

# EVACUATION AND EMERGENCY PROCEDURES

## 1. INTRODUCTION

Charles Sturt Campus Services (CSCS) is committed to safety in the workplace for all employees, contractors and visitors in accordance with work, health and safety legislation and all associated standards and codes of practice.

As a Charles Sturt University (CSU) enterprise located on CSU campuses across NSW, CSCS employees may also be evacuated under the policies and procedures of CSU and emergencies dealt with under CSU.

For this reason, CSCS employees need to familiarize themselves with this document and the relevant CSU documents.

## 2. SCOPE

These procedures apply to the employees (including casuals and consultants), contractors (including sub-contractors) and visitors of CSCS within all the locations the company operates.

## 3. PURPOSE

The purpose of these procedures is to ensure employees are familiar with how to deal with an emergency situation or evacuation and where to go to for assistance.

## 4. EVACUATION

1. Remain Calm. DO NOT run or shout, as this may cause others to panic and become injured.
2. Alert nearby staff members.
3. Await instructions from floor and building wardens, particularly for bomb threat. Bomb threat procedures require that exit routes be checked for safety prior to evacuation.
4. Upon instruction, move in an orderly manner to your designated assembly point.
5. If time permits, take valuables with you.
6. Close doors behind you to reduce smoke and fire transmission.
7. Do not re-enter building until it has been declared safe to do so by the Building Warden
8. Notify and inform your immediate Supervisor when time permits.

## 5. FIRE

Should you discover a fire:

1. Remain Calm. Do NOT shout 'FIRE' as this may cause panic and lead to injuries.
2. Alert nearby staff to leave the immediate area.
3. Dial '000' and request the Fire Brigade. Do NOT assume that someone else has phoned.
4. Notify the Building Warden and activate the nearest alarm.
5. When all staff and visitors are out of the danger area, confine the fire and smoke by closing doors leading to the fire area.
6. Attempt to contain or extinguish the fire only if it is safe for you to do so.

**Operate the fire extinguisher as follows:**

- P** - Pull Pin & Test the Extinguisher
  - A** - Aim the nozzle at the base of the fire
  - S** - Squeeze the handle
  - S** - Sweep the base of the fire
7. Turn off the power to electrical appliances. (See note below)
  8. Leave ALL lighting on.
  9. Evacuate the building following floor warden's instructions.
  10. Stay at assembly point until directed otherwise.

**Note 1.** Power can be left 'on' to air conditioning systems to provide for clean air as these benefits outweigh the negative effects of feeding the fire

## 6. BOMB THREAT

Record details of any bomb threat using the [Phone Threat Checklist](#) at the rear of your laminated 'Building Emergency Procedure' or from the links provided on this page.

1. Be calm and courteous. (Do NOT antagonize the caller)
2. Do NOT attempt to transfer the call. (Unless requested)
3. Treat all threats as genuine.
4. Listen for sounds in the background.
5. Discreetly attract the attention of a nearby staff member if possible.  
This person should ring the police and specify which line the call is on.
6. Keep the caller on the line as long as possible.
7. After the caller has hung-up the phone, Dial '000' to summon the police and bomb squad.
8. Dial Ext 400 and advise Campus Security of event.
9. Alert the Building Warden.
10. Follow the evacuation procedures for bomb threats

## 7. PERSONAL THREAT

1. Do not panic. Remain Calm.
2. Do not take risks. Do not play the hero.
3. Be compliant within reasonable boundaries.
4. Do not make any sudden actions.
5. When possible, Dial '000' to summon the police (or dial 112 from mobiles).
6. Dial Ext '400' to advise Campus Security of the event.
7. Write down all recollections of offender including description, speech, clothing, vehicle, direction of escape etc.

## 8. SELF HARM

1. Call '000' if the person is seriously injured (or dial 112 from mobiles).
2. Call Campus Security '400'.
3. Remain calm. Reassure the person and stay with them until Campus Security arrives.
4. Campus Security staff have the contacts to arrange for the appropriate University staff to respond to the situation.

## 9. INTERNAL EMERGENCY

### In the event of an internal emergency

(eg aircraft crash, multiple vehicle crash, structural collapse, or explosion occurring on your site or campus)

1. Dial '000' from a land line or '112' from a mobile phone
2. State the nature and location of the emergency and the estimate of the number of people involved.
3. Dial Ext 400 and confirm details with Campus Security. (Don't assume they know)
4. Follow evacuation procedures to evacuate all persons in the immediate danger area.
5. Follow the instructions of the Building/ Floor Warden.
6. Stand by to assist in rescue operations if necessary.

## 10. EXTERNAL EMERGENCY

(eg aircraft crash, multiple vehicle crash, structural collapse, or explosion adjacent to your site or campus)

1. Dial '000' from a land line or '112' from a mobile phone
2. State the nature and location of the emergency and the estimate of the number of people involved.
3. Dial Ext 400 and confirm details with Campus Security. (Don't assume they know)

4. Await instructions from the Building/ Floor Warden.
5. Stand by to assist in rescue operations if necessary.

## 11. MEDICAL EMERGENCY

### RESUSCITATION

#### DRSABCD action plan

In an emergency call triple zero (000) for an ambulance

#### **D - Danger**

Ensure the area is safe for yourself, others and the patient.

#### **R - Response**

**Check for response** - ask name squeeze shoulders

##### **No response**

Send for help

##### **Response**

Make comfortable  
Check for injuries  
Monitor response

#### **S - Send for Help**

Call triple zero (000) for an ambulance or ask another person to make the call

#### **A - Airway**

**Open mouth** - if foreign material is present:

place in the recovery position  
clear airway with fingers

**Open Airway** by tilting head with chin lift

#### **B - Breathing**

**Check for breathing** - look, listen and feel

##### **Not normal breathing**

Start CPR

##### **Normal breathing**

place in recovery position  
monitor breathing  
manage injuries

treat for shock

## C - CPR

**Start CPR - 30 chest compressions : 2 breaths**  
Continue CPR until help arrives or patient recovers

## D - Defibrillation

Apply defibrillator if available and follow voice prompts

*St John Ambulance Australia. St John First Aid Protocols are for the Australian market only. All care has been taken in preparing the information but St John takes no responsibility for its use by other parties or individuals. St John encourages first aid training as these Fact Sheets are NOT a substitute for first aid training*

*This information supplied by St John Ambulance Australia (NSW)*

## 12. TESTING

CSCS Management will conduct internal evacuation drills to ensure compliance against these procedures. These 'drills' will be conducted across all sites at least annually. CSU may also conduct their specific drills from time to time.

## 13 REFERENCES

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<http://www.csu.edu.au/division/facilitiesm/services/emergency/flipchart#>

[Phone Threat Checklist](#)