

SCHOOL OF BOTANY AND ZOOLOGY



THE AUSTRALIAN NATIONAL UNIVERSITY

Floor Warden Information**The “Emergency Control Organisation (ECO)” Personnel.**

CHIEF WARDEN	Garry Mayo	ext 53068
DEPUTY CHIEF WARDEN	Alan Muir	ext 53110 First Aid Officer
COMMUNICATIONS	Madeleine Haag	ext 52866
Banks Building		
1st Floor Wardens	Robert Phillips	ext 53010
	Jim Forge	ext 53022
	Terry Murphy	ext 54172
	Murali Nayudu	ext 53643/52873
2nd Floor Wardens	Bill Foley	ext 52533/52535
	Mike Crisp	ext 53828/52882
	Dave Rowell	ext 52881
	Scott Keogh	ext 50641
Gould Building		
1st Floor Wardens	Wes Keys	ext 50774
	Jeanette Cashin	ext 55900
	Russell Graham	ext 55900
2nd Floor Wardens	Karen Scholte	ext 51070 First Aid Officer
	Ginny Sargent	ext 51070/55900
	Paul Cooper	ext 52545/53069
	Mike Double	ext 58483
	Ian Wallis	ext 52058/52533

Chief Warden Duties

The Chief Warden is required to immediately respond to any emergency and determine the appropriate procedures that should be implemented and bring the emergency control organisation into operation.

The Chief Warden is required to have an up-to-date list of all Wardens including telephone numbers and their locations.

EMERGENCY PROCEDURES FOR CHIEF WARDEN**Upon Activation of the Warning System** – Chief Warden Shall

1. Proceed to the Master Emergency Control panel.
2. Open EWIS panel, turn key to “Manual”
3. Press the “silence” button, and the “all alert” button, to stop the warning signal.

4. Press "PA ALL", lift handset and announce "***ATTENTION PLEASE, THE BUILDING IS NOW BEING EVACUATED, PLEASE LEAVE BY YOUR NEAREST EXIT***"
REPEAT
5. Use Fire Panel to ascertain the location of the problem, send warden to affected area and get them to report back either in person or via WIP.
6. Press the "EVAC ALL" button.
7. Complete emergency checklist and deliver to emergency services on arrival.

Upon Notification of a Chemical Spill - Chief Warden shall

1. Proceed to the Master Emergency Control panel.
2. Open EWIS panel, turn key to "Manual"
3. Press the "silence" button, and the "all alert" button, to stop the warning signal.
4. Press "PA ALL", lift handset and announce
"ATTENTION PLEASE, THE BUILDING IS NOW BEING EVACUATED DUE TO A CHEMICAL SPILL IN THE..... AREA, PLEASE TAKE YOUR PERSONAL BELONGINGS AND LEAVE THE BUILDING BY YOUR NEAREST SAFE EXIT. AVOID THE AREA"
REPEAT
5. Send wardens to isolate affected area – using signs - and report back in person.
6. **REPEAT** announcement
7. Press the "EVAC ALL" button.
8. Complete emergency checklist and deliver to emergency services on arrival.

Floor Wardens

Floor Wardens have the authority to evacuate.

At all times Floor Wardens Shall:

- a. Be familiar with the **Emergency Procedures**.
- b. Be familiar with all areas of their assigned floor.
- c. Note all exits and alternative escape routes through both buildings.
- d. Be familiar with all obscure areas where people could be located.
- e. Know the location of all fire fighting equipment.
- f. Be familiar with the operation of equipment installed to assist in the safe evacuation of personnel from the building.
- g. Be aware of any mobility, sight or hearing impaired persons on their floors.

EMERGENCY PROCEDURES FOR WARDENS

Upon Activation of the Warning System – Wardens Shall

1. Make their way to the fire panel **via an external route**
2. Follow instructions from the Chief Warden
3. Direct all occupants to evacuate by the nearest exit and assemble in the congregation point. Search all areas on your floor including toilets, locker rooms and offices.
4. Ensure all mobility impaired persons are accounted for and taken to safe haven.

5. Direct someone (warden or other personnel) to attend each exit to ensure no one re-enters the building.
6. Return to the Control Panel in the foyer and advise Chief Warden that your zone has been evacuated and await further instructions from Chief Warden/Fire Brigade.
7. Proceed to congregation area and remain in control of occupants until Fire Brigade or emergency personnel give "All Clear" signal.

DO NOT

- Take personal items except for wallets and car/house keys.
- Use lifts (ground floor warden to disable lifts)
- Allow re-entry into the building until the "All Clear" is given.

FIRE and SMOKE

REMAIN CALM

- Ascertain location and size of fire/ smoke source
- Move persons in danger to safety.
- Close doors
- Inform Emergency Services (ph 0-000) and ANU Security (phone 52249).
 - Speak calmly on the phone
 - Give name, phone number, building location.
 - Any other important information, ie is an ambulance required
- Notify all other Wardens of the emergency (refer wardens list). Use buildings warning system
- If necessary evacuate the building after determining the safe exits
- If safe to do so fight the fire with a hose reel or appropriate extinguisher.
- Once outside the building proceed to the congregation area and complete the Checklist.
- On arrival of emergency services hand over checklist and inform the services of any relevant information ie is there someone still in the building.

Upon Notification of a Chemical Spill – Wardens shall

- Notify occupants in the immediate area and if necessary evacuate.
- Ventilate area (turn on fume cupboard and if possible open external windows).
- Leave area-closing doors (containment).
- Notify Chief Warden giving details of spillage and area affected
- Follow instructions from Chief Warden which may be to evacuate, prevent occupants from entering the area/building, liaise with emergency services.

BOMB THREAT

REMAIN CALM

- On receiving a bomb threat call do not hang up.
- Be sympathetic not abusive.
- Refer to bomb threat checklist and ask questions.
- **Call Security on ext 52249.**
- Inform all wardens of the situation.
- Chief warden will delegate wardens to conduct a search of the EGRESS routes (stairways corridors etc) and congregation areas and report back if anything found.
- Chief warden will direct wardens to evacuate the building ensuring all doors and windows are left open..
- Press "PA ALL", lift handset and announce

***“ATTENTION PLEASE, THE BUILDING IS NOW BEING EVACUATED DUE TO A BOMB THREAT IN THE..... AREA. PLEASE TAKE YOUR PERSONAL BELONGINGS CHECK YOUR AREA AND LET A WARDEN KNOW OF ANY SUSPICIOUS OBJECTS. LEAVE THE BUILDING BY YOUR NEAREST SAFE EXIT. AVOID THE AREA AND CONGREGATE AT*”**

REPEAT

- When wardens have cleared their areas, they need to report back to Chief Warden.
- If a suspicious object is found DO NOT TOUCH, evacuate the area for a distance of 300 metres and call POLICE. (1-000).
- Complete emergency checklist.
- Fully brief emergency services on arrival.

LIFT ENTRAPMENT

- Inform trapped personnel not to press any buttons or attempt to leave.
- Contact maintenance on ext 54000
- Reassure trapped personnel until service technician arrives.

ARMED INTRUSION

REMAIN CALM. IF POSSIBLE DIAL 52249 FOR SECURITY

- Obey instructions, avoid sudden movements
- Be courteous, converse and answer questions (take a mental picture of intruder and events)
- Do not give chase on departure.

POWDER THREAT

- AS A MEMBER OF THE BUILDING WARDEN TEAM, YOU WILL BE CALLED INTO ACTION IN THE EVENT OF A CONTAMINATED ARTICLE BEING FOUND
- AFTER RECEIVING THE CALL, ALL BUILDING WARDENS SHOULD ASSEMBLE AT THE CONTROL PANEL, THIS CAN BE DONE BY USING THE BUILDINGS P.A. SYSTEM
- ENSURE ANU SECURITY HAS BEEN INFORMED #52249
- HAVE THE BUILDINGS AIR CONDITIONING TURNED OFF AND DOORS LOCKED, ANU SECURITY CAN ORGANISE THIS TO BE DONE.
- CHIEF WARDEN TO SEND WARDENS TO CLOSE FIRE DOORS, COMPILER A LIST OF PERSONNEL IN THE BUILDING, MONITOR EXITS, AND MAKE SURE NO PERSONNEL ENTER OR LEAVE THE BUILDING.
- ENSURE SUSPECT ARTICLE IS CONTAINED AND THAT THE AREA HAS BEEN CORDONED OFF.
- HAVE THE PERSON/S IMMEDIATELY AFFECTED WASH THEIR HANDS AND ISOLATE THEMSELVES FROM OTHER PEOPLE
- LIASE WITH SECURITY AND EMERGENCY SERVICES

EMERGENCY CHECKLIST
BOZO

NAME OF PERSON WHO TOOK CHARGE: _____ Tick

NAME OF PERSONS SENT TO HAZARD: _____
(Check off when they return) _____ Tick

FLOOR LOCATION OF HAZARD: _____

DESCRIPTION OF EMERGENCY: _____

IF EMERGENCY IS SERIOUS ENOUGH EVACUATE THE BUILDING

EVACUATION ALARM ACTIVATED

ORDERLY EVACUATION ORDERED

EMERGENCY SERVICES CALLED (0-000)

SECURITY CALLED (Ext.52249)

PERSONS PLACED OUTSIDE EXITS

PERSONS SENT TO MEET EMERGENCY SERVICES

SENT WARDENS TO SEARCH FLOORS

LIFT CALLED TO GROUND AND DE-ACTIVATED

<u>FLOOR</u>	<u>NAME</u>	<u>PERSON RETURNED</u>	<u>FLOOR EVACUATED</u>	<u>COMMENTS</u>
Banks	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Level 1	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Level 2	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gould	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Level 1	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Level 2	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

COMMENTS:

Hand over of floor plans and this checklist to Emergency Services

HELP PREVENT EMERGENCIES.

Correct or report problems which may lead to emergencies.

Poor Work practices.

- Hot work (welding, grinding, oxyacetylene cutting) being performed around combustibles.
- Use of prohibited equipment such as bar type radiators and double adaptors.

Safe Egress.

- Corridors and escape routes are kept clear at all times and not to be used for the storage of goods, furniture, equipment and unwanted material even on the short-term basis.
- Projections into corridors and escape routes are to be avoided.
- Egress paths outside of final discharge doors are free of obstruction, ie. no bicycles, vehicles, waste containers, excessively high steps or uneven ground.
- Minimum width of corridors is 1 metre for offices and 1.5 metres for laboratories.
- A door, which is a required exit or in the path of travel to a required exit shall be able to be opened without the use of a key.

Extinguishers-

- Type of extinguisher is appropriate to the risk in the area. Each extinguisher is fitted with a hook and sign. Use of extinguisher is not obstructed by furniture and office equipment. Report all extinguishers for recharging after use. For recharge of unit call ext 54000

Housekeeping

- **Combustibles-** Furniture, curtains, towels are well clear of heating and cooking appliances
- **Electrical-** All electrical equipment is tested and tagged on an annual basis. Heating equipment is turned off at the end of each day. Airflow to fan cooled equipment should not be obstructed.

Exhaust systems-

- Exhaust fans are clean and operating correctly. Unusual running noises to be reported on ext 54000. Hoods, filters and ducts over cooking equipment are free from accumulated grease.

Flammables

- The quantities of flammable liquids are limited to minimum requirements (1 litre per sq mtr). All flammables are to be stored correctly in approved containers and cabinets. Metal bins with lids are to be provided for waste materials impregnated with oils and grease. No lawn mowers and motorbikes to be parked within the building.

Outdoors

- Parked vehicles or industrial waste containers do not obstruct exits or access for emergency vehicles. Grass near buildings is cut and growth controlled. Any problems contact the Gardeners section on ext 55434.

Waste

- Suitable bins are provided for waste. Waste material, rubbish and disused plant and furniture is cleared regularly.

Smoking

- See that the no smoking policy is enforced. Containers filled with sand to be provided where smokers congregate.

IF YOU ARE CONCERNED ABOUT ANY OF THESE MATTERS CONTACT GARRY MAYO ON 53068, OR THE FIRE SAFETY SECTION ON EXT 52612.

MORE INFORMATION

For more information on Emergency and Hazard Management Procedures at the ANU see the web site http://info.anu.edu.au/hr/OHS/Hazard_Management_Procedures.asp