



THE UNIVERSITY OF
SYDNEY

Building Emergency Response Procedures

*Badham Building
A16*

EMERGENCY CONTACT NUMBERS

Ambulance, Police, Fire	Triple Zero (000)
Protective Services	9351 3333

Date of issue or amendment: 13/03/2023

Next review: 6/03/2024

Copies to: All members of the Emergency Control Organisation (ECO)
Heads of Area for each occupant group
Safety Health and Wellbeing

TABLE OF CONTENTS

EMERGENCY CONTACT NUMBERS	1
TABLE OF CONTENTS	2
EMERGENCY CONTROL ORGANISATION (ECO).....	3
BUILDING CHARACTERISTICS.....	4
Hazardous Materials.....	5
Previous/plausible building emergencies.....	5
EVACUATION PROCEDURES	6
Standard Emergency Response for all staff, students and visitors	6
Emergency Control Organisation	7
Medical Emergency.....	9
Bomb threat.....	10
Gas leaks.....	11
Natural Gas.....	11
Scientific and Industrial Gases.....	11
Hazardous material (HAZMAT) incident	12
Emergency lockdown	13
People with disability	14
Document Control/Version Control	15
APPENDIX A – Evacuation Diagrams.....	16
APPENDIX B – Use of the Emergency Warning Intercommunication System (EWIS) in response to an automatic alarm activation	18
APPENDIX C – Planning an emergency exercise	19
APPENDIX D – Conducting an emergency evacuation exercise (using EWIS)	20
APPENDIX E – Conducting an emergency lockdown exercise (using EWIS).....	21
APPENDIX F – Occupant Warning System training announcements.....	22
APPENDIX G – Phone threat checklist (NSW Police).....	23
APPENDIX H – Dangerous goods manifest.....	24
APPENDIX I – Emergency Debrief Checklists.....	25

EMERGENCY CONTROL ORGANISATION (ECO)

Primary Occupant Group	Head of Area	Representative
School of Pharmacy	Professor Andrew McLachlan	

Other Occupant Groups	Head of Area	Representative
School of Psychology	Professor Ben Colagiuri	
Museums & Cultural Engagement	David Ellis	

Chief Warden	Organisational Unit	Phone	Mobile	Email
Nicolas McNair	Psychology	9036 4770	0478 676 503	nicolas.mcnair@sydney.edu.au

Deputy Chief Warden(s)	Organisational Unit	Phone	Mobile	Email
Kellie Charles	Pharmacy	9351 3179	0434 349 875	kellie.charles@sydney.edu.au

Emergency Warden(s)	Organisational Unit	Phone	Mobile	Email	Area of Control
Matthew Huan	Museums	9114 2199	0434 821 359	matthew.huan@sydney.edu.au	Level 1
Kristy Yu	Library	8627 7380		kristy.yu@sydney.edu.au	Level 2
Dominic Tran	Psychology	9351 8990	0434 344 472	minh.d.tran@sydney.edu.au	Level 2
Brittany (Wei Ye) Chen	Psychology		0456 355 555	wche8940@uni.sydney.edu.au	Level 2
Winston Tan	Psychology		0412 554 401	wtan3277@uni.sydney.edu.au	Level 2
Saoirse Connor Desai	Psychology		0405 400 287	saoirse.connordesai@sydney.edu.au	Level 2
Timothy Chen	Pharmacy	9351 4440	0414 917 150	timothy.chen@sydney.edu.au	Level 3 4
Fanfan Zhou	Pharmacy	9351 7461	0433 308 699	fanfan.zhou@sydney.edu.au	Level 4 5

Building First Aid Officers	Organisational Unit	Phone	Mobile	Email	Area of Control
David Ng	Psychology	9351 9415	0430 281 889	d.ng@sydney.edu.au	Level 1 & 2
Kellie Charles	Pharmacy	9351 3179	0434 349 875	kellie.charles@sydney.edu.au	Level 3, 4, 5

BUILDING CHARACTERISTICS

Fire detection / protection	tick	Details
Smoke detectors	<input checked="" type="checkbox"/>	May not be present in Level 1 South Badham
Thermal detectors	<input type="checkbox"/>	
Sprinkler system	<input checked="" type="checkbox"/>	
Fire isolated stairs	<input checked="" type="checkbox"/>	
Fire compartmentalization	<input checked="" type="checkbox"/>	
Occupant warning system (e.g. sounders, EWIS)	<input checked="" type="checkbox"/>	
Warden intercommunication points (WIP)	<input type="checkbox"/>	
Manual Call Point (Red)	<input type="checkbox"/>	
Emergency Call Points (White)	<input type="checkbox"/>	
Cascading evacuation sequence	<input checked="" type="checkbox"/>	

Building Use	tick	Details
Office space	<input checked="" type="checkbox"/>	
General teaching	<input checked="" type="checkbox"/>	
Study spaces	<input checked="" type="checkbox"/>	
Teaching laboratories	<input checked="" type="checkbox"/>	
Research laboratories	<input checked="" type="checkbox"/>	
Specialty research facilities	<input checked="" type="checkbox"/>	
Clinical treatment areas	<input type="checkbox"/>	
Library	<input type="checkbox"/>	
Museums and galleries	<input checked="" type="checkbox"/>	
Theatres or performance spaces	<input type="checkbox"/>	
Car Park	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

Emergency control point Location where the Chief Warden, Protective Services and Emergency Services will meet and operate from	Entrance to The Quarter
Location of emergency assembly area	Badham: Outside the Woolley Bldg, Science Rd Bank: Grass outside Edgeworth David Bldg, Science Rd

Hazardous Materials

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. A summary is shown below. For further information refer to Appendix H – Dangerous Goods Manifest.

Hazardous materials	tick	Summary details
Chemicals	<input checked="" type="checkbox"/>	Rooms 107, 161, 163
Biological (e.g. pathogens or Genetically Modified Organisms)	<input type="checkbox"/>	
Radioactive materials, radiation apparatus or high-powered lasers	<input type="checkbox"/>	

Previous/plausible building emergencies

Many of our buildings have experienced real-life emergencies in the past. Understanding what has happened in your building in the past provides some insight into the risks that may need to be managed and the emergencies situations you should be prepared for.

Previous building emergencies (i.e. historical experience in your building)		
Year	Emergency Type	Details

Just because it has not happened before does not mean that it is not possible. Emergencies can arise from several causes including fire, medical emergencies, chemical spills, gas leaks, bomb threats and physical threats. Consider which emergencies are plausible based on the characteristics of your building, its location, use and occupants.

Other plausible building emergencies	
Emergency Type	Details
Medical emergency	
Active shooter	
Bomb threat	
Aggressive behaviour	
COVID clean	

EVACUATION PROCEDURES

Standard Emergency Response for all staff, students and visitors

RESPONSE TO EMERGENCY 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.



WHOOOP...WHOOOP... 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.

STANDARD EMERGENCY RESPONSE (NO ALARM)

1. Warn anyone in immediate danger
2. Contain or manage the situation, if safe to do so.

If necessary...

3. Activate the Alarm using an Emergency Call Point (white break glass alarm)
4. Evacuate via your closest safe **EXIT**
5. Report the emergency – Triple Zero (000) and 9351 3333.



Emergency Control Organisation

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.



WHOOO...WHOOO... 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 and FIP panels and warden reports)
3. Coordinate the evacuation
4. Ensure that the Emergency Services and Protective Services have been notified
5. Delegate actions to others
6. Liaise with emergency wardens, Building First Aid Officers, Protective Services and Emergency Services
7. Announce when the building is clear for re-entry.

NB: The Chief Warden is the emergency controller until the Emergency Services or Protective Services arrive and take over

BUILDING FIRST AID OFFICERS

1. Evacuate via the closest safe exit
2. Report to the Chief Warden
3. Provide First Aid and/or other assistance 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 to prevent any accidental entry or unauthorised re-entry.

Entry Point	Emergency Warden Responsible
Technology Lane (near Griffith Taylor)	Brittany Chen*
Graffiti Tunnel (top, near Science Road)	Winston Tan*
Graffiti Tunnel (bottom, near Griffith Taylor)	Matt Huan
Entrance to the Quarter	Nicolas McNair Kellie Charles
Wilkinson Axis (entrance to Top South Badham)	Dominic Tran*
Wilkinson Axis Car Park	Saoirse Connor Desai*
Level 5 Entrance	Fanfan Zhou
Level 3 4 Entrance	Tim Chen

Building and location specific guidance for wardens when clearing a floor

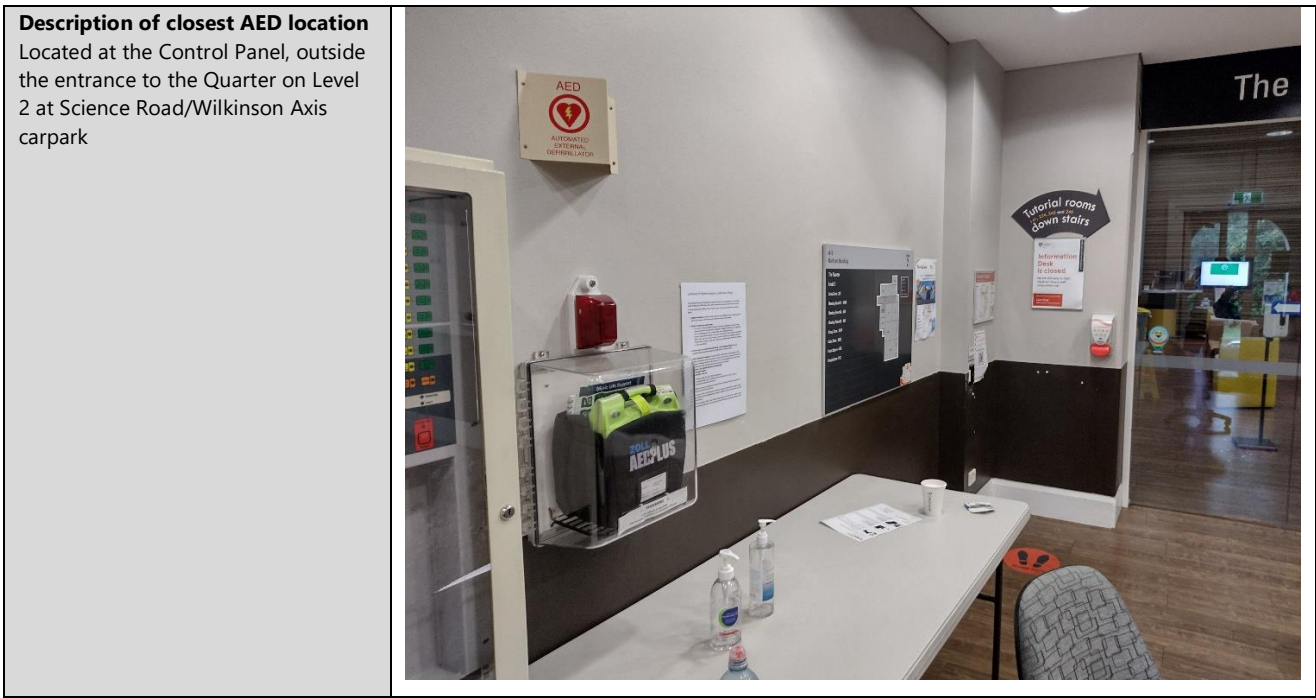
People evacuating via the Bank building should be directed to the assembly area for that building – the grass area outside the Edgeworth David Building.

Medical Emergency

If a person is seriously injured or ill, follow these procedures.

PERSON WHO DISCOVERS THE INJURED OR ILL

1. Call Triple Zero (000) and ask for an ambulance
2. Notify the closest Building First Aid Officer¹
3. If the person is unconscious, send for the closest automated external defibrillator (AED) located at:



4. Notify Protective Services² (9351 3333) and advise that an ambulance has been called
5. Send staff to the main entrances of the building to meet the Ambulance on arrival.

FIRST AID OFFICER

Provide first aid and/or other 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 9351 3484.

¹In a medical emergency University Protective Services can provide assistance until an ambulance arrives. They hold current first-aid certificates, and their vehicles carry automatic external defibrillators (AEDs).

² Protective Services will re-contact emergency services to provide additional details if necessary.

Bomb threat

Bomb threats are commonly received via a telephone call, but are also received via email, written note or other means. The response to a bomb threat is often different to other emergencies. Protective Services will work with NSW Police to decide the best course of action. If a search or evacuation is deemed necessary, the ECO may be asked to assist in 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 G) to record as much information as possible**
3. **Notify Protective Services on 9351 3333 and your local management.**

PROTECTIVE SERVICES

1. **Notify NSW Police**
2. **Work with 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 Protective Services and NSW Police as instructed

BUILDING OCCUPANTS

1. **Follow instructions from Protective Services, NSW Police and emergency wardens**
2. **On request, check the immediate work area for anything suspicious**
3. **If requested, collect personal belongings and evacuate as directed**
4. **Report suspicious items to Protective Services, NSW Police, Chief Warden or emergency wardens.**

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 leaks

Natural Gas

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.

If natural gas can be smelt inside a building:

EMERGENCY WARDENS AND/OR LOCAL SUPERVISORS

- 1. Eliminate ignition sources where possible**
- 2. Evacuate all staff, students and visitors to a well-ventilated area**
- 3. Notify Protective Services on 9351-3333 and the Chief Warden.**

CHIEF WARDEN

- 1. Check if other areas of the building are affected**
 - 2. Liaise with Protective Services on 9351-3333 and Central Operations Services (COS) Facility Management team**
- If necessary...**
- 3. Manually activate evacuation procedures**
 - 4. Ensure that the Emergency Services have been notified.**

Scientific and Industrial Gases

Laboratory and clinical areas are often serviced by various types of gases. In many cases, gas monitoring is used to detect gas leaks. When gas is detected an audible and/or visual alarm is activated within the affected area.

If gas alarms are activated in a building:

EMERGENCY WARDENS AND/OR LOCAL SUPERVISORS

- 1. DO NOT enter the affected area**
- 2. Evacuate all staff, students and visitors to a safe and well-ventilated area**
- 3. Notify Protective Services on 9351-3333, the Chief Warden and the relevant laboratory/area manager.**

CHIEF WARDEN

- 1. Liaise with Laboratory Managers, Protective Services and Central Operations Services (COS) team**
- If necessary...**
- 2. Manually activate evacuation procedures**
 - 3. Ensure that the Emergency Services have been notified.**

Hazardous material (HAZMAT) incident

Chemicals, biological materials and unsealed radioactive sources are generally stored and used in specialty facilities at the University (e.g. laboratories, workshops and dangerous goods depots). Although usually stored and used in small quantities, an accidental spill or release may have an impact on the safety of building occupants.

The organisational units and workgroups that store or use hazardous materials are required to implement appropriate local emergency procedures to manage related incidents.

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?
 - Is the relevant Safety Data Sheet (SDS) available?
 - How much has been released?
 - Where is it located?
 - Is an evacuation required?
 - Is assistance from the Fire and Rescue NSW (HAZMAT Response Unit) required?

If assistance from the Fire and Rescue NSW is required...

- 4. Secure the affected area**
- 5. Report the Emergency via Triple Zero (000) and notify Protective Services (9351 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 Emergency Wardens, Building First Aid Officers, Protective Services and Emergency Services**
- 6. Announce when the building is clear for re-entry.**

Emergency lockdown (shelter in place)

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

Building occupants including emergency wardens will be notified of an emergency lockdown by the attending Emergency Services, Protective Services or the Chief Warden. This message will be communicated via the building's PA system or another mechanism.

The role of the emergency wardens in a lockdown is to help communicate instructions to building occupants and encourage them to stay inside the building. If deemed necessary, Protective Services will take steps to secure the perimeter entrances and/or make temporary changes to building access.

CHIEF WARDEN

1. Follow the instructions of the Emergency Services and Protective Services
2. Facilitate the use of the Occupant Warning System (or other communication equipment)
3. Maintain contact with Wardens via WIP phones (or other agreed method of communication)
4. Act as directed by Protective Services and the Emergency Services.

EMERGENCY WARDENS

1. Encourage staff to remain calm
2. Stay close to the WIP phone, if safe to do so
3. Act as directed by the Chief Warden, Protective Services and Emergency Services.

BUILDING OCCUPANTS

1. Remain calm
2. Follow instructions from the Emergency Wardens, Protective Services and Emergency Services
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.

NB: We are not authorised to communicate with the media.

People with disability

People with physical and cognitive disability may have difficulty moving quickly or using stairs. People who are deaf or have a partial hearing impairment may have difficulty hearing emergency alarm signals and announcements. People who are blind or have a visual impairment may have difficulty in finding and negotiating the emergency exit routes. Individuals with disability may experience varied difficulties during an emergency and may require assistance, while others with a disability may not require assistance.

Staff and students who may expect to have difficulties during an emergency or evacuation should make themselves and their usual location known to the Chief Warden of the building. The Chief Warden should then privately discuss with them the emergency procedures for the building and modify these (if necessary) to accommodate their requirements.

Visual signals may be used to alert those people with impaired hearing, or an escort may be assigned to communicate emergency messages. Emergency exit routes must be kept clear during an emergency for all individuals including those with visual impairment. In most cases an escort should be allocated to help.

During an evacuation, occupants that require assistance should be supported by an escort or warden. People who are unable to use the stairs should be escorted to a 'safe place' and evacuated under the control of the attending Emergency Services.

Safe Place (normally inside the fire stairs)

The nominated 'safe place' within Badham Level 2 is: the entrance outside the kitchenette area (239) in Badham or Graffitti tunnel outside the Level 2 entrance

The nominated 'safe place' within Badham Level 3|4 is: inside the fire stairs

The nominated 'safe place' within Badham Level 5 is: inside the fire stairs

Warden procedure for supporting occupants who are unable to evacuate

1. Calmly explain the standard procedure to the person (and their companions)
2. Assist the person to a location near the 'safe place' (e.g. entrance to fire stair or refuge area)
3. Report your location and the situation to the Chief warden (example message below)
4. Wait with the person (and potentially their companion or escort)
5. Maintain communication with Chief Warden (via WIP or mobile phone)
6. Move inside the 'safe place' if there is any sign of danger on the floor.

The person will be evacuated under the direction of emergency services.

Example message – *“This is the Level 4 warden. We have an occupant on Level 4 who is in a wheelchair and unable to evacuate via the fire stairs. We are located at the entrance to Fire Stair 03 (Paramatta Road side) there is currently no sign of immediate danger on the floor. Please advise the emergency services of our location on arrival. I will let you know if the situation changes.”*

Person with disability	Normal location	Escort and/or specific procedure

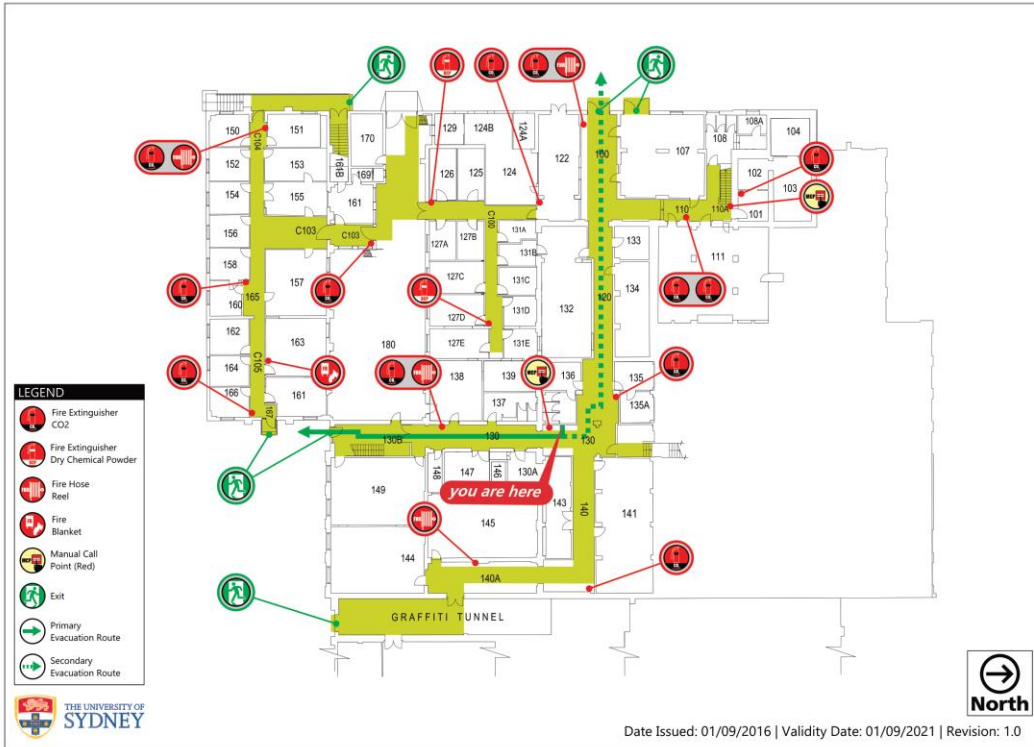
Document Control/Version Control

Template version		Version 4.0			
References					
Acknowledgements					
Related Documents					
Version Control	Date released (Effective Date)	Author/s	Custodian (Must be Chief Warden)	Approved by (Must be Head of main occupying department)	Amendment
4.0	25/2/22	Nicolas McNair	Nicolas McNair		

APPENDIX A – Evacuation Diagrams

Evacuation Diagram

Level 1 - A16 Badham Building



Evacuation Procedures

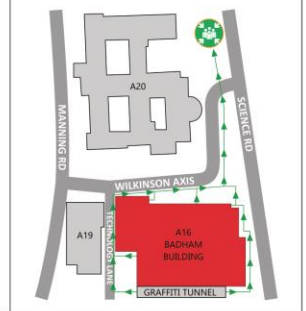
ALARMS

- BEEP...BEEP...** - Prepare to evacuate
 1. Check for any sign of immediate danger
 2. Shut down equipment & processes
 3. Collect any nearby personal items
- WHOOOP...WHOOOP...** - Evacuate the building
 1. Follow the Exit signs
 2. Escort visitors & those who require assistance
 3. Do not use the lifts
 4. Proceed to the Assembly Area

EMERGENCY RESPONSE

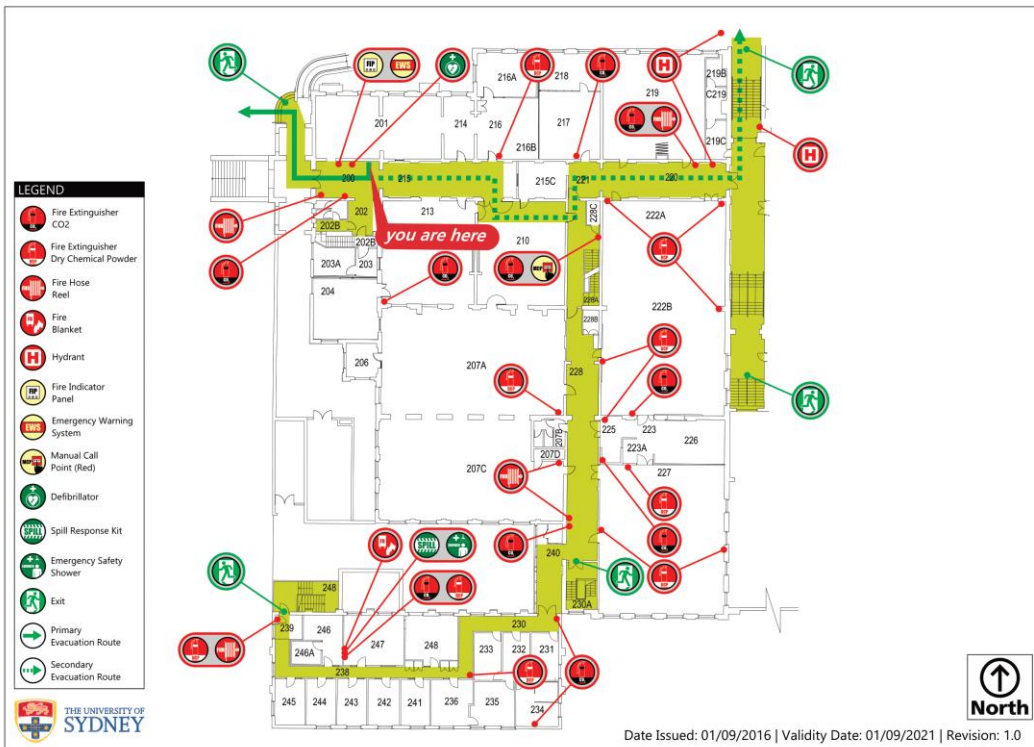
1. Warn anyone in immediate danger
 2. Fight the fire or contain the emergency, if safe & trained to do so
- If necessary...
3. Close the door, if safe to do so
 4. Activate the 'Emergency Call Point (White)' or the 'Manual Call Point (Red)'
 5. Evacuate via your closest safe exit
 6. Report the emergency to 0-000 & 9351 3333

Assembly Area



Evacuation Diagram

Level 2 - A16 Badham Building



Evacuation Procedures

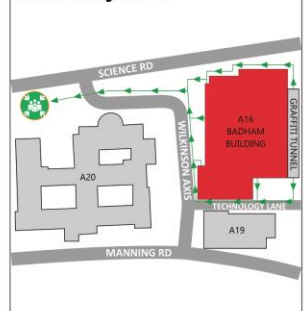
ALARMS

- BEEP...BEEP...** - Prepare to evacuate
 1. Check for any sign of immediate danger
 2. Shut down equipment & processes
 3. Collect any nearby personal items
- WHOOOP...WHOOOP...** - Evacuate the building
 1. Follow the Exit signs
 2. Escort visitors & those who require assistance
 3. Do not use the lifts
 4. Proceed to the Assembly Area

EMERGENCY RESPONSE

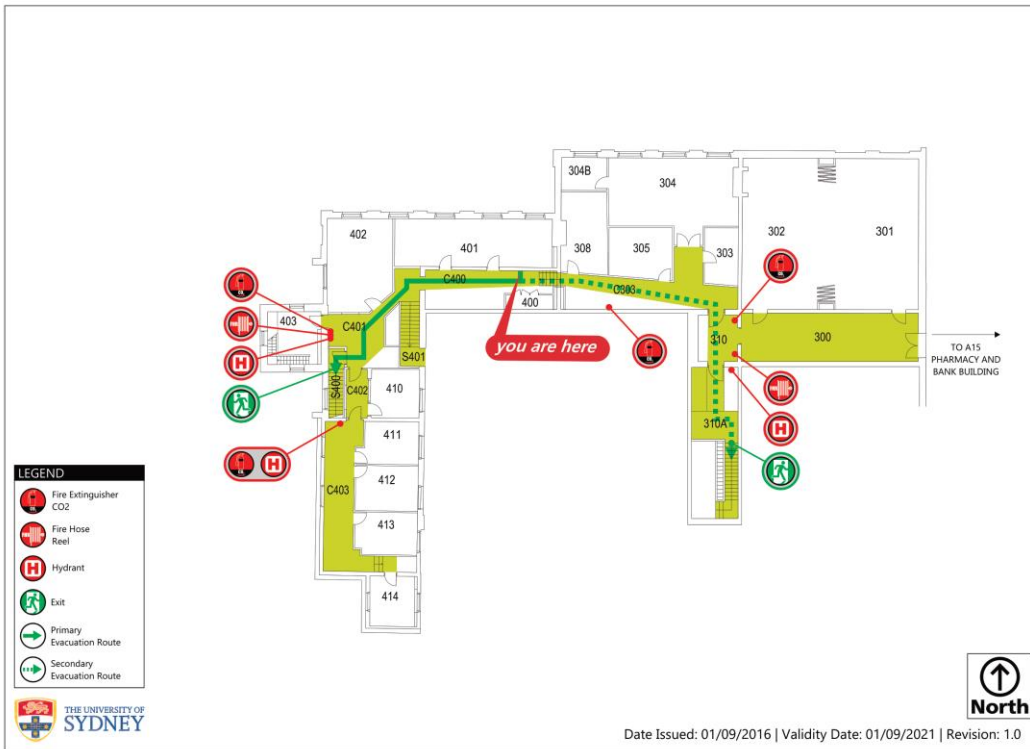
1. Warn anyone in immediate danger
 2. Fight the fire or contain the emergency, if safe & trained to do so
- If necessary...
3. Close the door, if safe to do so
 4. Activate the 'Emergency Call Point (White)' or the 'Manual Call Point (Red)'
 5. Evacuate via your closest safe exit
 6. Report the emergency to 0-000 & 9351 3333

Assembly Area



Evacuation Diagram

Level 3&4 - A16 Badham Building



Evacuation Procedures

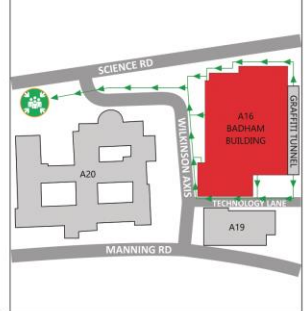
ALARMS

- BEEP...BEEP...** - Prepare to evacuate
 1. Check for any sign of immediate danger
 2. Shut down equipment & processes
 3. Collect any nearby personal items
- WHOOOP...WHOOOP...** - Evacuate the building
 1. Follow the Exit signs
 2. Escort visitors & those who require assistance
 3. Do not use the lifts
 4. Proceed to the Assembly Area

EMERGENCY RESPONSE

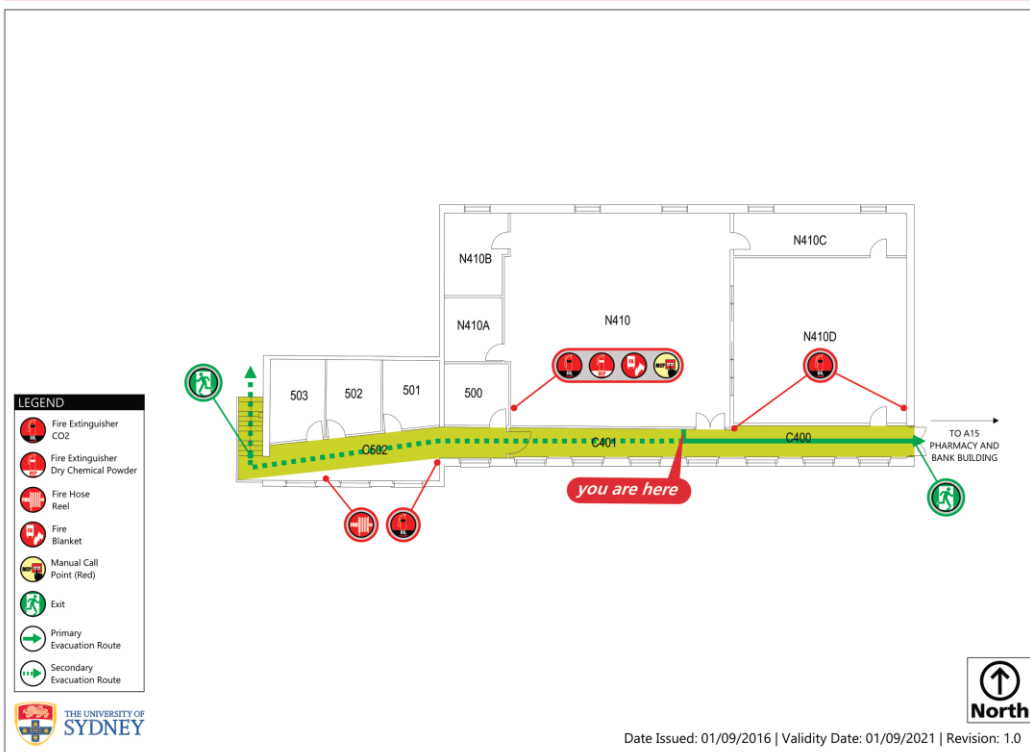
1. Warn anyone in immediate danger
 2. Fight the fire or contain the emergency, if safe & trained to do so
- If necessary...
3. Close the door, if safe to do so
 4. Activate the 'Emergency Call Point (White)' or the 'Manual Call Point (Red)'
 5. Evacuate via your closest safe exit
 6. Report the emergency to 0-000 & 9351 3333

Assembly Area



Evacuation Diagram

Level 5 - A16 Badham Building



Evacuation Procedures

ALARMS

- BEEP...BEEP...** - Prepare to evacuate
 1. Check for any sign of immediate danger
 2. Shut down equipment & processes
 3. Collect any nearby personal items
- WHOOOP...WHOOOP...** - Evacuate the building
 1. Follow the Exit signs
 2. Escort visitors & those who require assistance
 3. Do not use the 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 the 'Emergency Call Point (White)' or the 'Manual Call Point (Red)'
 5. Evacuate via your closest safe exit
 6. Report the emergency to 0-000 & 9351 3333

Assembly Area



APPENDIX B – Use of the Emergency Warning Intercommunication System (EWIS) in response to an automatic alarm activation

This information is to be used as a reference for Chief and Deputy Chief Wardens who have completed practical (hands on) training in the use of the occupant warning system in their building.

Procedures will vary dependent on the type of occupant warning system installed in the building.

1. Open Panel Door
2. Look at the "Input" lights located on the immediate left of the central descriptors. The "Input" lights indicate whether the alarm has been triggered by fire indicator panel (FIP) or a Break Glass Alarm (BGA), and which area/floor the alarm originated from. This information can be cross referenced with information on the FIP display
3. Turn the Key from **AUTO** to **MANUAL**. You are now in control of the alarms
4. Press the **blue** "All PA Speech" button, pick up the microphone, depress the microphone button and make an announcement ...

Example: ***"Attention all personnel, the fire alarm has been activated, please evacuate the building by your closest safe exit."***

Release the microphone button (for approximately 10 seconds or more)

Depress microphone button again and announce ...

"Attention all emergency wardens, can all Wardens in the building please clear your area immediately and report back when your area has been cleared"

Release the microphone button

5. Press the **red** "All Evacuate" button
6. Use the microphone to make PA announcements as required. Just depress the microphone button to speak and release the button to continue sounding the alarm
7. Answer the WIP Phones if they ring, by pressing the **red** WIP Phone button that is flashing
8. Use the **yellow** "Zone Manned" and **green** "Zone Cleared" buttons to record the status of the evacuation

How to plan an emergency exercise

There are several actions that a Chief Warden must carry out when planning an emergency exercise:

1. Agree on a date/time with the ECO team at least two weeks in advance.

Aim to minimise disruption to University business whilst maximising participation. One way to do this is to schedule evacuation exercises to commence 10 mins before the hour to minimise disruption to teaching. Emergency lockdowns should be scheduled on the half hour to minimise the possibility of disrupting the movement of students between classes (usually scheduled on the hour).

2. Consult with relevant Heads of Area and/or their representatives
3. Notify your Health & Safety Partner and request their attendance as an observer (or for assistance)
4. At least 2 weeks prior to your planned exercise, submit a service request via [Campus Assist Online](#)
 - a. Select 'Fire Services' as the problem type.
 - b. Request that a fire services technician attend your planned exercise, arriving 10 mins before the start time. Provide date, time, location, and type of exercise planned (e.g. evacuation or lockdown).
 - c. If you require a fire services technician to activate your fire systems, i.e., your building does not have an emergency warning system that can be manually activated, add that to your request.
 - d. If you would like to simulate a realistic full fire system response, add that to your request. This will include the automatic unlocking of fire doors, the operation of fire curtains and/or the testing of a cascading alarms systems. A full system activation is recommended periodically in buildings that do not experience frequent unplanned alarms.
 - e. The cost of this service is funded centrally so you do not need to provide an account code.

Note: If the fire services technician does not arrive at the scheduled time, you can proceed with your exercise without them.

5. Notify Protective Services via email (operations.controller@sydney.edu.au) 3-4 days prior to the exercise. This message should detail the building, the type of emergency exercise planned (e.g. evacuation or lockdown) and the intended date and time.

APPENDIX D – Conducting an emergency evacuation exercise (using EWIS)

Immediately before the exercise, call Protective Services (9351 3487) to remind them that you're conducting an emergency evacuation exercise.

When you're ready to conduct the exercise:

1. Open panel door using your 003 key
2. Turn the key in the panel from **AUTO** to **MANUAL**. You are now in control of the alarms
3. Press the blue "All PA Speech" button
4. Press the yellow "All Alert" button and allow the alert tone to sound for approx. 10 seconds
5. Pick up the microphone, depress the microphone button and make an announcement ...

Example evacuation exercise announcement

"Attention all personnel, we are conducting an emergency evacuation exercise. All persons within the building are required to participate. Please evacuate the building via your closest safe exit and make your way to the assembly area. We aim to complete this exercise within the next 15 min. Please do not re-enter the building until instructed to do so by an emergency warden."

Example emergency announcement:

"There has been a large gas leak on Eastern Avenue, we have been asked to evacuate the building and assemble on Oval Number 1. Please evacuate via the exits at the rear of the building and make your way to Oval Number 1."

6. Press the red "All Evacuate" button
7. Use the microphone to make PA announcements as required. Just depress the microphone button to speak and release the button to continue sounding the alarm
8. Answer the WIP Phones if they ring, by pressing the red WIP Phone button that is flashing
9. Use the yellow "Zone Manned" and green "Zone Cleared" buttons to record the status of the evacuation
10. Turn off the evacuation tone by pressing the red "All Evacuate" button again
11. Once all staff have returned to the building, depress the button on the microphone to speak again ...

"Thank you - this concludes the training – all future alarms must be treated as a real emergency" repeat again....

13. Turn off the PA by pressing the blue "All PA Speech" button again
14. Return the system to normal by turning the key back to the **AUTO** position and lock the panel door.
15. Check that the EVACUATION SYSTEM and FIRE PHONE SYSTEMS are operating (look for the indicator lights on either side of the key control. Ask someone else to visually validate this or take a photo of the panel for your records
16. Facilitate an ECO debrief using the Building Evacuation Debrief Checklist
17. Complete a Building Emergency Report

Never turn the Key to ISOLATE position!

APPENDIX E – Conducting an emergency lockdown exercise (using EWIS)

Just before the exercise, call Protective Services on 9351 3487 to remind them as a courtesy that you're conducting an emergency lockdown exercise.

1. When ready to conduct the exercise, open panel door using your 003 key
2. Turn the key in the panel from **AUTO** to **MANUAL** position. You are now in control of the alarms
3. Press the **blue** "All PA Speech" button
4. Press the **yellow** "All Alert" button and allow the alert tone to sound for approx. 5 seconds
5. Press the **yellow** "All Alert" button again to stop the alert tone
6. Pick up the microphone, depress the microphone button and make an announcement ...

"Attention all personnel, we are conducting a lockdown exercise. Everyone in the building is required to participate. A building lockdown is implemented to protect occupants from an external threat. For example a protest or a severe weather event." Pause.

"This building is currently in Lockdown. For your own safety, remain within the building until further notice. Dependant on the circumstances you may be asked to stay away from exposed windows or follow other specific instruction during a lockdown. Today you can continue your work, but stay inside the building. We aim to provide an update within the next 5 minutes. I repeat" – (repeat bold text again). Pause.

"Emergency wardens; please stand by your WIP phones for further instruction"

7. Pick-up the **red** WIP phone and press the **WIP 1 Call All** button
8. All WIP lights will begin flashing to indicate they are ringing
9. Each light will become solid once the corresponding WIP is answered
10. As each light becomes solid, say "Stand-by"...(repeat this as more lights become solid)
11. Once it is evident that all available wardens have answered a WIP Phone make the following announcement using the **red** WIP phone ...

This communication is one-way and not a conference call. You can hear me, but I cannot hear you, and you cannot hear other intercom users.

Please encourage everyone in your area to remain calm and stay within the building. If you need to communicate with me, hang-up the WIP Phone, pick it up again and wait for me to answer. At the conclusion of this exercise please report to the emergency control point for a debrief.

12. Press **WIP 1 Call All** button to disconnect
13. Wait briefly for any WIP phone calls
14. Pick up the PA microphone and announce ...

"Attention all personnel, the emergency Lockdown has been lifted. This concludes our lockdown exercise. Any future alarms should be treated as real. Thank you for your participation. I repeat ..." – (repeat bold text again)

15. Turn off the PA by pressing the **blue** "All PA Speech" button again
16. Return the system to normal by turning the key back to the **AUTO** position and lock the panel door.
17. Check that the EVACUATION SYSTEM and FIRE PHONE SYSTEMS are operating (look for the indicator lights in either side of the key control. Ask someone else to visually validate this or take a photo of the panel for your records.
18. Facilitate an ECO debrief using the Building Lockdown Debrief Checklist.
19. Complete a Building Emergency Report.

Never turn the Key to ISOLATE position!

APPENDIX F – Occupant Warning System training announcements

The occupant warning system is the primary tool for emergency communication. If the occupant warning system in the building has capacity for PA announcements and the manual activation of alarms, the Chief Wardens and Deputy Chief Warden should practice using the system regularly.

Below is a training procedure for buildings with an Emergency Warning Intercommunication System (EWIS). This procedure should be followed regularly to help stay familiar with the operation of the system. This exercise also helps familiarize building occupants with the different alarm tones and their meaning.

1. Open panel door using your 003 key
2. Turn the key in the panel from **AUTO** to **MANUAL**. You are now in control of the alarms
3. Press the blue "All PA Speech" button
4. Pick up the microphone, depress the microphone button and make an announcement ...

"Attention all personnel we are about to use the building emergency alarm system for training purposes. There is no need to respond to the following alarms. The first alarm that you will hear is the ALERT Tone."

5. Press the yellow "All Alert" button and allow the alert tone to sound for approx. 10 seconds
6. Pick up the microphone, depress the microphone button and make an announcement ...

"This alarm tone is a signal to check for any sign of danger and prepare to evacuate."

7. Release the button on the microphone to allow the alert tone to sound for a few more seconds.
8. Press the yellow "All Alert" button again to stop the alert tone
9. Depress the button on the microphone and make an announcement

"The next alarm tone you will hear is the EVACUATION Tone."

10. Press the red "All Evacuate" button. Allow the alarm to sound for 10 seconds
11. Depress the button on the microphone and make an announcement ...

"This alarm tone is the signal to evacuate the building immediately via your closest safe exit and proceed to the assembly area. In an emergency, do not use the lifts."

12. Release the button on the microphone to allow the evacuation tone to sound for a few more seconds.
13. Press the red "All Evacuate" button again to stop the evacuation tone
14. Depress the button on the microphone and make an announcement

"Thank you - this concludes the training – all future alarms must be treated as a real emergency" repeat again...."

15. Turn off the PA by pressing the blue "All PA Speech" button again
16. Return the system to normal by turning the key back to the **AUTO** position and lock the panel door.
17. Check that the EVACUATION SYSTEM and FIRE PHONE SYSTEMS are operating (look for the indicator lights on either side of the key control. Ask someone else to visually validate this or take a photo of the panel for your records

Never turn the Key to ISOLATE position!

APPENDIX G – Phone threat checklist (NSW Police)

PHONE THREAT CHECKLIST - REMEMBER TO KEEP CALM

WHO RECEIVED THE CALL

Name (Print) Signature

Telephone No. Called Date Call Received Time Received

GENERAL QUESTIONS TO ASK THE CALLER

What is it? _____

When is the bomb to explode? OR
When will the substance be released? _____

Where did you put it? _____

What does it look like? _____

When was it put there? _____

How will the bomb explode? OR
How will the substance be released? _____

Did you put it there? _____

Why did you put it there? _____

BOMB THREAT QUESTION

What type of bomb is it? _____

What is in the bomb? _____

What will make the bomb explode? _____

CHEMICAL/BIOLOGICAL THREAT QUESTIONS

What kind of substance is in it? _____

How much of the substance is there? _____

How will the substance be released? _____

Is the substance a liquid, powder or gas? _____

EXACT WORDING OF THREAT

ANALYSIS OF CALLER'S THREAT

Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>				
Accent:	Australian <input type="checkbox"/>	Middle Eastern <input type="checkbox"/>	British <input type="checkbox"/>	Asian <input type="checkbox"/>	Other (specify) <input type="checkbox"/>	
	American <input type="checkbox"/>	European <input type="checkbox"/>	Irish <input type="checkbox"/>			
Voice:	Angry <input type="checkbox"/>	Calm <input type="checkbox"/>	Loud <input type="checkbox"/>	Giggling <input type="checkbox"/>	Other (specify) <input type="checkbox"/>	
	Child <input type="checkbox"/>	Obscene <input type="checkbox"/>	Soft <input type="checkbox"/>			
Speech:	Fast <input type="checkbox"/>	Slow <input type="checkbox"/>	Slurred <input type="checkbox"/>	Distinct <input type="checkbox"/>	Muffled <input type="checkbox"/>	
	Stutter <input type="checkbox"/>	Lisp <input type="checkbox"/>	Distorted <input type="checkbox"/>	Clear <input type="checkbox"/>	Other <input type="checkbox"/>	
Threat Language:	Well Spoken <input type="checkbox"/>	Irrational <input type="checkbox"/>	Abusive <input type="checkbox"/>	Message read by caller <input type="checkbox"/>	Other (specify) <input type="checkbox"/>	
	Incoherent <input type="checkbox"/>	Taped <input type="checkbox"/>				
Background Noise:	None <input type="checkbox"/>	TWRadio <input type="checkbox"/>	Train <input type="checkbox"/>	Traffic <input type="checkbox"/>	Music <input type="checkbox"/>	
	Construction <input type="checkbox"/>	Sirens <input type="checkbox"/>	Aircraft <input type="checkbox"/>	Voices <input type="checkbox"/>	Other <input type="checkbox"/>	

Duration of Call Did the caller appear familiar with the area? YES NO Estimated Age

Comments from person receiving the call: _____

Alert your supervisor. If your supervisor is unavailable, call Triple Zero (000).

- DO NOT HANG UP -

APPENDIX H – Dangerous goods manifest

All chemicals are stored in accordance with Building A15 – School of Pharmacy

N/A for Building A16

APPENDIX I – Emergency Debrief Checklists

EMERGENCY EVACUATION DEBRIEF CHECKLIST

Building Code:

Level of Occupancy: High Medium Low
 Type of Event: Planned emergency exercise Emergency response
 Areas of the building affected: Entire building Specific area

Primary cause of event/Details:

Time event commenced:

Duration of event (minutes):

DEBRIEFING / EVALUATION

Procedure	Response	Comments
Were the public address (PA) announcements clear and audible?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Were emergency wardens present?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Did the emergency wardens report to the chief warden?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Were the alarms (emergency warning system) audible?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Were emergency exit paths clearly identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Were exit paths well-lit and free of obstruction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Were perimeter entrances guarded to prevent re-entry?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Were there any occupants present who required assistance (e.g. mobility, hearing or vision impaired)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, have specific procedures been established and discussed with those occupants (please state the person responsible)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did all occupants evacuate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Identified Procedural Short Comings		
Recommendations		

