



ESTATE MANAGEMENT

EMERGENCY RESPONSE PLAN KENSINGTON CAMPUS

Version: 2.1

Date: March 2024

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Version Control

The following outlines the document versions, including the initial release, amendments, and their source. At least one copy of the Emergency Response Plan (Building Specific template) should be printed and kept at the Emergency Control Point. This plan is valid for five years and should be reviewed annually, following an incident or when changes are made to the site or organisation.

Version	Date	Reviewed by	Summary of changes
Draft	1 st May 2017	Karl Natschev	New Document, in line with the Critical Incident Management Plan (CIMP).
1.1	28 th March 2018	Rick Minter	Updated Emergency Planning Committee and terminology
1.2	18 th April 2018	Rick Minter	Include reference to Emergency Response Team (ERT)
1.3	4 th July 2018	Rick Minter	Update EPC position, Student Life & Community
1.4	15 th January 2019	Rick Minter	Added appendix I & method of notification
2.0	July 2023	Tara Murphy	Updated for AS3745 compliance, and updated for zoned evacuation approach. Changed document title from Emergency Management Manual to Emergency Response Plan.
2.1	19 March 2024	Melanie Cage	Update Threat Assessment and EPC members

Document Control

The following outlines the location of the documents and their owner. These documents should be replaced when a new version is issued. These documents should not be removed without the permission of the Emergency Manager.

Document No.	Document Location	Owner
1.	Fire Indicator Panel	Building Chief Warden
2.	Evacuation Kits	Emergency Coordinator
3.	ECO Teams Site	Emergency Planning Committee
4.	Archibus	Emergency Planning Committee

Bounce Readiness Pty Ltd

Telephone: 0412 664 413 | Email: info@bouncereadiness.com.au

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Introduction

Introduction

This plan aims to provide UNSW personnel with the information they require to respond to any emergency. The objectives of the plan are to:

- Equip UNSW staff with the knowledge and skills to control and coordinate an emergency until the arrival of emergency services.
- Protect the safety and wellbeing of staff, students and visitors during an emergency.
- Protect the property, assets and records from theft or further damage during and after the incident.
- Aid in UNSW getting back to normal operations as quickly as possible.
- Ensure that internal and public confidence is enhanced through a visible and professional response.

This plan has been developed in accordance with AS3745-2010 “Planning for emergencies in facilities”. This plan is not a substitute for training, experience and sound judgement.

Purpose and Scope

This emergency response plan sets out guidelines to enable UNSW Kensington campus to plan for and respond to internal and external emergencies at an incident level 1 or 2. It applies to:

- The campus boundaries.
- All Faculties, Divisions, Business Units, Research Centres, controlled Entities and affiliated organisations located on a UNSW campus.
- The building(s) and ancillary structures.
- The common areas within the property boundary.

Incident Levels are defined in Appendix K Incident Levels document:

- Level 0 – Incident (BAU)
- Level 1 – Emergency (tactical)
- Level 2 – Emergency (tactical)
- Level 3 – Critical Incident (Operational) / Crisis (Reputational)

An emergency can develop from several events, including fire, bomb threat, armed offenders etc. To ensure the plan addresses likely emergencies that will occur on site, an emergency management hazard assessment has been conducted. Refer to **Appendix K – Threat Assessment** for the assessment.

Supporting documentation should be stored with the plan to ensure all responding personnel have access to necessary information. This will include access to evacuation diagrams; emergency contact details; Emergency Control Organisation contact lists etc.

The emergency plan will include prevention and preparedness activities (such as the threat assessment), as well as response procedures to be taken in the event of an emergency. Emergency planning should be addressed by the Emergency Planning Committee and should be read in conjunction with the Critical Incident Management Plan and Business Continuity Plans.

Campus Information (Kensington)

Site Information

Site details	
Site address	Anzac Parade, High St, Botany St, Barker St
Access	Emergency Access via Anzac Pde entrance Gate 1 to Gate 9 – High St Gate 11 – Botany St Gate 13 to Gate 14 – Barker St
Phone number (security)	Security main – 02 9385 6000 Security emergency – 02 9385 6666
Phone number (Emergency Manager) Jason Wood	
Phone number (Emergency Coordinator) Matthew Lloyd	
Phone number (Emergency Coordinator) Melanie Cage	
Phone number (Emergency Coordinator) Noel Wellington	
<u>Facility Management</u>	02 9385 5111
Number of buildings and floors	Buildings: 85 Floors: 521
Highest Building	F23 Mathews 19 Floors
Hours of <u>occupancy</u>	24 / 7
Number of occupants	Approx. 30,000 – 70,000
Critical Incident Management Operations Centre	Primary: Emergency Operations Centre F23 Mathews Building (Room 320) Alternate 1: C22 Chancellery Committee Room 4 Alternate 2: H13 Anita B Lawrence Basement (EMU)
Emergency Control Points (Fire Indicator Panel)	Refer to Building Specific Emergency Response Guide (BSERG)
Primary <u>evacuation assembly area</u>	Refer to Building Specific Emergency Response Guide (BSERG)
<u>Secondary</u> evacuation assembly area	Refer to Building Specific Emergency Response Guide (BSERG)
<u>Lockdown locations</u>	Classrooms, office spaces, other closed spaces Refer to Building Specific Emergency Response Guide (BSERG)

Site details	
<u>Triage Area</u>	Assembly Areas
<u>Media Staging Area</u>	Primary: Clancy forecourt Gate 9 Alternate: Alumni Lawn Steps – Front of E8 SEB (Gate 2)

Building Systems

Site and building profile	
<u>Car parking</u>	Western Campus Carpark Anzac Pde University Terraces parking Gate 2 Kensington Colleges parking Gate 5 Morven Brown parking Gate 8 Botany St car parking Gate 11 Botany St apron parking Gate 11 Barker Street Gate 14 Parking outside some buildings
Lifts	Installed through campuses
<u>Fire escapes</u>	<input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> <u>Fire isolated</u> <input checked="" type="checkbox"/> Other External

Access, Security and Communications Systems

Access Control Systems			
<u>Location</u>	Building entries	Emergency <u>Door Release</u>	Installed
Location of master keys	Security, Key Watchers across Campus	<u>Manual overrides</u> fitted	Installed
Method of <u>access control</u>	<input checked="" type="checkbox"/> Keys <input checked="" type="checkbox"/> Passcode <input checked="" type="checkbox"/> Swipe		

Security Systems			
24-hour monitoring	Installed	Closed circuit TV	Installed

General Communications Systems			
Switchboard	Installed: Location: UNSW Switch (Hospitality L1 Mathews Building)		
Communications	<input checked="" type="checkbox"/> Landline	<input checked="" type="checkbox"/> Mobile	<input checked="" type="checkbox"/> WIP Phone
	<input checked="" type="checkbox"/> Loudhailer	<input checked="" type="checkbox"/> PA	<input checked="" type="checkbox"/> Two-way radio
Other Communications	Installed Other: UNSW Alert Whispir SMS, emails, Teams, social media		

General Communications Systems	
Communication blackspots	Lower Ground Tyree Terraces car park (some areas) Colleges (when wifi down) Electrical Engineering building have blocks Hilmer (E10) Basement Lowy (E25) Bioscience (D26) Basement SEB (E8) Basement

Emergency Equipment

The following provides an overview of the equipment located across the various buildings on campus. The ERP building specific template provides additional details around key equipment in each building.

Fire Detection Systems		Air Handling Systems	
<u>Smoke doors</u>	Installed	Smoke doors	Installed
Thermal detectors	Installed	<u>Smoke exhaust fans</u>	Installed
Sprinklers	Installed	<u>Stair pressurisation</u>	Installed
Break Glass Alarm	Installed	<u>Auto air shut down</u>	Installed
Fire Indicator Panel (FIP)	Installed	First Aid	
<u>EWIS System</u>	Installed	First-aid room (some buildings, medical centre)	Installed
<u>External bells</u>	Installed	First-aid kits	Installed
<u>Internal alarm</u>	Installed	Oxygen	Installed
VESDA	Installed	Defibrillator	Installed
Fire Suppression Systems		Other	
Fire hose reels	Installed	Spill Kit	Installed
Fire hydrants	Installed	Stair evacuation devices	Not Installed
Fire extinguishers	Installed	Eye wash stations	Installed
Fire blankets	Installed	Chemical showers	Installed
Fire curtains	Installed	Emergency Buggy	Installed
		Gas and CO2 detection systems	Installed

Emergency Contacts

Emergency	Contact Number
Police, Fire Brigade and Ambulance	000
SES (Storm Damage)	132 500
Local Hospital: Prince of Wales	02 9382 2222
Local Hospital: Royal Prince Alfred	02 9515 6111
Nearest Medical Centre: Vital Health Medical Centre	02 8007 6400
Ambulance (non-urgent)	131 233
Poisons Information Line	131 126
Security Company: MSS Security – National Operations Centre	
Police Station: Maroubra Police Station	02 9349 9299
Police: Duty Officer	
Police Station: Randwick Police Station	
Fire Station: Randwick Fire Station	
Other:	
Utilities	Contact Number
Gas company: Origin Energy - Stevan Vidovic (stevan.vidovic@originenergy.com.au) Gas main location: Various Locations (BSERG)	
Electricity provider: Shell Energy - Alexander Cameron (Alexander.Cameron@shellenergy.com.au) Electrical mains location: Various Locations (BSERG)	

Emergency	Contact Number
Water provider: Sydney Water Main water shut off point: Various Locations (BSERG)	132090
Other:	
Repairs / Maintenance	Contact Number
Facility Manager: Greg Kaplan (Director of Facilities)	
Facility Manager: on call	
Neighboring Facilities	Contact Number
Randwick Racecourse	02 9663 8400
Transdev (Light Rail)	02 8584 5288
Transport for NSW	1800 684 490
Prince of Wales Hospital	02 9650 4000
Local Emergency Management Officer (LEMO) Ryan Zammit	
Regional Emergency Management Officer (REMO) Carl Dyson	
NIDA	02 9697 7600
UNSW Global	02 8936 2200
UNSW Regiment (back of Western campus)	0407 065 781

Other Contacts	Contact Number
Trauma Counselling: EAP - Benestar	1300 360 364
Authorised media liaison person: on call media liaison	
State Safety Authority: SafeWork NSW via UNSW Director Safety	131050
ANSTO – Government Hazardous Waste Disposal	02 9717 3111
Environmental Protection Authority	131 555
Other:	

Team Structures

Emergency Planning Committee

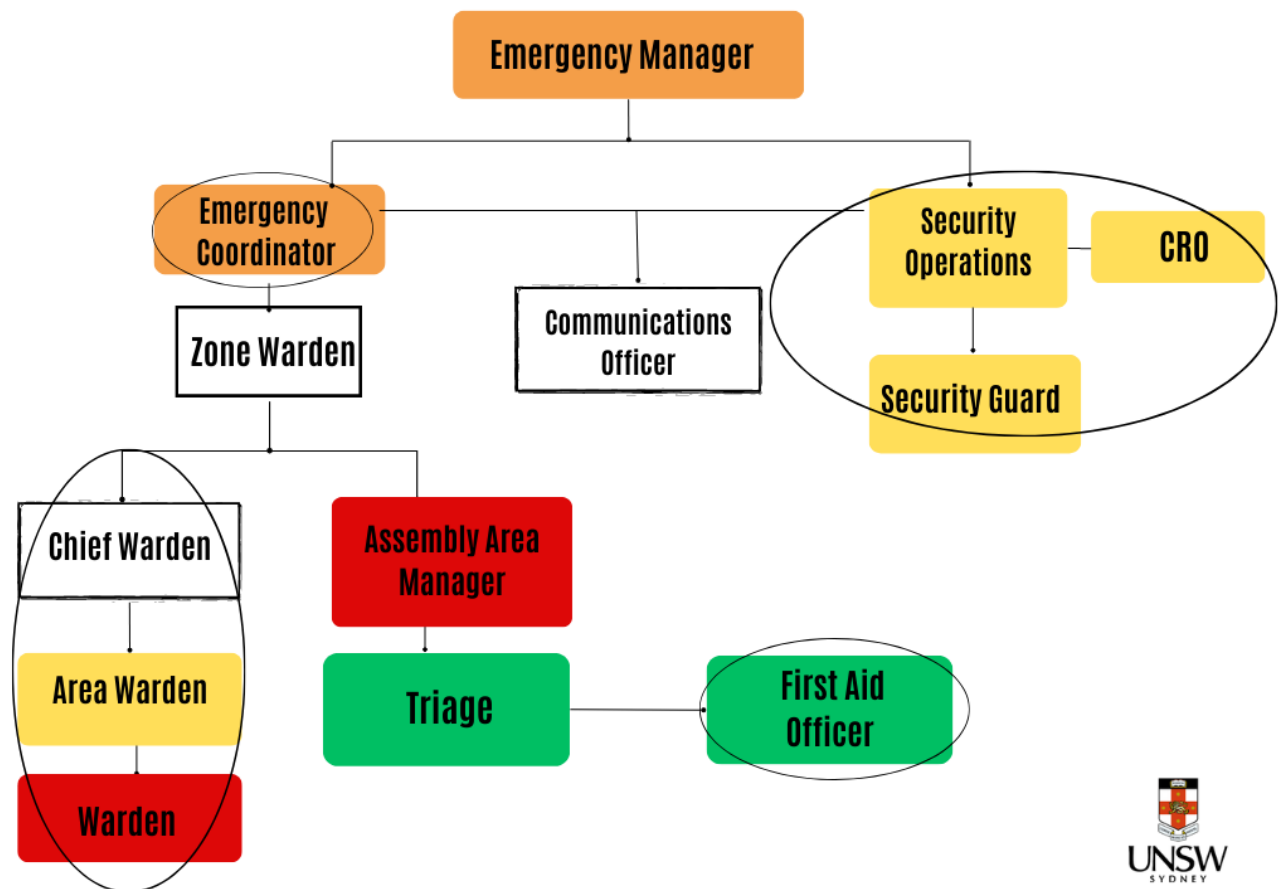
The following Emergency Planning Committee members will oversee the emergency management compliance of UNSW.

Member Name	Position	Phone
Tara Murphy	Director, Security & Traffic	
Craig Leonard	Senior Manager, Security Operations and Parking	
Jay Hamoir	Senior Manager, Building Maintenance	
Dr.Otte Homan	Laboratory Manager, School of Physics	
Giulia Oss	Manager Safety Partnerships and Injury Management	
Jason Wood	Emergency Manager (Chair)	
Matthew Lloyd	Emergency Co-ordinator	
Melanie Cage	Emergency Co-ordinator	
Noel Wellington	Emergency Co-ordinator	

Emergency Control Organisation (Structure)

The role of the Emergency Control Organisation (ECO) is to ensure that life safety takes precedence over asset protection and to initiate the initial response to emergencies. The following diagram provides an outline of the ECO structure for a Level 1 and 2 emergency. Level 1 is circled, while Level 2 may include all of the below roles.

The ECO structure is based on having a 'pool' of ECO members who will be responsible for first evacuating their zone, and then proceeding to alternate zones as required for the larger evacuations.



The members of the Emergency Control Organisation will be identifiable using either helmets/caps/hats / vests/tabards.

ECO Position	Colour
Emergency Coordinator	Orange
Security Operations	Yellow
Communications Officer	White (Cap)
Assembly Area Managers	Red (Cap)
Zone Warden	White (Cap)

ECO Position	Colour
Building Chief Warden	White (Cap)
Area Warden	Yellow (Cap)
Warden	Red (Cap)
Triage Manager	Green (Cap)
First Aid Officer	Green (Cap)

Team Role Checklists

Role Checklist – Emergency Manager

Pre-Emergency Task	✓
Maintain a current register of Emergency Control Organisation members.	<input type="checkbox"/>
Maintain adequate numbers of Emergency Control Organisation members.	<input type="checkbox"/>
Ensure training and exercises are being conducted, with compliance rates across UNSW of at least 90%.	<input type="checkbox"/>
Ensure the Emergency Response Plan is updated regularly.	<input type="checkbox"/>
Ensure the Warden Handbook is updated regularly.	<input type="checkbox"/>
Chair Emergency Planning Committee meetings.	<input type="checkbox"/>
Ensure personal Emergency Control Organisation identification is available.	<input type="checkbox"/>
Ensure Personal Emergency Evacuation Plan's (PEEP's) are in place.	<input type="checkbox"/>
Emergency Task	✓
Respond to Level 2 Incidents	<input type="checkbox"/>
Proceed to the Emergency Operations Centre.	<input type="checkbox"/>
Collate information about the incident.	<input type="checkbox"/>
Determine level of emergency response required. Determine if evacuation or lockdown is required.	<input type="checkbox"/>
Advise Emergency Coordinator of required actions.	<input type="checkbox"/>
Advise Control Room / Security Operations of the message to be released.	<input type="checkbox"/>
Review available ECO and zones to be evacuated.	<input type="checkbox"/>
Allocate ECO to zone, receive reports of the zones cleared, reallocate ECO, repeat.	<input type="checkbox"/>
Establish liaison with emergency services (at an operational level).	<input type="checkbox"/>
Brief the Critical Incident Management Team and Director of Security	<input type="checkbox"/>
Post Emergency Task	✓
Conduct a debrief at the conclusion of the incident.	<input type="checkbox"/>
Ensure equipment is returned and replaced as required.	<input type="checkbox"/>

Role Checklist – Emergency Coordinator

Pre-Emergency Task	✓
Conduct training and drills for ECO members.	<input type="checkbox"/>
Ensure the Evacuation Diagrams remain up to date.	<input type="checkbox"/>
Ensure the emergency buggy is well maintained and stocked.	<input type="checkbox"/>
Ensure Emergency Control Organisation members are maintaining adequate emergency management housekeeping in their areas.	<input type="checkbox"/>
Emergency Task	✓
Respond to L1+ incidents where there is an actual or imminent threat to life, property or the environment.	<input type="checkbox"/>
Attend the FIP and identify the source of activation. Investigate indicated area if safe to do so	<input type="checkbox"/>
Assess risks associated with response to the incident.	<input type="checkbox"/>
If the investigation shows no danger to people, property, or the environment, allow people to return to the facility.	<input type="checkbox"/>
Lead response as per emergency response plan.	<input type="checkbox"/>
Coordinate the ECO (wardens) and security response to minimise impacts on the safety of people and minimise disruption to business operations.	<input type="checkbox"/>
Ensure a zone warden if required has been appointed and the zone evacuation processes are being implemented.	<input type="checkbox"/>
Liaise with attending emergency services.	<input type="checkbox"/>
Assist with emergency services liaison at the incident scene (tactical level), as required.	<input type="checkbox"/>
Monitor incident response and if not able to contain and/or escalate, report to Emergency Manager	<input type="checkbox"/>
Assist as necessary, as directed by the Emergency Manager.	<input type="checkbox"/>
Post Emergency Task	✓
Lead the debrief with responding teams at the conclusion of the incident	<input type="checkbox"/>
Ensure equipment is returned and replaced as required.	<input type="checkbox"/>
Complete incident report	<input type="checkbox"/>

Role Checklist – Control Room / Security Operations

Pre-Emergency Task	✓
Ensure all control room operators and security staff have received training in their role during an emergency.	<input type="checkbox"/>
Maintain the security control room in an emergency ready state by ensuring all systems are functioning correctly. All system faults are escalated in a timely manner.	<input type="checkbox"/>
Ensure any staffing concerns are escalated to the Security Operations Manager	<input type="checkbox"/>
Emergency Task	✓
Ensure you are in a safe environment. If needed, or if advised by the Chief Warden, relocate to the back up control room Level 3, F23 Mathews	<input type="checkbox"/>
Establish response coordination from Security Control Room.	<input type="checkbox"/>
<ul style="list-style-type: none"> • Gather information about the incident: • What are your contact details (and name)? • What has happened? • Has 000 been called? 	<input type="checkbox"/>
Call emergency services on 000 where required– ask for fire, ambulance and / or police.	<input type="checkbox"/>
Brief the Security Operations Manager.	<input type="checkbox"/>
Release emergency messages as approved by the Emergency Manager.	<input type="checkbox"/>
Notify Emergency Control Organisation members as needed.	<input type="checkbox"/>
Send notification to the UNSW notification group.	<input type="checkbox"/>
Ensure appropriate emergency processes are implemented.	<input type="checkbox"/>
Provide an update to the Emergency Manager if required. Advise the following: <ul style="list-style-type: none"> • What has happened. • Actions taken and actions required. • Impact to buildings / campus. 	<input type="checkbox"/>
Advise neighbouring facilities if advised to do so.	<input type="checkbox"/>
Allocate security to direct emergency services from relevant campus gate.	<input type="checkbox"/>
Post Emergency Task	✓
Organise security to provide 24-hour protection of affected campus areas, if required.	<input type="checkbox"/>
Organise facilities management to repair damages and replace equipment.	<input type="checkbox"/>
Write an incident report on what happened, injuries sustained & the actions you took.	<input type="checkbox"/>

Role Checklist – Building Chief Warden

Pre-Emergency Task	✓
Attend training and exercises as required.	<input type="checkbox"/>
Ensure personal proficiency in operation of facility communications equipment.	<input type="checkbox"/>
Ensure adequate numbers of ECO members are available in your facility	<input type="checkbox"/>
Advise Emergency Planning Committee of any learnings or areas requiring attention.	<input type="checkbox"/>
Ensure Emergency Control Organisation members are maintaining adequate emergency management housekeeping in their areas.	<input type="checkbox"/>
Ensure ECO lists are maintained and up to date in Archibus.	<input type="checkbox"/>
Ensure printed building ECO lists are updated every 6 months.	<input type="checkbox"/>
Emergency Task	✓
If alarms sound in the building you are in, proceed to the FIP to identify area in alarm and manage building evacuation processes.	<input type="checkbox"/>
If you receive a notification to find out if you are available to attend an emergency, respond back to advise your availability.	<input type="checkbox"/>
If the alarm location is not your building proceed to the zone meeting point as advised by the Emergency Coordinator or Emergency Manager.	<input type="checkbox"/>
Determine nature of emergency and appropriate course of action. <ul style="list-style-type: none"> • Evacuation (use evacuation checklist). • Lockdown (use lockdown checklist). • Or other action as needed. 	<input type="checkbox"/>
If you are evacuating your immediate building, complete the evacuation process and report to the Zone Warden to advise building is clear.	<input type="checkbox"/>
Receive next building from zone warden to clear.	<input type="checkbox"/>
<ul style="list-style-type: none"> • Proceed with your allocated ECO to the next building. • Proceed to the FIP of that building, and allocate an area warden and warden to an area (e.g., floor) in that building • Receive report from area warden that that area is cleared, allocate the area warden to next area • Repeat until building has been evacuated • Note down as areas are cleared, note casualties, refusals etc 	<input type="checkbox"/>
Advise zone warden when building is clear. Receive next building to clear. Repeat process.	<input type="checkbox"/>
Post Emergency Task	✓
Write a brief report on what happened, injuries sustained & the actions you took.	<input type="checkbox"/>
After the incident, participate in a debrief with Emergency Control Organisation.	<input type="checkbox"/>

Role Checklist – Communications Officer (Building/Zone appointed at time of emergency ideally a Deputy Chief Warden)

Pre-Emergency Task	✓
Ensure you are proficient in use of the EWIS, WIP and other communication means	<input type="checkbox"/>
Attend emergency training as required.	<input type="checkbox"/>
Emergency Task	✓
Attend the Fire Indicator Panel in the event of an alarm activation	<input type="checkbox"/>
Liaise with Chief Warden for duties required.	<input type="checkbox"/>
Operate the EWIS / WIP / PA if required.	<input type="checkbox"/>
Receive and filter information from building ECO members	<input type="checkbox"/>
Maintain documentation / checklist as required	<input type="checkbox"/>
Post Emergency Task	✓
Compile a report on actions taken during the emergency for the debrief.	<input type="checkbox"/>
Participate in the debrief.	<input type="checkbox"/>

Role Checklist – Assembly Area Warden/Manager

Emergency Task	✓
Take control at assembly area, ensuring all persons remain in their allocated areas.	<input type="checkbox"/>
Report to Emergency Coordinator of any updates as required, for example, casualties, missing persons.	<input type="checkbox"/>
Communicate with persons at assembly area with updates from Emergency Coordinator or management.	<input type="checkbox"/>
Ensure Triage Manager has been appointed if required.	<input type="checkbox"/>
When given the 'all clear' from the Emergency Coordinator, facilitate sending occupants back to the building/s.	<input type="checkbox"/>
Post Emergency Task	✓
Compile a report on actions taken during the emergency for the debrief.	<input type="checkbox"/>
Participate in the debrief.	<input type="checkbox"/>

Role Checklist – Zone Warden (appointed at time of emergency from ECO pool)

Pre-Emergency Task	✓
Have an intimate knowledge of the zone, including egress routes, the location of emergency equipment and the presence of hazardous substances.	<input type="checkbox"/>
Coordinate safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish) by wardens throughout their zone of responsibility.	<input type="checkbox"/>
Attend training and emergency exercises, as required by the Emergency Planning Committee.	<input type="checkbox"/>
Emergency Task	✓
When you receive the message to confirm your availability, respond with your availability.	<input type="checkbox"/>
If available, proceed to the nominated zone warden meeting point.	<input type="checkbox"/>
Assume control over that zone. Determine how many ECO members you have available and allocate roles. As a minimum, you will want to allocate the following: <ul style="list-style-type: none"> • Building Chief Warden • Area Warden x 1 • Warden x 2 • Assembly Area Manager • Marshal/s For larger buildings, if you have more ECO members, allocate another area warden and two wardens. If you have more ECO members, allocate additional ECO teams to evacuate a different building.	<input type="checkbox"/>
Receive reports from Building Chief Wardens when building is cleared. Take note of refusals, casualties, mobility impaired etc.	<input type="checkbox"/>
Allocate Chief Warden and their team to the next building. Repeat until all buildings and areas have been 'cleared' in your zone.	<input type="checkbox"/>
Advise Emergency Coordinator that zone is cleared, and advise any other information required, such as casualties, refusals.	<input type="checkbox"/>
Receive next zone to clear. Repeat process.	<input type="checkbox"/>
Once zones are completed, support Emergency Coordinator as required.	<input type="checkbox"/>
Once zones are completed, direct ECO members to assembly area or back to business as usual.	<input type="checkbox"/>
Post Emergency Task	✓
Compile a report on actions taken during the emergency for the debrief.	<input type="checkbox"/>
Participate in the debrief.	<input type="checkbox"/>

Role Checklist – Floor / Area Warden

Pre-Emergency Task	✓
Report on deficiencies of emergency equipment.	<input type="checkbox"/>
Have an intimate knowledge of the zone, including egress routes, the location of emergency equipment and the presence of hazardous substances.	<input type="checkbox"/>
Coordinate safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish) by wardens throughout their zone of responsibility.	<input type="checkbox"/>
Attend training and emergency exercises, as required by the Emergency Planning Committee.	<input type="checkbox"/>
Emergency Task	✓
If you are in a building that has had the alarms raised, complete evacuation processes. When those processes are completed, move to the next allocated area, if advised by the Chief Warden.	<input type="checkbox"/>
Proceed to area warden meeting point.	<input type="checkbox"/>
Implement the emergency procedures for their area: <ul style="list-style-type: none"> • Evacuation (refer to evacuation checklist). • Lockdown (refer to lockdown checklist). • Other, as required. 	<input type="checkbox"/>
Direct wardens to search the floor or area to ensure all persons have evacuated.	<input type="checkbox"/>
Ensure an orderly flow of persons into protected areas, e.g., stairwells.	<input type="checkbox"/>
Co-opt persons as required to assist a Warden during an emergency. Example: <ul style="list-style-type: none"> • Assisting evacuate persons with mobility impairments. • Obtain first aider to assist casualty(s). 	<input type="checkbox"/>
If you are not in the building, and available, advise your availability and proceed to zone meeting point to be allocated an area.	<input type="checkbox"/>
Receive area/building to evacuate. Note: you will be allocated to a team of ECO members to evacuate areas within zones, with potential of clearing multiple areas.	<input type="checkbox"/>
Move to the area allocated as advised by the Chief Warden.	<input type="checkbox"/>
Confirm that the activities of Wardens have been completed and report this to the Chief Warden.	<input type="checkbox"/>
Zone Warden will allocate Chief Warden the next area/building to sweep. Repeat process.	<input type="checkbox"/>
Maintain communication with the Chief Warden.	<input type="checkbox"/>
When all areas have been cleared, you may be requested to assist with other emergency tasks.	<input type="checkbox"/>
Post Emergency Task	✓
Compile a report on actions taken during the emergency for the debrief.	<input type="checkbox"/>
Participate in the debrief.	<input type="checkbox"/>

Role Checklist – Warden

Pre-Emergency Task	✓
Carry out safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish).	<input type="checkbox"/>
Attend training and emergency exercises, as required by the Emergency Planning Committee.	<input type="checkbox"/>
Emergency Task	✓
If you are in a building that has had the alarms raised, complete evacuation processes. When those processes are completed, move to the next allocated area, if advised by the Chief Warden. If you are not in the building, and available, advise your availability and proceed to zone meeting point to be allocated an area.	<input type="checkbox"/>
When you receive the message regarding availability, message to advise your availability.	<input type="checkbox"/>
Proceed to nominated zone meeting point.	<input type="checkbox"/>
Receive area to evacuate. Note: you will be allocated to a team of ECO members to evacuate areas within zones, with potential of clearing multiple areas.	<input type="checkbox"/>
Proceed to nominated or allocated area.	<input type="checkbox"/>
Search the floor or area to ensure all people have evacuated.	<input type="checkbox"/>
Check that any fire doors and smoke doors are properly closed, if safe to do so.	<input type="checkbox"/>
Close or open other doors in accordance with the emergency response procedures.	<input type="checkbox"/>
Ensure orderly flow of people into protected areas, for example, stairways.	<input type="checkbox"/>
Assist occupants with mobility impairments.	<input type="checkbox"/>
Report status of required activities to the Area Warden on their completion.	<input type="checkbox"/>
Repeat same process for alternate area, if directed by Area Warden to do so.	<input type="checkbox"/>
Direct occupants to assembly area.	<input type="checkbox"/>
Complete other activities as requested. This may include: <ul style="list-style-type: none"> • Searching / sweeping another area, if safe to do so. • Assisting mobility impaired persons. • Remaining with a casualty, if safe to do so. • Maintaining sentry at exit doors to prevent re-entry, if safe to do so. • Assist with maintaining control at the assembly area. 	<input type="checkbox"/>
Post Emergency Task	✓
Compile a report on actions taken during the emergency for the debrief.	<input type="checkbox"/>
Participate in the debrief.	<input type="checkbox"/>
Advise Chief Warden if extinguishers or other equipment was used and needs replacing.	<input type="checkbox"/>

Role Checklist – Triage Manager (will be appointed from available resources)

Pre-Emergency Task	✓
Emergency Task	✓
Proceed to and established triage area if required.	<input type="checkbox"/>
Maintain communication with Chief Warden, advising casualty status etc.	<input type="checkbox"/>
Brief ambulance officers on status of casualties, actions taken etc.	<input type="checkbox"/>
Post Emergency Task	✓
Compile a report on actions taken during the emergency for the debrief.	<input type="checkbox"/>
Participate in the debrief.	<input type="checkbox"/>
Ensure triage kit and first aid supplies are re-supplied after use.	<input type="checkbox"/>

Role Checklist – First Aid Officer

Pre-Emergency Task	✓
Ensure first aid kits are adequately stocked and checked every three months.	<input type="checkbox"/>
Ensure you are aware of the location of all first aid kits in your area.	<input type="checkbox"/>
Ensure you are aware of the location of your nearest AED.	<input type="checkbox"/>
Emergency Task	✓
Perform first aid at location if safe to do so. Evacuate patient if safe to do so.	<input type="checkbox"/>
Establish triage area at assembly area during evacuations.	<input type="checkbox"/>
Brief ambulance officers on status of casualties, actions taken etc.	<input type="checkbox"/>
If necessary support other ECO teams within your zone.	<input type="checkbox"/>
Post Emergency Task	✓
Compile a report on actions taken during the emergency for the debrief.	<input type="checkbox"/>
Participate in the debrief.	<input type="checkbox"/>
Ensure first aid supplies are re-stocked after use.	<input type="checkbox"/>

Role Checklist – Marshal (appointed at time of emergency from ECO pool)

Pre-Emergency Task	✓
Attend training and emergency exercises, as required by the Emergency Planning Committee.	<input type="checkbox"/>
Emergency Task	✓
Respond to building alarm or emergency notification.	<input type="checkbox"/>
When you receive the message to confirm your availability, respond with your availability.	<input type="checkbox"/>
Proceed to zone meeting point as directed by the Chief Warden / Emergency Manager / Emergency Coordinator.	<input type="checkbox"/>
Move to designated marshalling point.	<input type="checkbox"/>
Stop people from re-entering a building or affected area.	<input type="checkbox"/>
Direct persons to the assembly area, ensuring persons are not running but moving promptly.	<input type="checkbox"/>
Advise zone warden of any casualties, blockages or issues around evacuations.	<input type="checkbox"/>
When zone has been cleared, you may be asked by the Zone Warden to move to an alternate marshalling point or to move to the assembly area.	<input type="checkbox"/>
Post Emergency Task	✓
Participate in the debrief.	<input type="checkbox"/>

Response Procedures/Processes

Evacuation Checklist (Level 1)

This checklist provides guidance on the steps required to manage an evacuation, including who should be undertaking the tasks.

✓	Responsible	Task
<input type="checkbox"/>	First responder	Incident noticed, or fire alarms sound. Advise Control Room Operator.
<input type="checkbox"/>	Warden	<p>If in a building with evacuation alarms sounding, evacuate the area / floor you are in:</p> <ul style="list-style-type: none"> Alert all occupants to evacuate to the assembly area If safe, search the area / floor from end to end to ensure all persons have evacuated Using the WIP, advise Chief Warden that the area is clear; of any danger you have observed; and if there are any refusals or casualties If there is no response on the WIP within 1 minute, proceed to the Fire Indicator Panel to advise Chief Warden (note: in the initial sounding of alarm, the Chief Warden may take a few minutes to arrive) Wait for allocation of another area from the Chief Warden to search
<input type="checkbox"/>	Control Room Operator	<p>Receive incident calls and updates.</p> <p>Notify Emergency Coordinators and Security Operations Manager.</p> <p>Despatch a security officer to the building in alarm or incident area to assess the incident area.</p> <p>Call 000 as required</p>
<input type="checkbox"/>	Chief Warden	<p>If you are a Chief Warden and in the building that has alarm sounding, proceed to the Emergency Control Point to assume control.</p> <p>Obtain information around the incident.</p> <p>Commence evacuation.</p> <p>Update Control Room / Security Operations and Emergency Coordinator</p>
<input type="checkbox"/>	Emergency Coordinator	Take the Emergency buggy and proceed to the incident.
<input type="checkbox"/>	Security	<p>Proceed to incident area.</p> <p>Assume Chief Warden role if Chief Warden not present.</p> <p>Advise Control Room / Security Operations of incident details.</p> <p>Let EWIS operate in Auto.</p>
<input type="checkbox"/>	Control Room / Security Operations	<p>Receive facts from security.</p> <p>Brief the Emergency Coordinator on the incident details.</p> <p>Call 000 as required.</p> <p>On advice from Emergency Coordinator, send ECO in the affected zone a push notification to confirm availability.</p>

✓	Responsible	Task
<input type="checkbox"/>	Control Room / Security Operations	When advised by the Emergency Coordinator, release emergency messages.
<input type="checkbox"/>	ECO members	If not in the affected building, when receive notification, advise availability. If available, await further instructions. You may be requested to attend the affected building to assist.
<input type="checkbox"/>	Control Room / Security Operations	Collate availability of ECO.
<input type="checkbox"/>	Assembly Area Manager	Move to allocated assembly area. Maintain control at assembly area. Provide regular communications to those assembled. Ensure Triage Manager has been appointed. Provide updates to the Control Room / Security Operations
<input type="checkbox"/>	Triage Manager	Proceed to Triage Area at assembly area Set up first aid area Dispatch first aiders to casualties Report casualty details to Assembly Area Manager
<input type="checkbox"/>	Control Room / Security Operations	Nominate a team member to meet Emergency Services at the campus entry.
<input type="checkbox"/>	Chief Warden	Ensure building is contained.
<input type="checkbox"/>	Building ECO	<p>Chief Warden</p> <ul style="list-style-type: none"> - Move to allocated building - Allocate area warden to area - Receive reports from area warden that area cleared - Allocate area warden to next area - When building cleared, advise one warden - Receive next building - Repeat <p>Area Warden</p> <ul style="list-style-type: none"> - Move to allocated area - Oversee wardens evacuating area - Advise Chief Warden when area cleared - Receive next area and evacuate - Repeat <p>Warden</p> <ul style="list-style-type: none"> - Move to allocated area - Evacuate occupants - Advise area warden when area cleared - Move to next allocated area, repeat
<input type="checkbox"/>	Emergency Coordinator	Ensure someone has stepped up as Chief Warden and Zone Warden.
<input type="checkbox"/>	First Aid	Brief ambulance.
<input type="checkbox"/>	Emergency Coordinator	Assist with emergency services liaison at incident.

✓	Responsible	Task
<input type="checkbox"/>	Chief Warden	Direct a return back to the building, if confirmed by Emergency Coordinator
<input type="checkbox"/>	Chief Warden	Collate all notes at end of incident.
<input type="checkbox"/>	Chief Warden / Emergency Coordinator	Conduct a Post Incident Review.

Evacuation Checklist (Level 2)

This checklist provides guidance on the steps required to manage an evacuation, including who should be undertaking the tasks.

✓	Responsible	Task
<input type="checkbox"/>	First responder	Incident noticed, or fire alarms sound. Advise Control Room Operator.
<input type="checkbox"/>	Warden	<p>If in a building with evacuation alarms sounding, evacuate the area / floor you are in:</p> <ul style="list-style-type: none"> Alert all occupants to evacuate to the assembly area If safe, search the area / floor from end to end to ensure all persons have left Using the WIP, advise Chief Warden that the area is clear, of any danger you have observed, and if there are any refusals or casualties If there is no response on the WIP within 1 minute, proceed to the Fire Indicator Panel to advise Chief Warden (note: in the initial sounding of alarm, the Chief Warden may take a few minutes to arrive) Wait for allocation of another area from the Chief Warden to search
<input type="checkbox"/>	Control Room Operator	<p>Receive incident calls and updates.</p> <p>Notify Emergency Manager, Emergency Coordinators and Security Operations Manager.</p>
<input type="checkbox"/>	Chief Warden	<p>If you are a Chief Warden and in the building that has alarm sounding, proceed to the Emergency Control Point to assume control.</p> <p>Obtain information around the incident.</p> <p>Commence evacuation.</p> <p>Update Control Room / Security Operations.</p>
<input type="checkbox"/>	Emergency Manager	<p>Proceed to Emergency Operations Centre and assume control.</p> <p>Establish Emergency Operations Centre and pull out the EM Emergency Kit.</p>
<input type="checkbox"/>	Communications Coordinator	Proceed to Emergency Operations Centre and assume control and establish the visual boards.
<input type="checkbox"/>	Control Room / Security Operations	Despatch a security officer to the building in alarm or incident area to assess the incident area.
<input type="checkbox"/>	Emergency Coordinator 1	Take the Emergency buggy and proceed to the incident area.

✓	Responsible	Task
<input type="checkbox"/>	Emergency Coordinator 2	Proceed to the Emergency Operations Centre.
<input type="checkbox"/>	Emergency Coordinator 2	Establish visual boards in Emergency Operations Centre.
<input type="checkbox"/>	Control Room / Security Operations	When advised by the Emergency Manager, release emergency messages.
<input type="checkbox"/>	Emergency Manager	Determine level of evacuation required.
<input type="checkbox"/>	Emergency Manager	Instruct control room to notify 000.
<input type="checkbox"/>	Security	Proceed to incident area. Identify source of incident. Assume Chief Warden role if chief warden not present. Advise Control Room / Security Operations of incident details.
<input type="checkbox"/>	Control Room / Security Operations	Receive facts from security. Brief the Emergency Manager on the incident details. Call 000 as required. On advice from Emergency Manager, send ECO in the affected zone a push notification to confirm availability.
<input type="checkbox"/>	ECO members	If not in the affected building, when receive notification, advise availability. If available, proceed to zone meeting point as advised by Security Emergency Manager.
<input type="checkbox"/>	Emergency Manager	Collate availability of ECO.
<input type="checkbox"/>	Emergency Manager	Review available ECO and zones to evacuate.
<input type="checkbox"/>	Emergency Manager	Based on zones impacted, allocate ECO to zone: <ul style="list-style-type: none"> • Zone teams: <ul style="list-style-type: none"> - Zone Warden - Chief Warden - Area Warden - Wardens • Allocate teams based on availability • Assembly Area Managers • Triage Managers
<input type="checkbox"/>	Emergency Manager	Maintain tracking of where teams are allocated.
<input type="checkbox"/>	Assembly Area Manager	Move to allocated assembly area. Maintain control at assembly area. Provide regular communications to those assembled. Ensure Triage Manager has been appointed. Provide updates to the Control Room / Security Operations
<input type="checkbox"/>	Triage Manager	Proceed to Triage Area at assembly area Set up first aid area Dispatch first aiders to casualties Report casualty details to Assembly Area Manager

✓	Responsible	Task
<input type="checkbox"/>	Control Room / Security Operations	Nominate a team member to meet Emergency Services at the campus entry.
<input type="checkbox"/>	Control Room / Security Operations	Ensure campus entries are contained / secure.
<input type="checkbox"/>	Zone team	<p>When allocated zone to evacuate, move to zone</p> <p>Zone Warden</p> <ul style="list-style-type: none"> - Oversee evacuation of zone - Receive report from Chief Warden that building is clear - Allocate Chief Warden to another building in zone - When zone cleared, advise Emergency Manager - Receive next zone - Repeat <p>Chief Warden</p> <ul style="list-style-type: none"> - Move to allocated building - Allocate area warden to area - Receive reports from area warden that area cleared - Allocate area warden to next area - When building cleared, advise one warden - Receive next building - Repeat <p>Area Warden</p> <ul style="list-style-type: none"> - Move to allocated area - Oversee wardens evacuating area - Advise Chief Warden when area cleared - Receive next area and evacuate - Repeat <p>Warden</p> <ul style="list-style-type: none"> - Move to allocated area - Evacuate occupants - Advise area warden when area cleared - Move to next allocated area, repeat <p>Marshals</p> <ul style="list-style-type: none"> - Proceed to marshalling point to direct persons - Direct persons to the assembly area - When advised, move to assembly area
<input type="checkbox"/>	Communications Coordinator	Maintain tracking on evacuation log and map of zones cleared.
<input type="checkbox"/>	Emergency Coordinator (floating)	Ensure someone has stepped up as Chief Warden and Zone Warden.
<input type="checkbox"/>	Emergency Manager	Establish liaison with Emergency Services forward command (not site level emergency services).
<input type="checkbox"/>	Triage Manager	Brief ambulance.
<input type="checkbox"/>	Emergency Coordinator (floating)	Assist with emergency services liaison at incident.
<input type="checkbox"/>	Emergency Manager	Determine who else needs notifying.

✓	Responsible	Task
<input type="checkbox"/>	Emergency Manager	Brief the Critical Incident Management Team and Director of Security
<input type="checkbox"/>	Communications Coordinator	Collate all notes at end of incident.
<input type="checkbox"/>	Emergency Manager	Conduct a Post Incident Review.

Lockdown Checklist

In the event of civil disorder, armed intrusion or personal threat it may be necessary to activate a lockdown procedure:

	✓	Responsible	Task
<pre> graph TD A([Remain calm and don't panic]) --> B([Remain in / return to rooms]) B --> C([Call the Police on 000]) C --> D([Secure all doors & windows]) D --> E([Turn off lights & electrical equipment]) E --> F([Be seated on floor out of sight]) </pre>	<input type="checkbox"/>	Staff	Alert Security if there is an incident and information to share.
	<input type="checkbox"/>	Control Room / Security Operations	Receive and record incident details. Phone 000. Phone Emergency Manager.
	<input type="checkbox"/>	Emergency Manager (Emergency Coordinators to assist as required)	Proceed to Emergency Control Centre, if safe Gather information. Determine course of action. Advise Control Room / Security Operations to raise the alert.
	<input type="checkbox"/>	Control Room / Security Operations	Alert all staff and visitors by activating the lockdown alarm. This will be with the announcement: “Lockdown. Lockdown. Lockdown. (Alert tone) “Lockdown Lockdown Lockdown” (Alert Tone)
	<input type="checkbox"/>	Control Room / Security Operations	Lock electronic doors. Contain buildings, where possible.
	<input type="checkbox"/>	All staff including ECO members	<ul style="list-style-type: none"> • Move to closest safe area. • Move yourself and visitors to a safe point below window line away from the entrance or exit. • Lock the room you are in, if possible. • Cover windows, if possible. • Turn off lights and electrical equipment. • Remain calm and quiet. • Turn mobile phones to silent • Remain in room until advised by the Emergency Management Unit or Emergency Services • Do not allow ANYONE in the room / building during the lockdown.
	<input type="checkbox"/>	Control Room / Security Operations & Emergency Manager	Monitor CCTV and support Emergency Services as required.
	<input type="checkbox"/>	Emergency Manager	Liaise with Police and organise meeting point with them.

	✓	Responsible	Task
	<input type="checkbox"/>	Emergency Manager	Provide regular updates to ECO and staff, where possible.
	<input type="checkbox"/>	Emergency Manager	Follow advice and instructions from the Police.
	<input type="checkbox"/>	First Aiders	Administer first aid, if necessary, if safe to do so.
	<input type="checkbox"/>	Emergency Manager	When advised the danger has passed, determine if occupants should revert to business as usual, or evacuate.
	<input type="checkbox"/>	Control Room / Security Operations	When advised by the Emergency Manager, make announcement that lockdown is over. “Attention, attention. Lockdown is now over. Please revert to your normal operations”. “Attention, attention. Lockdown is now over. Please commence evacuation”.
	<input type="checkbox"/>	ECO	Conduct sweep of area. Ensure all occupants are aware lockdown is over and identify any persons needing assistance.
	<input type="checkbox"/>	Emergency Manager	Conduct debrief. Brief Critical Incident Management Lead.
	<input type="checkbox"/>	Control Room Operator	Collate documentation from the incident and provide to the Emergency Manager.

Response Processes

These procedures will assist the ECO with responding to specific emergency procedures. **Note:** most emergencies will require an **evacuation or lockdown** to keep it simple. The below may provide a reference to additional actions for specific emergencies.

Most of the emergency response coordination for these will be completed by the Emergency Manager or Emergency Coordinator.

Abduction / kidnapping

Code Black

- Collect information about the abducted person and the abductor where known.
- Advise Security Operations Centre and provide details of both the person and abductor.
- Security to Call 000 (Police) and provide incident details.
- Provide the building ECO or facilities team with details of the missing person where required requesting they conduct a building search for the person. Note: if abductor is seen, provide details to security and police.
- Review CCTV cameras to see if the person or abductor can be located.
- Do not touch or disturb anything in the area where the person was last seen.
- Allocate a person to meet Police and direct them to the control room.

Air Supply Contamination

Code Yellow

- Confirm if area is safe to approach. Ensure the suspect air handling system is immediately shut down.
- Evacuate the areas serviced by suspect system. Consider completing this via announcements only if the area is not safe for the ECO to move to.
- Security Operations team to notify ECO where relevant.
- Cordon off the suspect system to prevent unauthorised access.
- Where practical and safe to do so, naturally ventilate the affected areas.
- If applicable, UNSW Health & Safety to notify Department of Health.
- If necessary, request from first aiders first aid assistance.

Armed Active Offender

Code Black

The primary goal during an Active Armed Offender incident is: to save and protect life; facilitate evacuation of those at risk; contain the incident; and support emergency services.

Specific response guidelines:

- Notify Security or Emergency Manager and ECO where relevant.
- Notify Police on 000.
- Locate the Active Armed Offender utilising the CCTV system.
- Communicate this location to the Police and maintain visual surveillance of the offender.
- Escape, Hide or Tell depending on the specific circumstances of the situation.
- Continue to communicate with the Police as the situation unfolds.

Process for staff and occupants:

Escape ➡	Hide ➡	Tell
<ul style="list-style-type: none">• Evacuate if safe to do so.• Contact Security Control Room.• Leave belongings behind.	<ul style="list-style-type: none">• Hide in secure area.• Move people away from public areas if safe.• Lock doors.	<ul style="list-style-type: none">• Notify the Security Control Room.• Notify the Police.

Armed Active Offender

Code Black

- | | | |
|---|--|---|
| <ul style="list-style-type: none">• Visualise escape route before moving.• Avoid using lifts.• Maintain concealment while moving. | <ul style="list-style-type: none">• Block doors with heavy furniture.• Cover windows.• Turn off lights.• Remain silent.• Turn mobile phones and other devices to silent.• Contact Security Control Room, if possible and safe.• Await Police advice. | <ul style="list-style-type: none">• As a last resort, consider options to disrupt or incapacitate the offender. <p>(This may include throwing available objects or using aggressive force when confronted. Such action should be taken as a last resort only in order to protect the life of the individual or others in the area).</p> |
|---|--|---|

Asbestos Find or Disturbance

Code Yellow

Note: it is recommended work instructions and registers be maintained where there are known sources of asbestos. The below points are guidelines only should works, construction, or an incident disturb potential or known asbestos.

- If there is any construction or works in the area, cease the construction or works immediately.
- Vacate the immediate area.
- Contain the area to ensure no one has access. Warning signage should be placed to alert persons not to enter the area.
- UNSW WHS Team to engage a licenced asbestos assessor (LAA) to inspect the material to assess the immediate risk posted by the material.
- Notify SafeWork (via the Director of Safety) if it is assessed by the LAA that there has been a potential asbestos exposure.
- Complete an incident form.
- If the material contains asbestos and the LAA recommends that the material does not pose an exposure risk, a barrier between the material and work area should be set up and works and access within the work area may recommence.
- If the material contains asbestos and the LAA determines that the material has been disturbed to a level where it poses an asbestos exposure risk, access into the work area should remain restricted. Air monitoring maybe undertaken to assess airborne fibre levels within and adjacent the work area.
- Provide data for staff working in the area at the time of the material disturbance.
- Contract a licenced asbestos removalist to remove or remediate the material.
- A clearance inspection of the removal of asbestos (ACM) must be carried out prior to re-occupation of the building / space. Clearance inspections must be carried out by a LAA independent from the asbestos removalist and a Clearance Certificate supplied.
- Where the asbestos material has not been removed, the materials should be labelled, and works should not be undertaken immediately adjacent the material which are likely to disturb the material.
- All relevant aspects of the event should be recorded in the appropriate asbestos register, management plan and records.
- The location and details of all assumed, confirmed ACM or confirmed non-ACM, along with reports, photographs, plans showing the location, will be included in an updated hazardous materials register.

Bomb Threat

Code Purple

Use the information below to safely manage a bomb threat situation including suspicious objects, written threats and phone threats:-



- If a written bomb threat is received or suspicious object is found, notify Police on 000.
- Do not touch suspicious objects.
- If a telephone bomb threat is received, you should:
 - Attract the attention of someone else.
 - Keep the caller on the line as long as possible.
 - Ask questions like what the bomb look like, where is the bomb, when will it detonate, how will it detonate, etc.
 - Don't hang up the phone, if possible.
 - Complete the Bomb Threat Checklist, paying particular attention to background noises, accents, speech patterns, etc.
 - Give the Bomb Threat Checklist to the Building Chief Warden, Emergency Coordinator or Emergency Manager or Police immediately after the call.
- The Emergency Manager will evaluate the threat: and determine a course of action. The options:
 1. Conduct a search of the premises where possible before raising the alarm with other occupants. You would only do this if the threat was non-specific, and you had a high degree of certainty that the threat was not real.
 2. Conduct a white level inspection which is an inspection by all staff of their respective workplaces for any articles that are unusual, suspicious or unable to be accounted for.
 3. Commence a partial evacuation of the site and commence a search of the premises.
 4. Immediately evacuate the premises without conducting a search. You would do this if a specific threat was received, i.e., detonation time specified.
- If evacuating:
 - Check that the exit route is clear of suspicious objects.
 - Leave doors open.
 - Occupants can take their personal items with them.
 - Avoid using mobile phones or portable radios.
 - Conduct a white-level search on the assembly area.
- Ensure the assembly area is far enough away to be unaffected from a blast. Treat the threat as genuine until proven otherwise. If in any doubt, play it safe and evacuate the area.

The following questions provide a means of assessing if an item should be considered suspect:

Hidden – is the item hidden?

Obvious – is the bomb obviously a bomb?

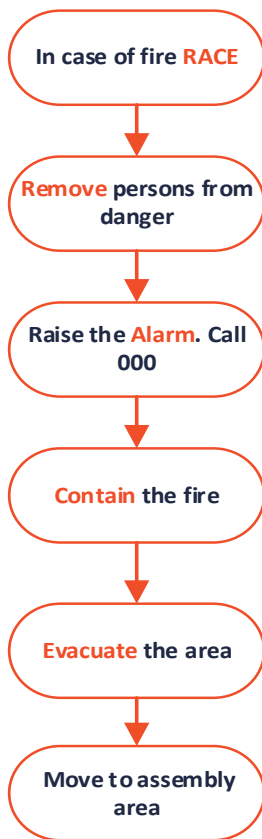
Typical – is the item typical for its environment?

Unauthorised – has there been any unauthorised access to the area?

Perimeter – has there been a perimeter breach?

Building Fire

Code Red



- If you see smoke, don't panic and remain calm.
- Remove persons from the area. Your priority is life safety.
- Ensure alarms have been activated.
- Alert those in your area to prepare to evacuate, and location of assembly area.
- Check that the evacuation route is clear of fire, smoke and other obstacles.
- Notify other building occupants of the emergency.
- Evacuate persons from your area. Evacuate those in immediate danger first. Close doors as you go, if safe to do so.
- Only fight a fire if it is small (rubbish bin size) & you have been trained to use firefighting equipment.
- Conduct a secondary search in your nominated area to ensure all persons have been evacuated.
- Assist people with mobility impairments. If they cannot self-evacuate, relocate them to a safe place and notify the Chief Warden who will notify the Fire Brigade. Don't leave them alone, if safe.
- Prevent all persons from re-entering the premises unless it is deemed safe.
- Ensure all persons are accounted for at the assembly area – where possible.
- Do not allow people to leave the assembly area if possible.

Important Notes:

- Be aware that some occupants may ignore the alarms and / or refuse to evacuate unless they see signs of danger. For **refusals** – advise them twice they need to leave. If they still refuse, note their location, and pass the details to the Building Chief Warden.
- Any person suffering a medical condition such as asthma, must be evacuated as a priority if there are signs of smoke.

Chemical Spill / Hazard

Code Yellow

CAUTION - CONFIRM IF AREA SAFE TO APPROACH

- **Do not enter** any confined area where there is the slightest risk of being exposed to toxic atmospheres. If in doubt - stay well clear (upwind if applicable) - inform Fire Brigade and keep persons away.
- Inform applicable maintenance personnel, cleaner/s and UNSW Security Operations.
- On arrival at the scene (if safe to be in that location) ensure that the affected area has been evacuated and that persons assemble in a well-ventilated, safe area, upwind from the spill. If not safe to be in that area, ensure alarms for that area are sounded and PA announcement to move persons from the area.
- Prevent unauthorised access to area by establishing containment measures - do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity of the spill.
- Recovery of a minor spillage of a chemical, if it can be recovered safely, will be the responsibility of the person responsible for the chemical. Note: If there is the slightest doubt regarding safety of response personnel or others, do not attempt to recover any spillage.
- Consideration should be given to building environmental conditions and a decision made as to whether further evacuation of the area is required.
- The person responsible for the chemical/s should continue to manage the spill as specified on the Safety Data Sheet (SDS) or by the Manufacturer / Supplier of the substance.

Chemical Spill / Hazard

Code Yellow

- The spill should be contained as soon as possible, using appropriate absorbents if it is safe to do so, based on information at hand. Particular attention should be paid to drains as these may need to be dammed using sandbags or other appropriate bunding from spill kits
- A chemical spill kit should be utilised if one is available.
- The Fire Brigade should be contacted if the spill has caused an evacuation, entered drainage systems, is of a size or nature which is beyond the resources and / or competency of on-site personnel to safely and effectively mitigate, the substance involved is unknown, the substance is highly flammable / explosive / poisonous / hazardous or for any other reason where on-site personnel have even the slightest doubt about possible risks posed by the incident.
- All information regarding the spill should be reported to the Officer-in-Charge of the Fire Brigade on arrival at the scene.
- All waste should be removed consistent with regulatory requirements and the incident should be reported under applicable statutory requirements.
- Notify the SafeWork Incident Notification unit (via the Director of the Safety team).
- UNSW Legal to notify Environment Protection Authority if applicable.

Civil Disorder

Code Black

If there is a risk to occupant safety or of unlawful building entry, then direct staff as follows:

- Immediately inform Police and Critical Incident Management Team.
- Monitor crowd behaviors for early detection of possible troublemakers.
- If security is available, they should be prominently placed as a way of deterring individuals from unruly behavior.
- Inform building occupants to advise them to avoid the affected area. Advise occupants to shelter in place if required.
- Take steps to restrict access to building or infiltration within building by the demonstrator/s.
- Remove persons not directly involved in the scene if it is safe to do so.
- Secure critical records, equipment and valuable items.
- Remove any objects in accessible locations which could be used as weapons or missiles by aggressive trespassers.
- Be mindful of possible diversionary tactics by demonstrators to mask criminal activity.
- The Emergency Manager, Emergency Coordinator and Security should ensure that any group of demonstrators is kept under continuous discreet surveillance and attempt to ascertain size of group, composition, leader's identity, motives, intentions, mood and location.
- Removal of trespassers will usually be performed by Police (and Security where applicable).
- From the moment that the possibility of civil disorder is first suspected, the safety of the site's occupants must be of paramount consideration to the Emergency Manager and all necessary action undertaken (particularly providing advanced warning to the site's occupants) to assure this.

Construction Accident

Code Yellow

- Liaise with the construction foreman to ensure all persons are safe, area contained, and no further hazards present.
- Ensure security of construction zone and surrounding buildings
- Notify Project Manager and UNSW Health & Safety
- Shut down gas and power if needed.
- Consider temporary stop to construction.
- Develop message strategy and implement across key stakeholders.
- Assess the effect (loss, duration etc) on the business operations and on the environment.
- Liaise with engineers to ensure structures are structurally sound.
- Notify the SafeWork Incident Notification unit (via the Director of the Safety Team).

Deceased Person

Code Blue

- Ensure that First Aider, Security Control Room, Emergency Coordinator, applicable management, Police and Ambulance are informed.
- Isolate the site where the incident has occurred and preserve the area as it may be a crime scene.
- Segregate any witnesses in a private area away from incident scene. Comfort witnesses / colleagues.
- Segregate any friends / colleagues of the deceased in a private area away from incident scene.
- Disperse any spectators away from the scene.
- Avoid contact with blood and other body fluids by using protective gloves.
- If practicable, cover the body and make sure that it cannot be disturbed.
- Do not interfere with any evidence.
- Collect accurate information (written & photographic - if feasible) about the incident.
- If staff member is involved, request police to advise when next of kin have been informed.
- Complete detailed Incident Report.

Drowning

Code Blue

- Identify a drowning victim:
 - Victim waving their hand or flailing in the water.
 - Victim not moving in the water.
 - Victim sinking.
 - Calling for assistance.
 - Using short, weak strokes and appear to be looking for something to cling to.
- Call an ambulance.
- Alert aquatic staff to conduct a rescue.
- If there is a floatation device nearby, take this if you are going to be swimming to the victim.
- Do not attempt a rescue unless you are a strong swimmer and know what you are doing. If you are a weak swimmer, you can put both yourself and the drowning victim in danger.
- Tow the victim to land/solid ground.
- Administer first aid if you are trained to do so.

Earthquake

Code Brown

If inside:

- Stay inside.
- Do not use lifts or stairs.
- Take shelter in doorways, under desks, or beside an internal wall.
- Stay clear of large area with glass windows and/or roofs.
- Keep away from windows or objects that could fall on you.

If outside:

- Stay outside.
- Take shelter clear of buildings, trees, power lines or other potential hazards.

If in a vehicle:

- Stop in an open area until shaking stops.
- Beware of downed power lines and road damage, including overpasses and bridges.
- Listen to the radio for warnings before moving.

When the earthquake stops:

- Do not move until you are sure it is safe to do so.
- Chief warden to contact emergency services if required.
- Check for signs of fire, hazardous material spill or major structural damage.
- Turn off electricity, gas and water.
- Do not light matches / lighters or other ignition sources until checks have been completed for gas and fuel leaks.
- Check for broken water, sewerage or electrical mains.
- Account for all staff and visitors if possible.
- Treat injuries. Do not move seriously injured persons unless they are in immediate danger.
- Do not use telephone immediately (to avoid congestion) unless there is a life-threatening situation.
- Do not evacuate unless area is immediately threatened or instructed to do so by Chief Warden.
- Do not waste food and water as supplies may be interrupted.
- Listen to the local radio station and heed warnings and advice on damage and service disruptions.
- Try to avoid driving unless for an emergency (to keep streets free for emergency services).
- Do not enter damaged buildings.
- Remain calm and assist others if possible.

Electric Shock

Code Blue

- Electric shock may stun a person, stop their breathing and cause severe burns to skin and internal organs. Injuries can be fatal.
- Avoid direct contact with the affected person while they are in contact with the current.
- Break the contact by switching off the current if possible, or by contacting service provider.
- Only permit first aid when the situation is safe (i.e. when the current has been switched off).
- Ensure that the following are informed – Contact Security & Ambulance, nearest First Aider, Chief Warden. The Emergency Management Unit will also attend.
- If the affected person is unconscious, resuscitation is the first priority if safe to do so.
- Always seek medical advice after an electric shock.
- Notify the SafeWork Incident Notification unit (via the Director of the Safety team) if relevant.

Explosion

Code Red

- Call emergency services on 000.
- Initiate evacuation processes.
- Dispatch first aiders to treat casualties, either on location or at assembly area, depending on safety.
- Those casualties that are non-responsive and no signs of life must not be moved.
- Deploy trained personnel to combat any fires, if they are small, and if it is safe.
- Dispatch appropriate staff to isolate / shut down hazardous processes or equipment which could be hazardous to rescue operations.
- Refer media inquiries to the applicable media spokesperson.
- Engage Contractors to survey the building, when safe, for signs of structural damage.
- Organise for security of the building if it is not accessible.

Extreme Heat

Code Brown

- Open/close doors and windows to assist in temperature control.
- Close blinds and curtains to reduce entry of heat.
- Restrict access to external areas.
- Monitor air temperatures within location.
- Encourage staff and other persons on site to drink plenty of water.
- Ensure air conditioners are well maintained.
- If persons are suffering from heat related illness, organise first aid support.

Fallen tree (or tree limb)

Code Yellow

- Evacuate the immediate area.
- Assist persons in immediate danger, if safe to do so.
- If injury has occurred, refer to Medical Emergency procedure.
- Call emergency services as necessary in the event of injury.
- Once the incident has passed:
 - Cordon off the area.
 - Notify Facilities Manager to contact the relevant contractor to notify them of fallen tree or tree limb.
 - If power lines affected, contact the electricity provider.
 - Ensure area stays free from unauthorised access.

Flood

Code Brown

Before the flood (Alert Phase):

- On notification of impending severe storm, Emergency Manager to advise all staff and visitors of the situation and give instructions on actions to take.
- Monitor information sources:
 - Regional and local radio stations.
 - Relevant websites.
 - Bureau of Meteorology.
 - SES / emergency services reports.
- Liaise with local emergency services (e.g. SES).
- Remove or relocate documents, chemicals, equipment etc. expected to be impacted by the flood.

Flood

Code Brown

- Determine need for sandbagging as required by expected flood heights.

During the flood (Response Phase):

- Move all persons indoors. If outdoors, persons must take extra precaution to avoid hazards such as flooded roads, downed electrical power lines, utility poles and trees.
- Do not drive over flooded roads, causeways or bridges unless depth, washout, debris and flow rate can be determined as safe.
- Do not walk into flood water that is deeper than gumboot height without:
 - A depth gauge stick.
 - Life vest.
 - Safety line.
 - If there is any doubt, do not enter the water.
- DO NOT attempt to wade across or swim through flood waters of any kind.
- Liaise with Police and other emergency services (e.g. SES) regarding road conditions and safe routes.
- Be aware of possible contaminated water.
- Be aware of animals, insects and parasites in or around flood waters.
- Report any person or animal require rescuing to emergency services.

After the flood (Recovery Phase):

- Assess site for any potential contamination issues.
- Inspect equipment for damage.

Gas Leak

Code Yellow

- WARNING - CONFIRM AREA IS SAFE TO APPROACH.
- Do not enter any confined area where there is the slightest risk of being overcome by gas.
- Where applicable, evacuate persons from the affected area and assemble them in a well-ventilated area where they are not exposed to further risk.
- Notify applicable facilities personnel.
- If safe to do so, isolate gas supply.
- Ensure that there are no ignition sources in the affected area.
- Ventilate the affected area.
- Notify Fire Brigade and gas supplier.
- If major leak, decide if a partial or full evacuation is required, and implement appropriate response.

Lift Entrapment

Code Yellow

- Notify UNSW Security.
- Immediately report the lift failure to the lift company.
- Advise trapped persons that action has been taken and assistance is on the way.
- Evaluate if emergency services are required. If so, call emergency services. Emergency services may be required if the person inside the lift is injured, needing medical aid, or in extreme heat conditions.
- Place signage around lift to advise other occupants the lift cannot be used.
- Provide moral support to those trapped in the lift.
- Once situation is rectified, ensure lift maintenance is carried out to ensure incident does not occur again.

Lightning Storm / Strike

Code Brown

The following information will help you remain safe during a lightning storm or respond if strike occurs. This procedure is relevant for those persons working outdoors.

The 30/30 rule

- When thunder is heard within 30 seconds of a lightning flash, take shelter inside and wait for 30 minutes after the last thunder is heard to resume any activities on-site.
- If you're unable to take shelter inside, find the safest accessible location and stay there until the storm has passed.

General precautions:

- Do not use or remain in mobile plant when outside. (eg. Forklift, crane, earth moving equipment)
- Stay inside buildings at all times, avoid small structures or fabric tents and keep clear of windows.
- Stay away from metal poles, fences, clothes lines etc.
- If driving, slow down or park away from trees, power lines or other objects that may be damaged by storm activity.
- Stay inside vehicles but do not touch any metal sections.
- Discard all metal objects.

If shelter is not available:

- Crouch/squat (feet together), preferably in a hollow. Make yourself a small target.
 - Keep hands off the ground.
 - Spread groups of workers out (do not touch).
- Remove metal objects from head/body.
- Do not lie down (the more of you that is in contact with the ground, the more 'attractive' you are to lightning).
- If your hair stands on end or you hear buzzing on nearby rocks, fences etc., move immediately. (At night, a blue glow may show if an object is about to be struck).
- Stay away from high and low points (hilltops, ridges & gullies), rock overhangs and shallow caves.
- Keep out of, and well away from, water bodies or watercourses.
- Never shelter under tree/s.

First aid:

- Apply immediate CPR to lightning victims until medical help arrives. (You won't receive a shock from the victim).

Medical Emergency

Code Blue

- Call UNSW Security Operations and state 'Ambulance' if required. Advise details.
- Call emergency services and ask for an ambulance – the operator will ask you to describe the condition of the casualty and may give you some first-aid advice over the telephone.
- Contact first aiders and advise casualty location and casualty information if available.
- Commence first-aid treatment on the casualty as quickly as possible. This should be given by someone trained in first aid.
- Avoid moving the casualty unless necessary. If you must move them due to risk of further injury, do so under the careful instruction from the first aiders.
- If the casualty is conscious, provide reassurance whilst they receive first-aid treatment.
- Nominate someone to direct emergency services to the building entrance.
- Make sure there is a clear path for ambulance officers to access the casualty.
- Provide ambulance officers with a brief update on the casualty's condition. First-aiders should remain with the casualty to assist ambulance officers.
- Keep a record of what happened, how it happened and when it happened.

Mental Health

Code Blue

People needing assistance

- Do not leave the person alone.
- Assess for harm to themselves and others – keep them away from potential danger.
- Reassure the person by talking calmly to them. Tell them that you will stay with them until assistance arrives.
- Get the person to control their breathing. Breathe in and out in unison to the count of three.
- Use your hands in an up and down motion to signal the tempo. Maintain eye contact.
- Engage the person by talking – ask straightforward questions. Listen non-judgmentally and do not assign blame.
- Ask if there is someone you could call to come and be with them.
- Assist referral to counselling service.

Face to face threatening or other concerning behaviour

- If safe, pursue the conversation:
 - De-escalate the situation if possible.
 - Speaking calmly and empathically.
 - Establish what their concerns are and try to develop a course of action to assist problem solving.
 - State what you can do to assist – do not make unrealistic promises or assign blame.
 - Maintain clear personal boundaries.
- OR
- If not safe to pursue the conversation:
 - Ask the person to leave.
 - Attempt to leave the area. If not possible, position self in a safe location.
 - If person does not leave phone UNSW Security Operations.
 - Activate duress alarm if one is accessible.
 - Ring Chief Warden.
 - Engage lockdown procedures if appropriate.
- Make notes while incident is fresh in your mind whether person leaves or does not leave.
- Brief Emergency Coordinator.

Written, phone or observed threatening or other concerning behaviours

Mental Health

Code Blue

- In the event of possible immediate threat or danger ring Security.

Personal Threat (non-armed)

Code Black

If a person's behaviour is threatening and out of control:

- Do not place yourself at risk.
- Obey the offender's instructions:
 - Do not argue or provoke the person.
 - Do not attempt to physically suppress the person.
 - Back away and alert bystanders to move away from the area.
- Talk slowly, quietly, firmly and simply.
- Do not make any quick or sudden movements.
- Keep a safe distance between yourself and the offender.
- Take note of exits or other possible escape routes. Try to get as close as possible to those exits.
- Make it easy for the person to leave the building / area.
- Report violent / threatening persons to UNSW Security Operations, if safe to do so.
- If you cannot get hold of Chief Warden, activate the manual call point.
- Record description of offender, what was said, touched etc. as soon as possible. Use the ***personal threat checklist***.
- Contact the police if intervention is required.
- Isolate the area until Police arrive.
- Complete Incident Form.

Plane Crash

Code Brown

- Organise for everyone to immediately take cover under furniture and outside structures that will provide protection against falling debris or glass.
- Call emergency services and ask for the Fire Brigade.
- After the effects of the explosion have subsided, evacuate the surrounding area, following the evacuation procedures. Cordon off the area surrounding the plane.
- Ensure there is a clear path of access for emergency services through the precinct.
- Establish staging areas (emergency services, triage, media, family welfare support centre etc).
- Liaise with engineers to ensure structures are structurally sound.

Power Outage

Code Yellow

- Note: emergency lighting and communications equipment should remain working for a period of approximately 90 minutes, allowing enough time for persons to evacuate if necessary.
- Report outage to UNSW Security Operations.
- Emergency Manager to assess with ECO to determine if evacuation is necessary, move cautiously. Lighted signs will indicate emergency exits.
- Utilise torches if you have them to direct persons from the building.
- Passengers stranded in lifts should be able to communicate via the emergency telephone in the lift.
- If safe to do so, isolate sensitive electrical equipment, as power surges could be experienced before sustainable power is restored.
- Note: treat all electrical equipment as live, as power may be restored at any time without notice.

Severe Weather

Code Brown

Use the information below in the event of heavy rain (causing flash flooding), hail, severe thunderstorms and strong wind gusts:

- On notification of impending severe storm, Emergency Manager to give instructions on actions to take.
- Move staff and visitors indoors. If outdoors, staff must take extra precaution to avoid hazards such as flooded roads, downed electrical power lines, utility poles and trees. Avoid driving during severe storms wherever possible.
- Close all windows, curtains, blinds and external doors.
- Remain inside the building during the storm, keeping away from exposed windows.
- Move computers and valuables away from windows or items that may fall.
- Turn off electrical appliances and unplug them from wall sockets where possible.
- Be aware that lightning strikes may cause power failure which will affect services such as lighting, lifts, heating or air conditioning, ventilation and building fire systems.
- In the event of damage to the building, seek shelter under tables or desks and away from items such as machinery and other objects that may fall or slide. In multi-story buildings, the central core is usually the safest place to seek refuge.
- Refrain from using the telephone during thunderstorms.

- **ANY IMMEDIATE THREAT OR DANGER TO THE CAMPUS COMMUNITY WILL BE IMMEDIATELY ESCALATED TO POLICE.**
- UNSW responses to those experiencing sexual misconduct will always be supportive of the welfare of persons involved, adhering to the principles of procedural fairness to facilitate safety and recovery. Responses to reports might include urgent relocation from University accommodation, providing referrals to medical or support services, providing options about minimising contact with the person allegedly involved, providing information about University misconduct processes (if applicable), assistance with making a Police report, providing UNSW staff members with information about the Employee Assistance Program or giving information about accessing a legal advice service, such as Arc@UNSW or Kingsford Legal Centre.
- The University is obliged to report to the Police under the Crimes Act 1900 (NSW), information which might materially assist the apprehension of an offender or the prosecution or conviction of an offender of a serious criminal offence.
- The University may also initiate urgent interim measures, such as restricting a student's access to campus buildings and/or UNSW property (where there is an immediate threat to the safety of any person), to temporarily suspend a person from the University and/or specified activities and/or positions of leadership. Failure to comply with interim measures may lead to disciplinary action.
- When an allegation is made, or a staff member becomes aware of a sexual assault, staff should immediately assess the situation to ensure a safe environment.
- If the victim requires immediate medical attention a medical practitioner or ambulance should be called, or the victim conveyed to the nearest hospital.
- Where a staff member is the alleged perpetrator of physical or sexual assault any medical practitioner called should be independent of the service where the alleged assault took place.
- The staff member who first becomes aware of the allegation must be available to assist the Police with any investigation.
- In relation to preserving evidence of sexual assault, it is helpful to:
 - Encourage the victim not to shower or change, or, if the victim feels they must shower or change, ask them to put the clothing they were wearing at the time of the assault in bags, which should be sealed, labelled and secured.
 - Where possible, lock the door to the room or restrict access to the area where the assault occurred so any physical evidence inside that area remains undisturbed.
- It is not necessary for a victim to decide immediately about whether to make a police report. People may be distraught in the immediate aftermath of an assault and sometimes change their minds later. Some evidence, however, will only be present in the immediate period following assault. Forensic evidence collected at this time will assist police investigation, should the victim wish to proceed at a later stage.
- Organise a counselling service for the victim to provide support a guidance.
- Notify the Critical Incident Management Team
- [Sexual Misconduct Prevention and Response Policy \(unsw.edu.au\)](https://www.unsw.edu.au/sexual-misconduct-prevention-and-response-policy)

Structural Damage to Building

Code Yellow

Where there is the possibility of a total or partial structural failure or collapse of the building:

- Persons should be immediately evacuated and kept away from the area until it has been professionally inspected.
- Inform Security Operations & Fire Brigade.
- A cordon around the affected area should be established at a sufficient distance so that persons cannot be exposed to falling debris.
- Where applicable, isolate gas supply to affected area from external point.
- Once the area has been evacuated, determine if it is practicable and safe to isolate power to the area from an external point.
- Inform applicable management and other appropriate facilities personnel.

Where there is no risk of structural collapse, but there is the possibility of objects falling from the structure (e.g. window failure):

- Immediately cordon off the area below, to prevent persons from being injured by falling debris.
- Inform the Security Operations.
- Notify appropriate facilities personnel.

Suicide Management

Code Blue

- Perform First Aid if required.
- Phone security operations and emergency services for an Ambulance and Police.
- Supervise bystanders and move them away from the area.
- Establish a crime scene until police arrive by securing the area and blocking off access to others.
- Ensure that affected staff and visitors are not left alone until they have been provided with some immediate assistance and support to cope with the initial emotional distress.
- The Emergency Manager should notify the Critical Incident Management Team.
- Document all information received and actions taken.

Suspect Package

Code Purple

Use the information below to assist you if a suspicious package or envelope is received:

Staff/Students/Visitors:

- Do not open the package.
- Advise Security immediately.
- Do Not touch or move the item.

Security:

- Investigate the situation. Try to obtain information on the sender and the recipient.
- Only attempt to verify contents if you have appropriate screening equipment.
- Contact emergency services.
- Notify the Emergency Manager of the incident.

Chief Warden:

- Contact management and advise of the situation.
- Notify neighbours if appropriate.
- Meet and brief emergency services.
- Keep records of what you were told, what you saw and the actions you took.
- After the incident, conduct a debrief with affected staff and wardens.

Do not:

Suspect Package

Code Purple

- Wet the item.
- Place the item in a container.
- Invite others to look at the item.
- Use mobile phones or two-way radios in the vicinity of the item.

Transport / Vehicle Related Accident

Code Yellow

- Attend to injured person if safe to do so.
- Call for assistance and call for emergency services.
- Apply first aid and do not move seriously injured person/s (avoid contact with blood and other body fluids by using protective gloves).
- Ensure the injured person/s is/are as comfortable as possible.
- Isolate the site at which the accident occurred (do not disturb any evidence the police might find useful).
- Remove from the site all people who are not directly involved.

Trauma Management

Code Blue

- During an emergency incident, people may be traumatised by the things that they see or experience, i.e. stress, injury or death.
- Exposure to a traumatic incident will affect people in different ways.
- Reactions can vary from moodiness, anger, poor concentration, and difficulty sleeping to serious long-term physical & emotional disorders.
- These reactions may be relatively minor lasting only a few days or may be far more serious lasting months or even years.
- Persons who experience traumatic events should be encouraged to seek professional counselling before symptoms develop.
- Simply talking about their experiences with a trained professional can prevent future problems.
- Your support will be crucial in helping the individual accept the need for professional help. You may want to conduct an informal debrief session with staff to discuss the incident.
- Following are some simple ways to reduce the effects of a traumatic experience:
 - Eat well.
 - Reduce alcohol and caffeine consumption.
 - Try to maintain a normal lifestyle.
 - Talk to family and friends about how you are feeling.
 - Exercise regularly and / or keep yourself busy doing things you enjoy.
- To contact a recommended professional counselling service.
- Report any signs of trauma post an incident to a line manager to provide the appropriate support.

Water Leak / Burst Water Pipe

Code Yellow

Subject to the extent and location of the water leak, it may be necessary to:

- Move persons away from the affected area.
- Notify the appropriate facilities personnel.
- Shut off electricity to the affected area.
- If practicable, isolate source of flooding / water leakage.
- Prevent unauthorised access to the affected area.

Water Leak / Burst Water Pipe

Code Yellow

- Water-soaked materials should not be placed in an area where they might cause collateral water damage to other materials, e.g., rugs, carpets etc.
- Follow-up action may involve the pumping out of the affected area and the removal of undamaged materials.

Emergency Equipment

Emergency Buggy

An emergency buggy will be available for the Emergency Coordinator to take to the incident location. Contents of this buggy are below:










<ul style="list-style-type: none">• Copy of the emergency response plan• Copy of zone map• Roles and Responsibility checklist – Emergency Coordinator, Zone Warden, Building Chief Warden• Evacuation checklist• Lockdown checklist	<ul style="list-style-type: none">• Torch• First aid kit• Defibrillator• Small tarps x 2• Loud hailer/Megaphone• Barrier tape
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Fire Indicator Panels

The following will be available at the Fire Indicator Panels. The forms will also be available via a form by scanning a QR code.

<ul style="list-style-type: none">• Evacuation Log (Building Chief Warden)• Evacuation script and checklist• Lockdown script and checklist• Building Specific Emergency Response Guide (BSERG)	<ul style="list-style-type: none">• Role checklist – Chief Warden, Area Warden, Warden• Pens and paper, Whiteboard Marker• Copy of PEEP register
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The following equipment may be available at your premises. Ensure you are familiar with the equipment in your area.

Equipment		Details
Chemical Spill Kit		Allows for containment of chemical spills.
Emergency Alert Buttons / Points		The emergency alert buttons are positioned around the campus for campus occupants to press in the event of an emergency. An alert will then be sent to the security control room.
Emergency Door Release		The emergency door release is specifically engineered for the emergency release of magnetic and electronic door locks.
Emergency Light		When power goes out, the emergency light turns on and illuminates the area to direct you to the nearest exits.
Evacuation Box / Kit		The evacuation kit contains essential documents and equipment that will be needed to manage people welfare while at the assembly area for an extended time.
Exit Signs		Shows the egress out of the building.
Eye wash station		Used to wash chemicals from a person.
Fire Blanket		<ul style="list-style-type: none"> A fire blanket consists of a piece of a fire-resistant fabric (usually woven glass fibre) that can be used to smother a small fire or wrap around a person whose clothing is alight. To use the fire blanket: <ol style="list-style-type: none"> 1. Pull on the tabs to release the fire blanket. 2. Open the fire blanket and hold it in front of you to shield your body, hands and face from the fire. 3. Cover the burning material completely, ensuring there are no gaps for oxygen to reach the fire. 4. Shut off any gas or other fuel supply involved in the fire, and contact the Fire Brigade if it hasn't been done already. 5. Leave the blanket in place until it is cold.. Wait for the Fire Brigade to advise it is OK to remove. 6. Always read the instructions for your fire blanket before use. <p>NOTE: Fire blankets are not designed for re-use! It is essential that you dispose of your fire blanket once it has been used.</p>
Fire Doors		<ul style="list-style-type: none"> Fire doors are installed to minimise the spread of fire, including the passage of smoke through a building. These doors typically provide a safe haven in the event of fire evacuation for a designated period of time, usually 1.5 to 2 hours.

Equipment	Details																																																																
		<ul style="list-style-type: none">Fire doors may be automatically operated by heat activated mechanisms, smoke detectors or on activation of the F.I.P. Fire doors should be designed to allow occupants to leave an area without the use of keys at all times but prevent re-entry. Fire doors must not be wedged open																																																															
Fire Extinguishers		<ul style="list-style-type: none">A fire extinguisher is a cylinder containing a fire fighting agent (under pressure) which can be discharged onto a fire.Do not attempt to fight a fire unless you are trained. <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td>Water</td><td>Foam</td><td>Dry Chemical Powder (A,B,E)</td><td>Dry Chemical Powder (B,E)</td><td>Carbon Dioxide (CO₂)</td><td>Vaporising Liquid</td><td>Wet Chemical</td></tr><tr><td>A</td><td>Combustible Solids</td><td>✓</td><td>✓</td><td>✓</td><td>✗</td><td>Limited</td><td>✓</td><td>✓</td></tr><tr><td>B</td><td>Flammable Liquids</td><td>✗</td><td>✓</td><td>✓</td><td>✓</td><td>Limited</td><td>Limited</td><td>✗</td></tr><tr><td>C</td><td>Flammable Gases</td><td>✗</td><td>✗</td><td>✓</td><td>✓</td><td>✗</td><td>Limited</td><td>✗</td></tr><tr><td>(E)</td><td>Energised Electrical Equipment</td><td>✗</td><td>✗</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✗</td></tr><tr><td>F</td><td>Cooking Oils and Fats</td><td>✗</td><td>✗</td><td>✗</td><td>✓</td><td>✗</td><td>✗</td><td>✓</td></tr></table> <p>Pull the pin Aim the nozzle at base of fire Squeeze the trigger Sweep across base</p> <p>Fire Extinguisher chart provided by the Fire Protection Agency of Australia.</p> <ul style="list-style-type: none">Safety measures when first attack firefighting:<ul style="list-style-type: none">Only attempt to fight a small fire, i.e. wastepaper bin.Make sure you have a clear escape path. Stay upwind of the smoke.Never work alone – make sure someone is there to assist you.Check that you have the correct extinguisher for the type of fire.Pull the PIN in the handle and test the extinguisher before you approach the fire.Aim the extinguisher at the base of the fire.Squeeze the handle of the extinguisher.Sweep the extinguisher from side to side across the base of the fire. <p>Make sure that the fire is out. If it reignites, repeat the above process.</p>												Water	Foam	Dry Chemical Powder (A,B,E)	Dry Chemical Powder (B,E)	Carbon Dioxide (CO ₂)	Vaporising Liquid	Wet Chemical	A	Combustible Solids	✓	✓	✓	✗	Limited	✓	✓	B	Flammable Liquids	✗	✓	✓	✓	Limited	Limited	✗	C	Flammable Gases	✗	✗	✓	✓	✗	Limited	✗	(E)	Energised Electrical Equipment	✗	✗	✓	✓	✓	✓	✗	F	Cooking Oils and Fats	✗	✗	✗	✓	✗	✗	✓
																																																																	
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C	Flammable Gases	✗	✗	✓	✓	✗	Limited	✗																																																									
(E)	Energised Electrical Equipment	✗	✗	✓	✓	✓	✓	✗																																																									
F	Cooking Oils and Fats	✗	✗	✗	✓	✗	✗	✓																																																									
Fire Hydrant		The Fire Brigade attach their canvas hoses to this hydrant. This provides more pressure than the standard water system.																																																															
Fire Indicator Panel & Emergency Warning Intercommunication System		The Fire Indicator Panel will show the zone affected so the Chief Warden can direct the wardens to the affected area to identify danger. The Emergency Warning Intercommunication System also allows messages to be broadcast to parts or all of the facility, including communication via the Warden Intercommunication Phones (Red Phones).																																																															

Equipment	Details
Hose Reel	<div data-bbox="475 241 577 376" data-label="Image"> </div> <ul style="list-style-type: none"> Hose reels consist of a length of 20mm diameter plastic hose, up to 36 meters long and fitted with a nozzle. Works similar to a garden hose. Use only for combustible solid fires. Operating instructions: <ul style="list-style-type: none"> Turn on the stop valve. Run out the length of the hose as required. Turn on the water at the nozzle, direct the stream at base of fire. Ensure you leave a direct egress path between you and the nearest exit door/egress route. <div data-bbox="735 607 1297 846" data-label="Image"> </div>
Manual Call Point / Break Glass Alarm	<div data-bbox="475 862 577 969" data-label="Image"> </div> <ul style="list-style-type: none"> The manual call point / break glass alarm will activate the fire alarm in the building when the glass is pressed in / broken. If the Fire Indicator Panel is linked to the fire brigade, the call to fire brigade will be made when the alarm is activated. It is recommended that 000 is also called to inform the Fire Service of the type and severity of the fire to allow additional resources to be dispatched if required. If not connected to the Fire Service the break glass alarm should have signage above it indicating "Local alarm only in case of fire break glass and ring 000". Breaking the glass will only activate the fire alarm in the building but will not contact the Fire Service.
Megaphone / PA System	<div data-bbox="459 1321 593 1442" data-label="Image"> </div> <p>Allows for announcements to be made in the event of an emergency.</p>
Smoke Detector	<div data-bbox="475 1460 577 1554" data-label="Image"> </div> <p>Used to detect smoke presence within an area. Once triggered the fire alarms will be activated automatically if they are linked to a Fire Indicator Panel.</p>
Sprinklers	<div data-bbox="485 1563 568 1688" data-label="Image"> </div> <p>Sprinkler heads are triggered by heat. When heat reaches a set temperature, the glass inside the sprinkler head expands and bursts, opening the sprinkler and releasing water. Each sprinkler head is activated independently, such that when the fire and heat spread, more sprinklers are activated.</p>
White Break Glass Alarm	<div data-bbox="469 1731 593 1879" data-label="Image"> </div> <ul style="list-style-type: none"> The white break glass alarm will activate the building EWIS panel and sound the evacuation tones. With the EWIS panel activated it will trigger an emergency response, however will not activate Fire and Rescue.

Appendices

Appendix A – Evacuation Log (Building Chief Warden)

The evacuation logs will be used by those coordinating a response to ensure all areas are marked off, and teams allocated to those areas. A log will be used by the Building Chief Warden (for the building they are evacuating), and the Emergency Manager (for whole of campus zone clearances). Building specific logs are kept in the ERP Building Specific template. Refer to Appendix A2 for the Emergency Manager evacuation logs.

Evacuation Log (Building Chief Warden)					Date:
Area:	Team Allocated:	Cleared:	Time:	Refusals	Assistance Required
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Notes:					

Appendix B – Evacuation Log (Emergency Manager)

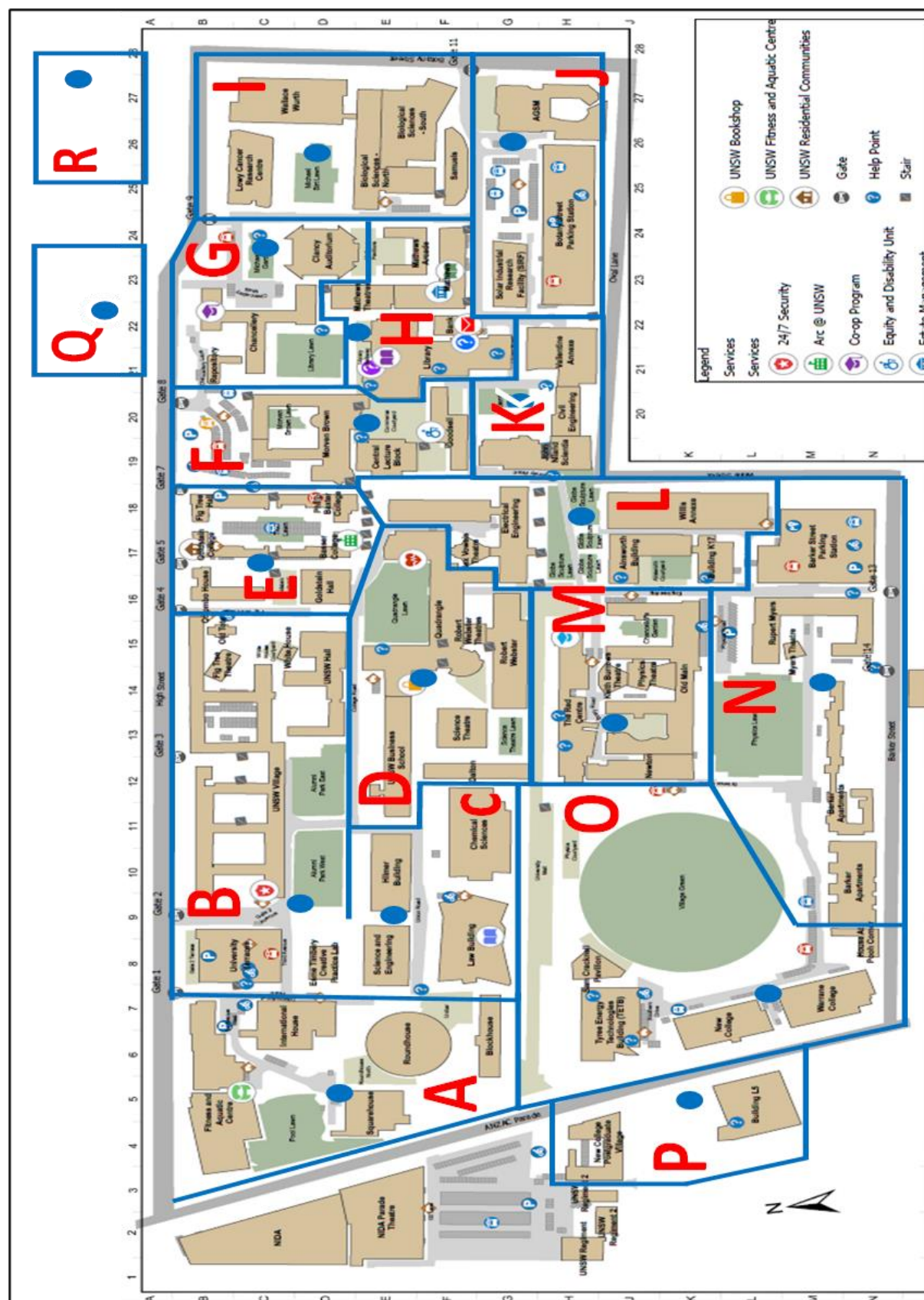
Evacuation Log (Emergency Manager)				Date:
Area / Floor / Zone:	Zone Meeting Point	Team Allocated:	Cleared:	Time:
Zone A <ul style="list-style-type: none"> Fitness and aquatic centre (6 levels) International House (5 levels) Square House (5 levels) Roundhouse (3 levels) Blockhouse (4 levels) 	Corner of E4 facing the Pool Lawn and the Roundhouse		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone B <ul style="list-style-type: none"> University Terraces (10 levels) UNSW Village (10 levels) Fig Tree Theatre (2 levels) Old Tote (4 levels) White House (3 levels) UNSW Hall (5 levels) 	Esme Timberly Steps, Alumni Park West Bollards		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone C <ul style="list-style-type: none"> Esme Timberly Creative Practice Lab (2 levels) Science and Engineering (13 levels) Hilmer Building (11 levels) Law Building (7 levels) Chemical Sciences (16 levels) 	Undercover area outside E10 opposite E8 & F8		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone D <ul style="list-style-type: none"> UNSW Business School (5 levels) Dalton (4 levels) Science Theatre (9 levels) Quadrangle (7 levels) Robert Webster Theatres (4 levels) Robert Webster (5 levels) 	Quadrangle Lower Ground Near the Lift		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone E <ul style="list-style-type: none"> Colombo House (10 levels) Goldstein College (9 levels) Fig Tree Hall (8 levels) Phil Baxter College (10 levels) Basser College (11 levels) Goldstein Hall (4 levels) 	Gate 5 close to Arc Postgraduate Lounge, located at the back of the Accommodations Office		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone F <ul style="list-style-type: none"> Morven Brown (7 levels) Patricia O'Shane Lecture Block (5 levels) Goodsell (8 levels) 	Commerce Courtyard at the bottom of the stairs from Library Walk		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone G <ul style="list-style-type: none"> Repository (2 levels) Chancellery (7 levels) Clancy Auditorium (4 levels) 	Clancy Courtyard		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Evacuation Log (Emergency Manager)				Date:
Area / Floor / Zone:	Zone Meeting Point	Team Allocated:	Cleared:	Time:
Zone H <ul style="list-style-type: none"> Library (18 levels) Mathews Theatres (4 levels) Mathews Arcade (2 levels) Mathews Building (19 levels) Bank (3 levels) 	Library Walk Awning closest to F21 fire exits east side		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone I <ul style="list-style-type: none"> Lowy Cancer Research Centre (10 levels) Wallace Worth (10 levels) Biological Sciences – North (11 levels) Biological Sciences – South (11 levels) Gordon & Jacqueline Samuels (10 levels) 	Michael Birt Lawn		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone J <ul style="list-style-type: none"> Solar Industrial Research Facility (SIRF) (3 levels) AGSM (7 levels) Botany St Parking Station (6 levels) 	AGSM Loading Zone Parking areas		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone K <ul style="list-style-type: none"> John Niland Science (5 levels) Civil Engineering (11 levels) Vallentine Annexe (4 levels) 	Scientia Lawn (opposite Civil Engineering)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone L <ul style="list-style-type: none"> Rex Vowels Theatre (2 levels) Electrical Engineering (7 levels) Ainsworth Building (8 levels) Willis Annexe (4 levels) Building K17 (10 levels) 	Globe Lawn (opposite Willis Annex)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone M <ul style="list-style-type: none"> Anita B Lawrence (10 levels) Newton (6 levels) Old Main (5 levels) Physics Theatre (4 levels) Keith Burrows Theatre (3 levels) 	Burrows Lane Bollards between H13 & K15		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone N <ul style="list-style-type: none"> Barker Apartments (6 levels) Rupert Myers (6 levels) Myers Theatre Barker St Parking Station (5 levels) 	Corner of Southern Drive on Barker Street Apartment (off the road)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone O <ul style="list-style-type: none"> Sam Cracknell Pavilion (3 levels) Tyree Energy Technologies Building (TETB) (8 levels) 	Southern Drive corner of Warrane College opposite New College		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Evacuation Log (Emergency Manager)				Date:
Area / Floor / Zone:	Zone Meeting Point	Team Allocated:	Cleared:	Time:
<ul style="list-style-type: none"> New College (6 levels) Warrane College (11 levels) House at Pooh Corner (3 levels) 				
Zone P <ul style="list-style-type: none"> New College Postgraduate Village (9 levels) Building L5 (10 levels) 	Anzac Parade close to L5 entry point		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone Q <ul style="list-style-type: none"> Insert 	46 High Street		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Zone R <ul style="list-style-type: none"> Insert 	Corner of Botany Street & High Street		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Notes:				

Appendix C – Zone Map (Kensington)

The below map shows the zones across the Kensington campus, along with zone meeting points. This map will be available in printed format for the Emergency Manager to utilise during a Level 2 emergency.



Appendix D – Definitions

Definition	Description
Armed Person	A person who is in possession of an offensive weapon, or instrument. Note: where it is strongly suspected that a person is carrying a weapon or instrument, he or she should be treated as an armed person.
Assembly area	The designated place or places where people assemble during an evacuation.
Bomb	A device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e., incendiaries, toxic / noxious substances, sharps, animals / reptiles). May also be referred to as an improvised explosive device (IED).
Bomb threat	A threat, written or verbal, delivered by electronic, oral or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date, place or against any specific person or organisation.
Chief Warden	The person who is in overall charge of emergency management, planning and operations. This may or may not be the person in charge of the facility, depending upon local circumstances and timing.
Competent Person	A person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him / her to correctly perform the required task.
Emergency	Any event which arises internally, or from external sources, which may pose an immediate risk to life, property or the environment and requires an immediate response.
Emergency Control Organisation (ECO)	A person or persons appointed by the Emergency Planning Committee to manage the facility's emergency response.
Emergency Coordination Centre (ECC)	The coordination centre during an emergency.
Emergency Planning Committee (EPC)	Persons responsible for maintaining the Emergency Management program, including plans, ECO capacity, diagrams, training and drills.
Emergency Response Plan (ERP)	The written documentation of the emergency arrangements for a facility, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.
Evacuation	The orderly movement of people from a place of danger.
Evacuation Diagram	Emergency and evacuation information about the facility, comprising a pictorial representation of a floor or area and other relevant emergency response information.
External Emergency	An event that arises externally to the site and may necessitate allocation of resources to an external site or preparation for reception of a significant number of casualties (or both).
Facility	A building, structure or workplace that is, or may be, occupied by people (occupants).
Internal Emergency	A sudden event which arises internally, and which may be caused by an internal or external source and may adversely affect the safety of persons in the site, requiring an immediate response by the occupants.
Medical Emergency	Any event in which trained personnel are required to respond effectively to a medical emergency within or beyond the accepted routine of the site / facility.

Definition	Description
Mobility Impaired Person	A person with physical, mental or sensory impairment, either temporary or permanent, who requires assistance during emergency evacuation.
Occupant	A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor.
Personal emergency evacuation plan (PEEP)	An individualised Emergency Response Plan designed for an occupant with mobility impairment who may need assistance during an emergency.
Refuge / Safe haven	A place of safety within a building, structure or workplace which is not under threat from an emergency; and from which people are able to disperse after escaping the effect of an emergency to a road or open space.
Training exercise	An activity simulating an emergency event through activation of alarms and deployment of personnel, in order to: <ul style="list-style-type: none"> • Review / test the planning process and procedures. • Identify needs and planning inadequacies. • Demonstrate capabilities and communication; and • Foster working together as a team.
Visitor	A person who is within a facility who is temporarily visiting the facility and is not: <ul style="list-style-type: none"> • Employed at or for the facility, either on a permanent casual, temporary, contracting basis; • A resident; or • Studying at the facility Note: Visitors include customers and clients.
Warden	A person available on-site, with clearly defined responsibilities in relation to the facility's Emergency Response Plans.
Warden intercommunication point (WIP)	The location on a floor or evacuation zone that includes a handset provided through which instructions can be received to/from the emergency warden intercommunication system.
Workplace	Any place where work is, or is to be, performed by: <ul style="list-style-type: none"> • A person engaged for work for gain or reward, or on a voluntary basis; • A person conducting a business or undertaking; or • As defined by the relevant Commonwealth, State and Territory Work Health and Safety statutes for the definition of 'workplace'.

Appendix E – Bomb Threat Checklist

Call taker:			
Name:		Phone:	Date: Time:
Ask these questions: Remember to remain calm			
Where did you put it?			
When is the bomb going to explode?			
What does it look like?			
General questions			
Wording of threat			
How will the bomb explode?			
How will the substance be released?			
Did you put it there?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Why did you put it there?	
What type of bomb is it?			
What is the bomb?			
What will make the bomb explode?			
Chemical / biological threat questions			
What kind of substance is it?			
How much of the substance is there?			
How will the substance be released?			
Is the substance liquid, powder or gas?			
Other questions to ask			
What is your name?			
Where are you?			
What is your address?			
Callers Voice		Threat Language	
Accent:		<input type="checkbox"/> Well spoken	
Any impediment		<input type="checkbox"/> Incoherent	
Voice (loud, soft, etc)		<input type="checkbox"/> Irrational	
Speech (fast, slow etc)		<input type="checkbox"/> Taped	
Diction (clean, muffled)		<input type="checkbox"/> Message read by caller	
Manner (calm, emotional)		<input type="checkbox"/> Abusive	
Did you recognise the caller?			
If so, who do you think it was?			
Was the caller familiar with the area?			
Background noises		Other	
<input type="checkbox"/> Street noises	<input type="checkbox"/> House noises	Gender of caller	
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Voices	Estimated age	
<input type="checkbox"/> Music	<input type="checkbox"/> Machinery	Duration of call	
<input type="checkbox"/> Other	<input type="checkbox"/> Public transport	Number called	

Appendix F – Personal Emergency Evacuation Plan (PEEP)

A Personal Emergency Evacuation Plan should be developed for any persons with mobility impairments needing assistance to evacuate. Mobility impairments should be registered in a central register, and all PEEP's available during an emergency. PEEP's will be developed in consultation with the person requiring the PEEP, the Emergency Management Unit, PVC Equitable Learning Services, Manager and relevant teaching staff.

Appendix G – Personal Threat Checklist

Personal Threat Checklist			
Name of employee/witness:		Date:	Time:
Chief Warden:		Date:	Time:
Description of offender			
Name / nickname used		Approx. age:	Sex:
Nationality		Approx. height:	Build:
Hair colour	Face:	Posture:	Voice:
Distinguishing marks / scars:			
Details of clothes / weapons			
Clothing:			
Weapons:	<input type="checkbox"/> Gun	<input type="checkbox"/> Knife	<input type="checkbox"/> Baton
	Details:		
Transport			
Type of vehicle:	Make:	Model:	Colour:
	Registration:	Other:	
Other			
Comments			
Witnesses			

Appendix H – Action Log

Name:	Date:	Sheet No.:
Your role:	Location:	

[illegible]

Appendix I – Emergency Planning Committee

Use the following checklist to ensure your Emergency Planning Committee requirements are being met.

✓	Responsibility. The Emergency Planning Committee has...
<input type="checkbox"/>	At least two members.
<input type="checkbox"/>	At least one management representative.
<input type="checkbox"/>	Meets at least annually to discuss the program and minute the meeting.
<input type="checkbox"/>	Identified events that could reasonably produce emergency situations.
<input type="checkbox"/>	Ensured an Emergency Response Plan has been developed.
<input type="checkbox"/>	Nominated a review period of the Emergency Response Plan (not exceeding 12 months).
<input type="checkbox"/>	Nominated a validity period of the Evacuation Diagrams (not exceeding 5 years).
<input type="checkbox"/>	Ensured the Emergency Response Plan is identifiable and available to the appropriate persons.
<input type="checkbox"/>	Established an ECO to operate in accordance with Emergency Procedures.
<input type="checkbox"/>	Ensured the register of ECO members is current and readily available.
<input type="checkbox"/>	Established arrangements to ensure the continuing membership and operation of the ECO.
<input type="checkbox"/>	Established strategies to ensure that visitors are aware of emergency response procedures.
<input type="checkbox"/>	Ensured training and exercises are being conducted, with the following as a minimum: <ul style="list-style-type: none"> • Emergency Planning Committee – 1 session per year. • Chief Warden – 2 sessions per year. • Warden – 2 sessions per year. • Staff/occupant awareness – 1 session per year. • Evacuation and/or Lockdown drill – 1 per year.
<input type="checkbox"/>	Ensured that emergency response procedures are tested at least annually.
<input type="checkbox"/>	Ensured that the Emergency Response Plan is reviewed at the end of the validity period, after an emergency, an exercise or any changes that affect the Emergency Response Plan.
<input type="checkbox"/>	Ensured that a permanent record of events for each emergency is compiled and retained.
<input type="checkbox"/>	Ensured that a permanent record of training and exercising events is compiled and retained.

Appendix J – Additional Information

Emergency Management Policy

The following information provides supporting information around the emergency response plan implementation and management. This information outlines the actions UNSW should be undertaking to manage their emergency management program.

- UNSW has developed an **Emergency Response Plan**, per requirements of AS3745-2010, to address management of internal and external emergencies as and when they arise, and shall update this plan at least annually, following an incident or where there are site changes. The plan has considered such factors as the appropriateness and adequacy of physical facilities, organisational structures, human resources and communication systems for internal emergencies and, where appropriate, for external emergencies.
- UNSW has developed and displayed **evacuation diagrams** showing the building layout, emergency equipment location, assembly area location and emergency equipment.
- UNSW has established an **Emergency Control Organisation** to manage any emergency that may occur on site. Alternate team members have been identified.
- UNSW has established an **Emergency Planning Committee** to assist with emergency prevention, preparedness, response, and recovery. This committee shall meet at least annually.
- UNSW will utilise **multi-modal communication** in emergency responses, including such devices as mobile phones, land lines, Emergency Warning Intercommunication System panels, and PA systems. Multi-modal communication systems will enhance the site's response capacity, and will ensure continuity of communication in the event of failure of the primary communication systems. Note: care should be exercised with cellular phones, radio sets and other equipment producing radio waves in situations such as bomb threats
- UNSW shall ensure **training** is conducted for key ECO members and other staff members to ensure they are able to effectively respond to an emergency. To ensure a uniform approach to fire safety advice and training, attendance at the appropriate level of training, documenting the name of participants, name of facilitator, date of training, and overview of the instructions provided.
 - Emergency Manager, Emergency Coordinators, Security Operations management – six monthly
 - Building Chief Warden, Assembly Area Wardens, Zone Wardens – six-monthly
 - Wardens and Area Wardens – six-monthly
 - First attack fire-fighting – every two years
 - Occupants – twelve-monthly
 - Emergency Planning Committee – annual
- UNSW shall conduct evacuation and/or lockdown **drills** at least annually in each building, and keep a record of date of drill, times when the evacuation or lockdown started and ended, and actions required as a result of the drills.
- UNSW has conducted an emergency hazard / **threat assessment** to identify the emergencies that may occur on site. Procedures in this plan address these identified threats.
- This plan has been developed based on limitations that may impede response, as advised by UNSW in the initial development of this plan.
- UNSW shall ensure that regular, routine maintenance for emergency equipment shall be undertaken through a licensed, competent provider. Maintenance activities shall be in accordance with EPC requirements and relevant industry standards.
- UNSW shall ensure that regular checks of emergency communications equipment shall be carried out on a monthly basis, or as determined by the EPC. The system should also be subject to an annual inspection, as part of the UNSW Annual Fire Safety Statement.

General Authority & Indemnity

Once an emergency is declared, the powers of the ECO shall overrule all normal management procedures. ECO shall have the authority to marshal all staff, occupants, and any visitors. The purpose of these powers is to ensure that during an emergency, life safety takes precedence over property protection and production matters.

These guidelines require consideration to be given to ensure the protection of ECO members, the person or persons refusing to comply, and other personnel in the area when a refusal situation arises. Any staff member responding in the event of an emergency shall be indemnified by UNSW against civil liability resulting from workplace emergency response assessment, education, training sessions, periodic exercises or evacuation of a building where the personnel act in good faith and in the course of their emergency duties.

Emergency Service Agencies roles

Police:

- Coordination of emergency operations where there is no designated combat agency.
- Control of the ground surrounding a Fire Ground (area surrounding incident) and support for the Fire Brigade by securing the area, controlling evacuations and coordinating resource support.
- Initial reconnaissance of the area affected by an emergency.
- Traffic and crowd control.
- Control of evacuations.
- Recovery and identification of deceased and injured persons and notification of next of kin.
- Disaster victim registration and identification.
- Security of evacuated areas and personal property of the dead and injured.
- Coordination of rescue operations.
- Establishing temporary mortuaries.
- Investigate and collect evidence in relation to any criminal actions, coronial matters.

Fire:

- In the event of an emergency involving fire, structural collapse, gas leak or chemical spills, the Fire Brigade will assume overall control of the incident.
- A fire ground may be declared by the senior member of the fire service.
- A fire ground is an area involved in the actual fire and any surrounding area that fire services personnel are required to work in, park or place appliances, hoses etc. or otherwise deem as necessary to enable them to combat the fire or hazard.
- Persons within the declared fire ground will act in accordance with directions issued by the senior member of the fire brigade on scene.

Ambulance:

- Provide ambulance transport and pre-hospital care for all injured persons.
- Provide and / or assume the responsibility for transport of designated medical teams and their equipment to the site of an emergency.
- Provide coordinated communications for all health systems involved in emergency responses.

Media Management

Media management is a critical part of UNSW's emergency response and communication activity. It is essential that only authorised personnel speak to the media. Authorised personnel shall be given appropriate training to ensure an adequate understanding of UNSW media objectives and compliance with procedures.

- An area should be identified for the media to be directed to when they arrive on site.
 - When approached by media, employees should refer the media to the UNSW Media Liaison Team.
- Details to gather:

- Time and date of the call / enquiry.
- Journalist's Name and publication.
- Reason for the enquiry.
- Journalist's deadline.
- Journalist's contact number, including mobile.

Evacuation Management

Evacuation involves the movement of staff, visitors and other personnel from an area of danger to an area of safety in as rapid and safe a manner as possible. The Chief Warden should assess the emergency incident before the decision to evacuate is made, having regard to the following:

- (a) The seriousness and relevance of the threat to human safety.
- (b) The proximity of hazards which may be relevant to the situation.
- (c) The nature and type of hazards in the involved area, and
- (d) The characteristics of, and hazards from, external sources.

The authority to order an overall evacuation of the building shall rest with the Chief Warden. During business hours the Emergency Co-ordinator shall also be involved in this decision making process.

The presence of fire or smoke (or both) in an emergency may govern the choice of evacuation routes and prohibit the use of nearby exits, in which case the nearest accessible exit should be used. For this purpose, prior staff knowledge of the building layout is of paramount importance, since Wardens play a vital role in education of staff and in controlling any necessary evacuations.

Lifts, if installed, shall not be used in a fire emergency unless authorised by the firefighting authority. Electric power may fail or be switched off, causing people to be trapped in a lift. The lift shaft could act as a chimney and thus contribute to the spread of fire, heat and smoke to other parts of the building.

Fire-isolated stairs, fire escapes and other safe routes shall be used. The special needs, in an emergency, of mobility impaired persons should be assessed at commencement of employment or impairment. Saving records and equipment is important, but time should not be spent doing this at the expense of evacuating people. Good communication is essential during the evacuation process with rapidly changing staff locations, as well as dealing with the emergency that led to evacuation. A head count should also be conducted if possible, once the evacuation is complete. It should be noted that conducting an accurate headcount is difficult and should not be relied upon. Ensuring that the building has been searched and cleared (where safe to do so) is more important.

After all persons have been evacuated, the 'all clear' may be given to indicate that a zone or building is clear of people. After consultation with the Emergency Management Unit, the Chief Warden shall indicate 'all clear' and advise of subsequent action.

Evacuation Options:

The extent of evacuation from this facility is dependent on different types of emergencies. Consideration shall be given to the following evacuation options, as appropriate to UNSW:

Full evacuation	<ul style="list-style-type: none">• Used to clear a building or facility of all occupants.• Would normally be carried out in response to a potentially catastrophic, life-threatening situation or where the building cannot function due to a severe services malfunction.
Partial evacuation	<ul style="list-style-type: none">• An alternative to a total evacuation in some buildings.• Partial evacuation may include:<ul style="list-style-type: none">○ Evacuation into or through smoke and fire compartments.○ Be used to evacuate individuals closest to a situation and to prevent congestion in the stairways.○ Be utilised when evacuation of several floor is sufficient to protect occupants while the hazard is being eliminated.
Shelter in place / lockdown	Allows occupants and visitors to remain inside a facility on the basis that an evacuation to an external-to-building location might reasonably expose evacuated people to a greater level of danger.
Other appropriate action	Where safe evacuation of the building or secure shelter or lockdown in the building is not possible, appropriate action is to be taken as seen fit. This may include full evacuation, partial evacuation or shelter in place, or other measures as determined by the type of intrusion or emergency.

Evacuation Procedures:

The emergency procedures outlined in this emergency response plan are designed to assist Wardens respond to any incident with potential to cause injury to persons or damage to property. These procedures take into consideration such factors as the use and characteristics of the building, structures and workplaces, appropriateness and adequacy of physical facilities, organisational structures, human resources and communication systems for all envisaged emergencies.

Whilst these procedures will assist Wardens respond to a range of incidents; fire, smoke and heat will probably present the greatest hazard. Typical issues for occupants of a building during a fire include:

- Restricted visibility.
- Inaccessible or dangerous passageways.
- Smoke logged stairways.
- Rapid spread of smoke through the building including floors remote from the fire.

Evacuation procedures for mobility-impaired persons:

If there are mobility-impaired persons at the site, the procedure will be as follows:

- Brief mobility-impaired persons when they have their orientation on what they need to do in the event of an emergency.
- During evacuation, reassure mobility-impaired persons.
- Mobility-impaired persons are to remain where they are until their area has been evacuated.
- When the area is clear, affected mobility-impaired persons to be moved into the safest area possible – as far away from the incident as possible and so not causing hazard for others leaving – until emergency services arrive. This may be inside the fire stairs if safe.

- Warden to alert Chief Warden immediately and advise number of persons still on site and their location. If safe, a member of the Emergency Control Organisation to remain with the person until arrival of Emergency Services.
- Chief Warden is to notify Emergency Services on their arrival as to location and number of persons still on site.
- Provide assistance to emergency services if required.

After-hours Procedures:

In the event of an incident occurring after-hours when limited staff members are on duty, it will not be physically possible to follow the procedures outlined in this manual due to lack of personnel. Your priority must be to assist persons in danger and alert attending emergency services as quickly as possible.

After-hours procedures are as follows:

- Security to assume the role of Chief Warden.
- Investigate the area for signs of danger.
- Immediately evacuate any persons in danger.
- Contact emergency services and report the situation.

Appendix K – Threat Assessment

The threat assessment process identifies the hazards considered probable for this site. Each hazard is assessed using the Risk Matrix below. They are then assigned a Risk Rating (high, moderate, low) and a specific Emergency Procedure.

Due to the large number and variety of potential hazards, incidents are grouped by type, and then assigned a specific Colour Code as per AS3745. This approach removes the need to develop numerous unique response plans for each and every hazard and in-turn reduces the confusion experienced by the emergency team.

Refer to Appendix I for the completed threat assessments.

Incident Type	Incident Colour Code
Fire / smoke	Code Red
Medical Emergency	Code Blue
Bomb Threat	Code Purple
Infrastructure and other internal emergencies	Code Yellow
Personal threat	Code Black
External emergency	Code Brown
Evacuation	Orange

Risk Rating Matrix					
<i>Almost Certain</i>					Very High
<i>Likely</i>				High	
<i>Possible</i>			Moderate		
<i>Unlikely</i>		Minor			
<i>Rare</i>	Low				
	<i>Insignificant</i>	<i>Medium</i>	<i>Substantial</i>	<i>Major</i>	<i>Severe</i>

Kensington Campus (Date completed: 19/03/2024)

The following table details the specific campus risks in relation to the building based and public area, and their relevant emergency priority rating.

Threat	Likelihood	Consequence	Rating	Colour Code
✓ Abduction / kidnapping	Rare	Substantial	Insignificant	Black
✓ Air supply contamination	Unlikely	Major	Moderate	Yellow
✓ Armed Active Offender	Rare	Severe	Moderate	Black
✓ Asbestos	Possible	Substantial	Moderate	Yellow
✓ Bomb / IED threat	Rare	Substantial	Insignificant	Purple
□ Bush Fire	-	-	-	Brown
✓ Chemical, Biological, Radiological (leak or incident)	Possible	Substantial	Moderate	Yellow
✓ Civil disorder / protest	Likely	Medium	Moderate	Brown
✓ Construction Site Accident (note for including in EMP in the response checklist)	Possible	Substantial	Moderate	Yellow
✓ Crowd Crush (medical)	Possible	Substantial	Moderate	Yellow
✓ Cyclone	Rare	Substantial	Minor	Brown
✓ Deceased Person	Possible	Insignificant	Minor	Blue
✓ Drowning / Person in Water	Possible	Insignificant	Minor	Blue
✓ Earthquake	Rare	Severe	Moderate	Brown
✓ Electric Shock	Likely	Medium	Moderate	Blue
✓ Explosion	Rare	Severe	Moderate	Red
✓ Extreme Heat	Likely	Major	High	Brown
✓ Fallen tree	Possible	Substantial	Moderate	Yellow
✓ Fire (Insignificant – rubbish bin size)	Possible	Insignificant	Minor	Red
✓ Fire (major – one room or more)	Rare	Severe	Moderate	Red
✓ Flood	Possible	Substantial	Moderate	Yellow
✓ Gas leak	Possible	Substantial	Moderate	Yellow
✓ Lift entrapment	Almost Certain	Medium	Moderate	Yellow
✓ Lightning Storm / Strike	Possible	Insignificant	Minor	Brown
✓ Medical emergency	Almost Certain	Substantial	High	Blue

✓ Mental Health (incident causing harm to self or others)	Almost Certain	Medium	Moderate	Blue
✓ Personal Threat (armed)	Possible	Substantial	Moderate	Black
✓ Personal Threat (non-armed)	Likely	Medium	Moderate	Black
✓ Plane Crash	Rare	Severe	Moderate	Brown
✓ Power Outage	Almost Certain	Medium	Moderate	Yellow
✓ Severe Weather	Almost Certain	Insignificant	Moderate	Brown
✓ Sexual Assault	Likely	Substantial	High	Black
☐ Snake	-	-	-	Blue
✓ Structural Damage	Unlikely	Major	Moderate	Yellow
✓ Suicide	Possible	Insignificant	Minor	Blue
✓ Suspect Package	Possible	Substantial	Moderate	Yellow
✓ Terrorism	Rare	Major	Minor	Black
✓ Terrorism (Vehicle related)	Rare	Major	Minor	Black
✓ Threats – written / recorded	Possible	Insignificant	Minor	Purple
✓ Transport / Vehicle accident	Possible	Insignificant	Minor	Yellow
☐ Tsunami	-	-	-	Brown
☐ Volcanic Activity	-	-	-	Brown
✓ Water Leak	Almost Certain	Insignificant	Moderate	Yellow

Appendix L – Evacuation Diagrams

Evacuation Diagrams for all campus buildings are location on a database. Specific requests for diagrams can be made through the Emergency Management Unit on emergency@unsw.edu.au

To access specific building evacuation plans please refer to the Building Specific Emergency Response Guide (BSERG) for that building which is located with the Chief Warden for that building.

Appendix M – Incident Levels Document

A situation that cannot be managed at a campus level or within business-as-usual practices will escalate through the University and be managed by various response and recovery teams. This table shows the escalation from one phase of an incident to the next, along with who will respond to each phase, and the plan to use in this phase.

UNSW Incident Levels

A situation that cannot be managed at a campus level or within business-as-usual practices will escalate through the University and be managed by various response and recovery teams. This table shows the escalation from one phase of an incident to the next, along with who will respond to each phase, and the plan to use in this phase.

Level	Criteria / Description	Impacts	Examples (not exhaustive)	Who to Activate	Who to notify	Plan to Activate
Level 0	<ul style="list-style-type: none"> Minimal impact to a level of a building Impact < 50 people Can be managed within SOPs by Security, Facilities Management and WHS. ECO not required. Timeframe of event may be less than 1 hour. 	People and Assets	<ul style="list-style-type: none"> Assault/Robbery Break and enter. Theft Minor injury first aid. Malicious Damage Power/network outage. Water leak. WHS hazard. Student/Staff at Risk Complaint 	Security, Facility Management, & WHS	Senior Manager, Security & Parking FYI: Notification Group	SOP's
Level 1	<ul style="list-style-type: none"> Impact limited to a several levels or whole of building. Impact > 50 < 1000 ECO required to support the response. Incident can be managed by security team and/or warden team (ECO). Emergency Services will be notified to respond. Likely response will be less than 2 hours. 	People and Assets	<ul style="list-style-type: none"> Fire or Gas Alarm Activation Significant injury hospitalisation required Power/network outage. Personal threat. Minor Flood Planned protest activity 	Security, Facility Management, WHS, ECO, EC's	Emergency Manager FYI: Notification Group	Emergency Management Plan (EMP)
Level 2	<ul style="list-style-type: none"> Impact to one or more buildings within a zone ECO need assistance Require Emergency Manager, Emergency Coordinators, Operations, Logistics Management of large groups of people on the ground (media, family, friends, emergency services) Staging areas required (e.g. emergency services, media, triage) Likely response will be more than a few hours, less than a day 	People and Assets	<ul style="list-style-type: none"> Confirmed Gas Leak Confirmed Chemical spill Confirmed fire (minor) Significant flood Bomb Threat Suspect package Severe storm Bushfire Civil disorder Power/network outage 	Emergency Management Team	Critical Incident Management Team Business Continuity & Recovery Teams FYI: Notification Group	Emergency Management Plan (EMP) Business Unit Recovery Plans
Critical Incident (Operational)	<ul style="list-style-type: none"> Emergency is affecting a whole campus or multiple campuses. Coordination required to manage recovery of campus. Requires management at off-site locations. ECO needs support to manage people. Requires coordination of large volume of people. Requires recovery of critical business functions. Regional or national media exposure. Likely response will be more than a day. Whole of campus evacuation or lockdown required. Requires management of key stakeholders and media. International media exposure Impact on Operations, Reputation, Financial etc. Requires strategic management decision making. 	People, Assets, Business Operations, Financial, Reputation, Strategic	<ul style="list-style-type: none"> Active Shooter. Kidnap/Hostage. Cyber-attack Chemical/Biological/Radiological leak Disease/contagion. Extreme weather. Fatality on campus. Building Fire (major). Significant or extended IT Failure. Natural disaster. Terrorist attack. 	Critical Incident Management Team Business Continuity & Recovery Teams Crisis Advisors	Vice-Chancellor.	Critical Incident Management Plan Business Continuity Plan Cyber Plan Comms Plan Disaster Recovery Plan (DRP) Business Unit Recovery Plans (BURP's)
Crisis (Reputational)			<ul style="list-style-type: none"> National/International negative media exposure. Corrupt conduct. Public data breach. Internal Fraud. Loss of key staff or mass resignation. 			