checkbox"/> Taped message | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Abusive/foul | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Other _____ | |

BACKGROUND NOISES

- | | |
|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Motor noises | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Public phone | <input type="checkbox"/> Local Call |
| <input type="checkbox"/> STD Call | <input type="checkbox"/> Other <input type="checkbox"/> Aircraft |

REMARKS

INSTRUCTIONS

CALLAGHAN CAMPUS

Report call IMMEDIATELY to Chief Warden (Security Office) on **4921 5888** (Emergency Number only)

DO NOT discuss with other personnel.
DO NOT return to the area until advised by the Chief Warden, Deputy Chief Warden, Security or Building Warden.
IMMEDIATELY after receipt of call, please complete this form.

NAME _____

POSITION _____

Telephone No. _____

Date ____/____/____

5. EARTHQUAKE – Refer also to Emergency Procedures Sheet

Stay calm and try and reassure others.

When you feel an earthquake, drop down to the floor. Stay away from windows, bookcases, file cabinets, hanging plants and other heavy objects that could fall.

Take **COVER** under a sturdy desk, table or other furniture. If that is not possible, seek **COVER** against an interior wall and protect your head and neck with your arms.

Hold onto a sturdy piece of furniture and if it moves, move with it. HOLD the position until the ground stops shaking and it is safe to come out.

DO NOT LEAVE COVER UNTIL DIRECTED

Do not attempt to vacate building during earthquake

6. AFTER AN EARTHQUAKE

Check for trapped or injured people

Check for building damage, smoke or fire, exposed power cables or other hazards

Evacuate area, except seriously injured persons, unless they are in further danger

Report details of trapped or seriously injured people to a responsible person

Report building damage, smoke or fire, exposed power cables or other hazards to Emergency or Security Services Personnel

Evacuate when required. Be alert for falling objects, power lines etc.

Smoking is not permitted due to the potential risks from damaged services such as gas and fuels

7. EVACUATION INFORMATION FOR WARDENS

Sec. 20 – Duty of Employees (From NSW Occupational Health and Safety Act 2000)

- (1) An employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's act of omissions at work.
- (2) An employee must, while at work, co-operate with his or her employer or any other person so far as is necessary to enable compliance with any requirement under this Act or the regulations that is imposed in the interest of health, safety and welfare on the employer or any other person.

8. WARDENS ROLE AND PROCEDURES – Refer also to the University Emergency Procedures sheet

The University of Newcastle Evacuation Warden has the responsibility of assisting staff, students and visitors of The University, to evacuate buildings and other areas that may present a risk to their safety. By following the procedures, remaining calm and using sound judgement, the Warden can greatly reduce the risk of injury.

The Warden shall at all times remember that they are acting in an advisory capacity and that the role is to direct people and to advise of the safest method of evacuating the building. The role of the warden is relay information to others in the building and to advise emergency and security services personnel of the status of their building, when the services arrive. It is **not** the responsibility of the Evacuation Warden to physically remove people from buildings, locate the source of the fire or bomb, fight a fire (unless suitable training has been received).

9. WARDENS ACTIONS

On hearing an alarm or on becoming aware of an emergency the Wardens should take the following actions:

STAY CALM

- Commence evacuation.
- Implement the emergency procedures for their area.
- Advise Security on 15888 as soon as possible of the circumstances and action taken.
- Communicate with the Chief Warden by whatever means available and act on his instructions.
- Operate the intercommunication system (if available).
- Check to ensure all fire doors and smoke doors are properly closed.
- Search your area to ensure all persons are evacuated.
- Ensure orderly flow of persons into marshalling areas, eg stairwells and staging points.
- Assist mobility-impaired persons.
- Act as leader of groups moving to nominated assembly areas. OR
- Direct evacuees to the designated area and remain at the entrance to the building to advise people not to enter
- If appropriate and suitably trained, operate first attack fire fighting equipment, eg. portable fire extinguishers and fire blankets.
- Meet emergency service on arrival.
- Do not enter the building until advised by Chief Warden or Security Services.

10. FIRE EMERGENCY EQUIPMENT

Wardens should be aware of the location of portable fire extinguishers and hose reels, and monitor their condition.

Please check regularly to ensure these items are:

- intact and unused;
- conform with type as indicated on building plans;
- in good condition and in readiness;
- fire equipment signage well signed as fire equipment;
- current ie have a dated inspection tag;

Wardens should report any problem to the Associate Director, Assets Property, Facilities Management on extension 17291.

11. MAPS

Maps should be obtained from Facilities Management via a Maintenance Request.
<http://www.newcastle.edu.au/service/maintenance/maintenancerequest.html>

12. PRACTICE EVACUATION DRILL

1. Drills

Evacuation Drills should be carried out at least once a year in all University buildings.

2. Procedure

Prior to Evacuation Date

- 1) Set date and time
- 2) Advise security and maintenance
- 3) Prepare wardens

Wardens have an important role in workplace safety and are responsible for:

- ensuring ALL staff within your area of responsibility are familiar with the types, location and operation of first aid fire fighting appliances.
- regular inspections of fire fighting appliances in your area of responsibility, ensure correct signage is displayed.
- ensure that emergency exits are clear.
- don't let rubbish, timber, paper or other combustible materials accumulate within your area.
- report any hazards, which may affect evacuation or emergency situations, report damaged/poorly located fire fighting equipment and emergency lighting, watch for unsafe practices.
- know how to escape from your area, can you use that window if you really need to?
- have a site/floor plan indicating emergency exits, assembly points for personnel to review.
- ensure new staff members have been briefed and have read the emergency information sheet.
- have the evacuation/emergency procedure reviewed and modified if required.
- if you are transferring, leaving or taking extended leave, ensure you inform the Chief Warden to ensure a timely replacement for your area.
- if possible, know the names of staff in your area of responsibility and any special requirements, eg disabled persons, language problems, pregnant women.
- always take an active part in training exercises and take care of any emergency equipment given to you.
- be aware of any contractors or visitors within your area of responsibility.
- know how to report fires and emergencies, what alarms/signals will be used.

Evacuation Day

- 1) Confirm time with security and maintenance (have a security person on site)
 - 2) Run drill
 - 3) Evaluate with other wardens and if necessary Chief Fire Warden (Mr Merv Allen)
 - 4) Revise
 - 5) Discuss with staff and give feed back
 - 6) Be ready for next drill or actual occurrence
3. The drill should simulate an emergency situation to test the following:
- action taken by staff
 - action by people other than staff
 - communications systems (if available)
 - existing evacuation procedures
 - installed equipment such as Smoke/fire doors
 - suitability of staging or assembly areas
4. An actual evacuation will be regarded and assessed as a drill if it occurs within the calendar year training period.
5. Drills are an essential training tool.
6. Debriefing sessions should include representatives of all those who were present at the drill so that any problems that may have arisen can be addressed, solutions agreed upon and implemented in the emergency procedures.