The Emergency Control Organisation
The Emergency Control Organisation is comprised as follows:
8:00am – 5:00pm Monday – Friday (excluding University Holidays), the Security Officer will assume the role of Emergency Response Officer at other times.
Evacuation Plan - Key Elements

**EVACUATION SIGNAL**
The signal to evacuate will be either of the following:
* The sounding of the fire alarm bell or evacuation tone
* A verbal directive issued by the appropriate warden or member of staff.

**CAMPUS EMERGENCY CONTROL CENTRE (CECC)**
In the event of an emergency and/or evacuation the designated Campus Emergency Control Centre is the **Security and Parking Office, Administration East building**.

**ALTERNATE CECC**
In the event that this location is rendered unsafe, the alternate CECC will be the **Visitors Centre**, northeast corner of the Central Administration building.

**EVACUATION ASSEMBLY AREAS**
In the event of an evacuation, persons should assemble at the nearest safe Assembly Area.

**WARDEN MEETING POINT**
Area Wardens will report to their respective Building Warden at the designated Warden Meeting Point after confirming that all areas of their building have been evacuated.

Unless otherwise stated, the Standard Warden Meeting Point for each building will be the vicinity of the fire alarm panel.

**AUTHORITY TO RE-ENTER BUILDING FOLLOWING AN EVACUATION**
Once a building has been evacuated, re-occupation of the building must be authorised by either the Campus Emergency Coordinator or Emergency Response Officer (and where applicable, in consultation with the senior emergency services officer present).

On the authority of either of the above persons, an identified warden or security officer would direct persons to re-enter the building.

**CAMPUS EMERGENCY NUMBER**
In the event of an emergency, Campus Security can be contacted on the campus internal phone system by ringing **Dial 2222**.

Emergency Response Process - Fire Alarm Activation

**AREA WARDENS** (providing it safe to do so):
On hearing the evacuation alarm sound for more than 10 seconds:
* Where applicable (and practicable), deploy responsible persons outside building entrances to prevent entry
* Move through their respective areas checking to ensure that everyone has evacuated
* Report to Building Warden at Warden Meeting Point for building and advise that area has been evacuated and checked.
* Assist Building Warden/Emergency Response Officer as required.
BUILDING WARDENS (providing it safe to do so)
On hearing the evacuation alarm sound for more than 10 seconds:
* Meet Area Wardens at Warden Meeting Point for building
* Confirm that all areas have been evacuated and checked
* Where applicable (& practicable), deploy area wardens to relieve persons at building entrance
* If Emergency Response Officer is in attendance, report building evacuated and checked to this person and then assist as required
* If Emergency Response Officer is not in attendance, inform Communications Officer that building has been evacuated and checked and then standby at Warden Meeting Point

EMERGENCY RESPONSE OFFICER (providing it safe to do so)
On being advised of an alarm:
* Ascertain building in alarm
* Providing it is safe to do so, attend the affected building and ensure that all persons have evacuated
* If evidence of a fire, where practicable (and safe to do so), take action to control or contain the fire
* If no evidence of a fire, update Communication Officer and await arrival of Fire and Emergency Services
* Once alarm has been investigated/actioned by Fire and Emergency Services, assist as required to facilitate resumption of normal activities

CAMPUSS EMERGENCY COORDINATOR
On being advised of an alarm:
* Confirm with Communications Officer the zone/building in alarm and Emergency Response Officer informed and responding
* If required, proceed to the Campus Emergency Control Centre and monitor organisational response

COMMUNICATIONS OFFICER
On being advised of an alarm activation:
* Contact Emergency Response Officer and advise zone/building in alarm
* Note on Warden List as Building Wardens report their respective buildings evacuated
* Update Campus Emergency Coordinator, where applicable
* Assist Campus Emergency Coordinator/Emergency Response Officer is required

STAFF IN CHARGE OF CLASS
On hearing the evacuation alarm sound for more than 10 seconds:
* Immediately cease all activities (teaching/lecturing/studying)
* Evacuate their group to the designated safe Assembly Area
* Any known missing persons should be reported to the Emergency Response Officer or nearest member of emergency services
VERBAL REPORT OF EMERGENCY (Day)

PERSONS DISCOVERING (provided it is safe to do so)
* Move persons away from any danger
* Contact Campus Emergency Number (Dial 2222)

COMMUNICATIONS OFFICER
* Obtain the following information
  - Type of emergency & exact location (including Building, level and room number)
  - Actions being taken by persons at the scene
  - Any persons injured (and nature of injury if known)
  - Have emergency services been notified
  - Name of informant & contact details
* Note time of report
* Ensure Emergency Response Officer has been informed
* If required, inform Campus Emergency Coordinator

EMERGENCY RESPONSE OFFICER
* Proceed to the scene of the reported emergency and ensure that an appropriate response to
  the emergency is underway or initiated
* If required, update the Campus Emergency Coordinator at the first reasonable opportunity

CAMPUS EMERGENCY COORDINATOR
* If required, proceed to the Campus Emergency Control Centre
* Await further information from the Emergency Response Officer
* Action as required
VERBAL REPORT OF EMERGENCY (Night)

PERSON DISCOVERING THE EMERGENCY
* Should notify the nearest member of staff

THE NEAREST MEMBER OF STAFF WILL ENSURE THAT:
* Persons are moved away from any immediate danger
* Contact Campus Emergency Number (Dial 2222)

In the event of an evacuation, occupants should proceed as for a day evacuation and remain at the Assembly Area (providing it is safe to do so) and await instructions from the security officer or emergency services personnel.

Staff in charge of students will ensure that all students stay together until it is determined if classes will resume.

EMERGENCY RESPONSE OFFICER
* Attend the scene and assist in controlling or containing the emergency and initiating an evacuation if appropriate
* Update the Communications Officer at the first reasonable opportunity. Then if appropriate they can inform the relevant emergency services, Campus Emergency Coordinator and other required off-campus staff as soon as possible.
* Where practicable, check the exterior of affected buildings to ensure that persons are not gathering in unsafe areas and to check for any missing persons
* Meet and brief emergency services on their arrival
* Keep the Communication Officer updated
# General Evacuation Guidelines

**EXITS & EGRESS ROUTES**  
Must be safe & unobstructed. Close doors when evacuating.

**DIRECTIVES**  
Must be given in a calm, clear voice and supported by visual signals. Avoid emotive terms and actions. Avoid lengthy explanations.

**Sample Directive:**  
"Your attention please, I'm the emergency warden for this area. There is a ......(incident & location)..... Please immediately leave this area through....(indicate exits).....and proceed to......(location)..... Thank You".

**ARGUMENTATIVE PERSONS**  
Do not engage in arguments. Restate the situation and your request. If persons refuse to comply, carry on with your own emergency duties and report the matter to the Emergency Response Officer/Campus Emergency Coordinator as soon as possible.

**'OUT OF THE WAY' PLACES**  
Providing it is safe to do so, particular attention must be paid to toilets, storerooms, offices etc. where persons could be unaware of an evacuation in progress.

**PEOPLE STANDING OUTSIDE**  
Be on the alert for persons gathering outside the building - they must be encouraged to move well away from the building to ensure that they do not block exits, obstruct emergency services personnel or expose themselves to secondary hazards.

**ENTRY TO THE BUILDING**  
Be alert for persons attempting to enter the building during or following the evacuation.

Once a building has been evacuated, re-occupation of the building must be authorised by either the Campus Emergency Coordinator, Emergency Response Officer or senior emergency services officer present.

On the authority of either of the above persons, staff and students will be directed to re-enter the building.

**MEDIA INQUIRIES**  
Should be referred to the Director, Public Affairs representative.
PERSONS WITH DISABILITIES - HELPFUL STRATEGIES

**GENERAL**
Persons with disabilities are not necessarily helpless, and can serve as resources for their individual conditions and needs.

Discuss with persons who have disabilities how they can best be assisted in an evacuation (e.g. lifting, carrying, and escorting from the building).

Ideally, involve the person’s colleagues in the planning process so that if it does become necessary to evacuate, they can directly assist the individual.

In an evacuation, when offering assistance, ask the person how you can best help.

**MOBILITY**
- Keep offices and passageways clear of obstructions
- If unsafe to use a lift and unable to evacuate a person immediately and safely, position person in fire isolated stairwell where practicable, with someone to remain with them, and obtain assistance
- Don’t assume that lifting techniques will be similar for all disabled persons

**VISION**
- Walk evacuation routes with blind and/or vision impaired persons until they feel familiar
- During an emergency, have them take your elbow and then guide them from the building
- Maintain a dialogue describing the nearest exit and obstacles in their path

**HEARING**
- Discuss communication requirements with the individual and determine communication techniques, which best suit, the individual
- In the event of an emergency and/or evacuation, ensure that the person is personally informed of the situation

**INTELLECTUAL**
- Explain evacuation procedures carefully and clearly, asking for feedback to ensure understanding
- In the event of an emergency and/or evacuation, ensure that the person is personally informed of the situation
**Fire Response**

In the event of a fire, the person discovering the fire should:

* Alert persons in the vicinity of the fire
* Contact Campus Emergency Number (Dial 2222)
* Extinguish the fire if safe to do so (but not otherwise) using portable fire fighting equipment

If too dangerous to fight the fire then:

* Evacuate the immediate vicinity if it becomes an obvious necessity or, on being instructed to do so and assist and direct persons to the nearest safe exit. (Use ALL available safe exits)
* Turn off ignition sources and gas
* Attempt to contain fire and smoke by closing all windows and doors after area has been evacuated
* Leave the area by the nearest safe exit

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**Housekeeping**

All staff should be aware of the following important information:

1. **Emergency Exits/Fire Stairs/Fire Doors**
   * Know the location of ALL emergency exits
   * Must be CLEAR & UNOBSTRUCTED
   * Fire doors must NOT be PROPPED or WEDGED OPEN

2. **Exit Lighting:**
   * Should be ON at all times

3. **Fire Fighting Appliances**
   * First attack fire fighting equipment such as extinguishers and fire hose reels should only be operated by persons who are competent in their use, providing it is safe to do so and only for the specific types of fires for which they are designed
   * Extinguishers or any other fire detection, suppression or safety equipment, which appears to be faulty, missing or in any other way suspect should be immediately, reported to the appropriate person/section
   * Items must not be stored around fire extinguishers or in the fire hose reel cabinets
BOMB THREATS

**Telephone Bomb Threat**
* Stay Calm
* Write down exact wording of threat
* Note time of call
* Do not hang up phone
* Use another phone to contact Campus Emergency Number (Dial 2222)
* Write down other useful information such as how did the caller sounds, any distinguishing information about the caller and anything else about the call (background sounds)

**Searches – Where to Start**
* Confirm who, where & when to report back to after search
* Any area mentioned in the threat and/or description of what to look for
* Building exterior
* All exits
* Egress routes to Assembly Area/s
* Assembly Area/s

**What to Look For**
* Anything that is ‘out of place’ – that doesn't normally belong where it is
* Anything which can't be vouched for
* Anything that looks suspicious or matches the description contained in the threat

**What Then?**
Report results back to Emergency Response Officer. Campus Emergency Coordinator determines if evacuation is appropriate subject to threat information and circumstances.

**What if Something Suspicious is Discovered?**
* Do NOT TOUCH the object
* Note the appearance, sound and exact location of the object
* Tell the Building Warden/Emergency Response Officer - DO NOT USE 2-WAY RADIOS OR MOBILE TELEPHONES
* Persons should be evacuated from the immediate vicinity (assembly area should NOT be in line of sight to the danger area or alternatively not less than 150 metres from the danger area - 200 metres if suspected car bomb)
* When evacuating, if possible, doors and windows in the immediate vicinity should be left open as this will assist in reducing fragmentation and blast damage should the bomb explode
* Observations made by the person discovering the suspicious object should be written down together with a simple diagram showing its location and given to the police on their arrival
# OTHER EMERGENCIES

<table>
<thead>
<tr>
<th>TYPE</th>
<th>RISKS</th>
<th>INITIAL RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Spill</td>
<td>Asphyxiation</td>
<td>* Do not enter suspect area</td>
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<tr>
<td></td>
<td>Explosion</td>
<td>* Evacuate immediate vicinity - move persons to well ventilated area</td>
</tr>
<tr>
<td></td>
<td>Fire</td>
<td>* No ignition sources</td>
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<tr>
<td></td>
<td>Poisoning</td>
<td></td>
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<tr>
<td>Civil Disorder</td>
<td>Injury to bystanders</td>
<td>* Restrict access &amp; tell everyone</td>
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<tr>
<td></td>
<td>Property Damage/Theft</td>
<td>* Withdraw persons to secure areas</td>
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<tr>
<td></td>
<td></td>
<td>* Secure critical records/valuables</td>
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<tr>
<td></td>
<td></td>
<td>* Remove potential missiles/weapons</td>
</tr>
<tr>
<td>Gas Leak</td>
<td>Asphyxiation</td>
<td>* Evacuate immediate vicinity - move persons to well ventilated area</td>
</tr>
<tr>
<td></td>
<td>Explosion</td>
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</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td>Poisoning</td>
<td></td>
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<tr>
<td>Lift Emergency</td>
<td>Claustrophobia</td>
<td>* Reassure occupants</td>
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<tr>
<td></td>
<td>Unsafe removal of occupants</td>
<td>* Do not attempt to release persons</td>
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<tr>
<td></td>
<td></td>
<td>* Await arrival of contractor</td>
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<tr>
<td>Medical Emergency</td>
<td>Aggravation of condition</td>
<td>* First Aider to scene</td>
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<tr>
<td></td>
<td></td>
<td>* Ambulance if necessary</td>
</tr>
<tr>
<td>Power Failure</td>
<td>Anxiety</td>
<td>* Contact Switchboard/Security Office</td>
</tr>
<tr>
<td></td>
<td>Falls</td>
<td>* Reassure occupants</td>
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<tr>
<td></td>
<td>Fume cupboards</td>
<td>* Check for possible fire</td>
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<tr>
<td></td>
<td>Cool rooms / fridges</td>
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<tr>
<td>Seismic Disturbance</td>
<td>Falling Debris</td>
<td>* Protect yourself from falling debris</td>
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<tr>
<td></td>
<td>Explosion</td>
<td>* Render assistance</td>
</tr>
<tr>
<td></td>
<td>Fire</td>
<td>* No ignition sources</td>
</tr>
<tr>
<td></td>
<td>After-shocks</td>
<td>* Extinguish fires</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Evacuate &amp; stay out</td>
</tr>
<tr>
<td>Storm / Cyclone</td>
<td>Flying objects</td>
<td>* Bring all loose objects inside</td>
</tr>
<tr>
<td></td>
<td>Water leaks</td>
<td>* Stay indoors and close doors/windows</td>
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<tr>
<td></td>
<td>Lightning</td>
<td>* Do not use electrical equipment or telephones</td>
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<tr>
<td></td>
<td></td>
<td>* Have buckets/bins ready</td>
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<tr>
<td>Violent Person</td>
<td>Personal Injury</td>
<td>* Do not argue with the person</td>
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<td></td>
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<td>* Move away - avoid sudden moves</td>
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<td>* Make it easy for the person to leave</td>
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<td>* Do not attempt to subdue the person</td>
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<td></td>
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<td>* If person armed withdraw to secure room with telephone &amp; lock door</td>
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</tbody>
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If you discover an emergency, contact the Campus Emergency Number (Dial 2222) immediately. Otherwise ring the appropriate emergency service on '000'

Useful contact numbers on the Crawley Campus:

- **Emergencies**: 2222
- **Medical Centre**: 2118
- **Urgent minor maintenance**: 2025
- **Safety and Health Office**: 3938
- **Security**: 3020

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The University of Western Australia  Warden training notes 03-01 (F384)  UOWA0004.NOT