**EVACUATION PROCEDURES**

**Upon hearing the alarm** or when directed by a warden -

Prepare to evacuate.

* Get your workplace ready to be left unattended. Shut down computers; turn off gas and electrical equipment, if safe to do so.
* For fire, close the doors as you go – **do not lock them**. In the case of a bomb threat, leave doors open.
* Assist any person in immediate danger.
* Leave the building via the nearest safe route.
* Obey all directions from wardens.
* Move calmly to the assembly point [or other advised area](file:///\\MAIL\INFOSTORE\School%20Of%20Health%20Sciences\2019%20SHS%20MASTER\Quality\2019%20COMS\Cert%20III\Cert%20III%20in%20Health%20Services%20Assistance\1Units\Copy%20&%20rename%20me%20with%20unit%20code\HLTWHS001-S1\Resources\Emergency%20resonse%20kit\assemble.html) and stay there until the **All Clear** has been given.
* Follow closely the instructions of emergency services personnel and campus wardens.
* Wait for the OK to re-enter the building.

**FIRE**

* Ring **0 000 and provide details of the fire** then ring **security on 400.**
* Assist any person in immediate danger (only if safe to do so).
* If safe to do so, close doors to minimise spread of the fire.
* Attack the fire only if safe to do so.
* Contact nearest warden and follow their directions.
* Assist with the evacuation of mobility impaired occupants.
* Move to the nominated [evacuation assembly](file:///\\MAIL\INFOSTORE\School%20Of%20Health%20Sciences\2019%20SHS%20MASTER\Quality\2019%20COMS\Cert%20III\Cert%20III%20in%20Health%20Services%20Assistance\1Units\Copy%20&%20rename%20me%20with%20unit%20code\HLTWHS001-S1\Resources\Emergency%20resonse%20kit\assemble.html) point, and stay there until the **All Clear** has been given.
* Follow closely the instructions of emergency services personnel and campus wardens.

**MEDICAL EMERGENCY**

Assess the situation -

* **Do not** move a casualty unless they are exposed to a life threatening situation.
* Contact the nearest **first aid officer**.
* In extreme emergency situations contact the ambulance service by dialling **0 000** then ring security on **400.**
* Arrange for the ambulance to be met at the front gate or other nominated area.
* Remain with the casualty and administer first aid as appropriate until assistance arrives.
* Follow closely the instructions of emergency services personnel and campus wardens.

**BOMB THREAT**

On receipt of a telephone bomb threat:

* Keep the caller talking (do not hang up).
* Remain calm and do not say or do anything that may encourage irrational behaviour.
* Ask someone else to ring **400.**
* **DO NOT** use mobile phones. Turn them all off.
* Complete the phone threat checklist over the page.
* Follow the warden’s instructions.
* Evacuate the building via alternate exits, leaving doors and windows open.
* Take personal belongings with you, noting any suspicious parcels in your area as you leave.
* Move to assembly point maintaining a clear distance from parked vehicles.
* Follow closely the instructions of emergency services personnel and campus wardens.

# **CIVIL DISTURBANCE**

* Keep well clear of the disturbance and do not say or do anything that may encourage irrational behaviour.
* Consider ”locking down” the building to prevent unauthorised entry.
* Follow closely the instructions of emergency services personnel and campus wardens.
* Evacuate the building only if instructed to do so by emergency services personnel or campus wardens.

****ATTACK OR ARMED THREAT****

* Keep well clear of the intruder and do not say or do anything that may encourage irrational behaviour.
* Notify security **400** and police **0 000**.
* Note as many details as possible.
* Follow closely the instructions of emergency services personnel and campus wardens.
* Evacuate the building only if instructed to do so by emergency services personnel or campus wardens.
* Stay clear of windows.

**PERSONAL PREPARATION**

* Know the location of **emergency exits** in your building.
* Plan an **escape route** from your office to each exit.
* Familiarise yourself with the location of any **break glass** **fire alarms** in your building.
* Note the location of **fire extinguishers**.
* Familiarise yourself with the [names and locations](file:///\\MAIL\INFOSTORE\School%20Of%20Health%20Sciences\2019%20SHS%20MASTER\Quality\2019%20COMS\Cert%20III\Cert%20III%20in%20Health%20Services%20Assistance\1Units\Copy%20&%20rename%20me%20with%20unit%20code\HLTWHS001-S1\Resources\Emergency%20resonse%20kit\wardens.html) of your building warden and nearest floor wardens.
* Familiarise yourself with the identity and location of the first aid officers and first aid kits.

**FIRST AID KITS**

First aid kits are located in the following areas:

|  |
| --- |
| **Building/Room No/Area** |
| ***E3.316*** |
|  |
|  |

**YOUR WARDENS AND EMERGENCY PERSONNEL ARE:**

|  |  |  |
| --- | --- | --- |
| **Area** | **Name** | **Ext** |
| **Building 3** | Jose Taylor | 1111 |
| **Building 3** | Jan Smith | 1112 |
| **Building 4** | Thomas Ng | 1113 |
| **Building 5** | Navinder Kaur | 1114 |

**Assembly Point**

**In the event of fire – Kingsley Gardens, Victoria Cres Box Hill**

**In the event of bomb threat - Kingsley Gardens, Victoria Cres Box Hill**

**OR follow the instructions of your wardens**

**Your personal safety is the most important**

**Factor in an emergency**

**Date of preparation** 21*/01/2019 V1.0*

**PHONE THREAT CHECKLIST**

**KEEP CALM**

Name (Print) Phone No 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 etc)

Manner (calm, emotional etc)

Did you recognise the caller?

If so, who do you think it is?

Was caller familiar with the area?

**Threat Language**

Well spoken

Incoherent

Irrational

Taped

Message read by caller

Abusive

Other

**Background Noises**

Street

House

Aircraft

Voices

Music

Machinery

Other

Local call

STD call

**Notes**

**Other**

Gender of caller Male / Female Estimated age

**Call Taken**

Date Time

Duration of call

Number called

**Action (0btain details from Supervisor)**

Report call immediately to

Phone Number

OR Security **400**

**Please report these details to Security and the Building Warden as soon as possible**

Use additional paper as required