

Emergency Policy

Date: 4/06/1999, Revised 1/01/01, 5/05/04, 7/11/07, 11/06/08, 27/05/11, 23/06/16, 17/03/21

Signed by Management Committee _____ **Dated** _____

Aim:

To ensure that:

- all staff are aware of their responsibilities during fire and other emergency procedures
- it is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the service's Emergency Policy, procedures and practices
- the procedures relating to the Emergency Policy are clearly labelled and displayed in the service for all stakeholders to read
- staff receive training in Emergency Procedures and in the use of any specialised equipment such as fire extinguishing equipment, so that no person is put at risk in the event of an emergency.

Explanation:

University Preschool & Child Care Centre defines 'emergency' as an unplanned, sudden or unexpected event or situation that requires immediate action to prevent harm, injury or illness to persons or damage to the service's environment. It is a risk to an individual's health and safety

The emergency events or situations University Preschool & Child Care Centre Emergency Policy identifies and responds to include:

- fires and/or bushfires
- bomb threats
- missing child
- intruders (animal or human)
- power failures or electrocution
- the involvement of firearms or other weapons
- structural damage
- burglary
- natural disasters, such as a flood, cyclone, thunderstorm or earthquake

Evacuation may be necessary in the event of a fire, chemical spill, bomb threat, earthquake, gas leak, siege, flood, bushfire or other emergency.

In order to ensure that staff and children are familiar with Emergency Evacuation Procedures evacuation drills will be rehearsed at least every 3 months as per Education and Care National Regulation and will cover all staff and times of the day and will follow the Emergency Evacuation Procedure

Emergency lockdown procedures may be necessary in the event of a natural disaster such as Earthquake, cyclone, thunderstorm and in the event of personal threat – to either children or staff, Intruders, and instances involving firearms or other weapons.

In order to ensure that staff and children are familiar with Emergency Lockdown Procedures these will be scheduled at least every 3 months as per Education and Care National Regulation and will cover all staff and times of the day and will follow the Emergency Lockdown Procedure.

The emergency procedures will be short and simple, but cover all necessary steps. All members of staff will need to know the total plan and know their role within that plan.

Facilities:

- 1. Fire Indicator Panel** – The fire indicator panel (FIP) is located in the corridor near the main office. In the case of a fire the system will do the following:
 1. send a signal automatically to the ACT Fire Brigade
 2. activate the buildings evacuation system
 3. indicate on the panel the area where the detector has activated

- 2. Manual call points** – If a fire is discovered and the fire alarm has not yet activated, occupants can manually activate the fire alarm by breaking the glass in the manual call point.

These are located in following areas:

1. in the fire alarm panel in the corridor outside main office
2. in the corridor between the Toddlers and Nursery
3. between the Nursery and the back door to the Preschool Garden
4. in the passageway between the Geckos and the Echidnas

3. Command points and Assembly areas shall be as follows:

<u>COMMAND POINT</u>	Office phone
<u>FIRST STAGE ASSEMBLY POINT</u>	Preschool Garden near gate. 'Emergency Assembly Point' sign attached to the preschool gate nearest the preschool sandpit
<u>SECOND STAGE ASSEMBLY POINT</u>	Outside the Toddler sleep room & at the back of the Bike Shed building – 'Emergency Assembly Point' sign attached to the back wall
<u>THIRD STAGE ASSEMBLY POINT</u>	Grassy area at Old Canberra House

4. Evacuation Cots -

Cots that are small enough to fit through doorways and corridors, with wheels large enough to avoid jamming will be kept in the Nursery and will be used for the evacuation of babies. The cot will have a First Aid Kit and blankets attached.

5. Emergency provisions roll and contact numbers -

An Emergency First Aid Kit will be located in each room that can be taken by a staff member in case of an evacuation. All Emergency First Aid Kits will contain Ventolin and an Inhaler for use in the event that a staff member or child suffers an Asthma attack or severe breathing difficulties.

A key for the Preschool Garden Gate will be kept with each Emergency First Aid Kit.

A register containing emergency contact numbers for each child will be maintained with up-to-date information that can be taken in case of evacuation. Copies of this register will be kept at the back of the sign in/out folders for each room.

6. Emergency evacuation procedure

A diagram clearly marked "Evacuation Diagram" will be displayed in a suitable location near the main entrance and in each playroom, the plan will show:

1. the location of the Fire Indicator Panel (FIP)
2. a floor plan marked with the location of all exits, direction of escape routes, and location of all fire fighting equipment

7. Emergency Lock-down procedure

A notice clearly marked "Emergency Lockdown Procedure" will be displayed in a suitable location near the main entrance and in each playroom, which shows:

1. the lockdown procedure signal
2. a floor plan marked with the location of designated "safe areas"

8. Portable fire extinguishers














CO₂ fire extinguishers (red with black band) are located; Corridor opposite toddler/nursery non-contact room; Corridor opposite Nursery storeroom; Wall in Echidna kitchen area.

DCP Fire Extinguishers (red with white band) are located in; Director's office; Staff Kitchen.

W/A - Pressurised water fire extinguishers (all red) are located; Corridor near to Kookaburra room; Storeroom between Bilby and Nursery; Corridor leading from Bilby to Nursery; Near Wallaby entrance from courtyard; Wall in Geckos near connecting door to Echidnas; wall next to door in Handyman room.

Fire Reels are located; Corridor near southern emergency exit – Toddlers, Corridor near northern emergency exit – nursery, External wall of preschool building near middle entrance.

All extinguishers and fire reels are installed and maintained in accordance with Australian Standard AS1851.

Portable Fire Extinguisher Guide															
Pre 1997	Current	Extinguishing Agent	Class A		Class B		Class C		Class D		Class E		Class F		Comments
			Wood Paper Plastics	Flammable & Combustible Liquids	Flammable Gasses	Metal Fires	Electrically Energised Equipment	Cooking Oils and Fats							
		Water	✓	✗	✗	Use only special purpose extinguishers and seek expert advice	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires						
		Wet Chemical	✓	✗	✗		✗	✓	Dangerous if used on energised electrical equipment						
		Foam	✓	✓	✗		✗	Limited	Dangerous if used on energised electrical equipment						
		Powder	(ABE)	✓	✓		✓	✓	✗	Check extinguisher to determine if it is a ABE or BE unit as the capability is different					
			(BE)	✗	✓		✓	✓	✓						
		Carbon Dioxide	Limited	Limited	✗		✓	✗	Not suitable for outdoor use or smouldering deep seated A Class Fires						
		Vaporising Liquid	✓	Limited	Limited		✓	✗	Check the characteristics of the specific extinguishing agent						
		Fire Blanket	Limited	Limited	✗	✗	✓	Fire Blankets may be used as a thermal barrier against radiated heat and control a fire in clothes being worn by a person							

- ✓ = the class or classes in which agent is most effective
- ✗ = not recommended for these class of fires
- Limited** = indicates that the Extinguishant is not the agent of choice for the class of fire, but may have a limited extinguishing capability.

Fire extinguishers are a small first attack fire appliance. If you do not feel confident in operating one in an emergency situation, leave it.

**Do not put yourself at risk.
Alert others in the vicinity and contact the Fire Brigade 000**

9. Whistles

In the event, that the fire alarm is unable to manually activate, an emergency whistle is to be used to alert staff. Whistles are located in the Director's office and in each class room.

10. Wardens

On hearing the fire alarm or sighting fire / smoke or becoming aware of other emergencies the position of **Chief Warden** will be carried out by:

1. The Director, or
2. The Acting Director or Person in Charge

Duties

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

The Chief Warden on Notification of an emergency or activation of the Alarm will:

1. Ascertain the nature and extent of the emergency, dispatch a staff member to the affected area to identify the problem and report back
2. Determine if evacuation is necessary
3. If fire or smoke are present ensure ACT Fire Brigade (0-000) and ANU Security (52249) are contacted
4. Alert Wardens and if deemed necessary instruct them to search all areas and advise them to evacuate any personnel. A Fire Warden will be posted at the centre entry gate and back entrance to prevent persons from entering or exiting the centre.

Wardens are

1. Section leaders
2. Designated person in charge of the Section

Duties

Wardens shall;

1. Familiarise themselves thoroughly with their area.
2. Note all exits and alternative escape routes.
3. Be familiar with all obscure areas where adults & children could be located.
4. Know the location of all fire fighting equipment.
5. Be familiar with the operation of equipment installed to assist in the safe evacuation of personnel from the building.
6. Be aware of any mobility impaired, sight or hearing impaired persons or persons who may suffer from breathing difficulties due to asthma in their area
7. The primary duty of Wardens is not to combat emergencies but to ensure, as far as possible, the safety of staff, children, parents and members of the public and their orderly evacuation from the building.

UPON EVACUATION ALARM

Wardens shall;

1. Search all areas in designated area
2. Direct Children and staff under their supervision to the assembly area ensuring that staff and children whose evacuation is likely to be impaired due to mobility, sight or hearing impairments or from severe breathing difficulties are identified and paired with other staff.
3. Advise Chief Warden that the area has been evacuated
4. Remain in control until "All Clear" signal is given by Brigade or emergency personnel

11. Emergency Colour Codes

A standardised colour code for notification, identification and response activation may be used in the emergency response procedures.

Where colour codes are used for specific emergencies the colours should be:

Fire and/or smoke	Red
Bomb threat	Purple
Medical emergency	Blue
Personal threat	Black
Internal emergency	Yellow
External emergency	Brown
Evacuation	Orange

For the verbal "all clear" notification, the relevant colour code shall be stated following the words "ALL CLEAR"

Reference:

Australian National University – *Procedure Emergency Response*, retrieved from https://policies.anu.edu.au/ppi/document/ANUP_000699, 17/03/21

ACT Government, *Education and Care Services National Law (ACT) Act 2011*, and the Education and Care Services

Date for Review: June 2023

1. Do Not

- a) Take personal items
- b) Allow re-entry into the building until the “All Clear” is given

2. In an Emergency Situation requiring Evacuation of the Building the Chief Warden will:

- a) Assume Control
- b) Collect emergency contact details from office and staff room
- c) Ensure all Wardens are aware of the nature of the emergency and the need to evacuate
- d) Assign staff to:
 - prevent anyone entering building and to direct emergency vehicles
 - inform neighbouring buildings of danger
- e) Direct children and staff to Secondary Assembly Point.
- f) Collect reports from the Wardens and ensure everyone is accounted for
- g) Complete emergency checklist and hand over to emergency services on arrival, inform the services of any relevant information i.e. is there someone still in the building and liaise with emergency services

3. Upon Evacuation Alarm Nursery Section Warden Shall

- a) Coordinate movement as instructed by the Chief Warden
- b) Determine the safest exit and assembly point, identify any staff or children with mobility, sight or hearing impairments and/or who may suffer from severe breathing difficulties and direct staff in their area to assist with the evacuation of these persons and in evacuating all other children to the assembly area
- c) Locate children in all babies areas – Play Room, Sleep Rooms, Veranda and Playground
- d) Do a quick headcount of children
- e) Ensure that emergency first aid kit is attached to the underside of the emergency evacuation cot and ensure Sign In/Out sheets are collected for the purpose of determining all staff and children are present and emergency contacts can be notified.
- f) Have all non walking babies placed into emergency evacuation cots
- g) Instruct staff to walk, push cots or carry all children from the building out to the main playground or to car park or closest safe assembly area
- h) Check all areas in section; storerooms, sleep rooms, playrooms, kitchen, etc or check that areas have been searched
- i) Close doors, **do not** lock them
- j) Once outside the building proceed to the assembly area and ensure all children and staff in your room are accounted for (NO children to be removed from staff members care under ANY circumstances unless advised to by Chief Warden)
- k) Report to Chief Warden when all children & staff are accounted for
- l) Remain in control until “All Clear” signal is given by Brigade or emergency personnel

4. Upon Evacuation Alarm Toddler Section Warden Shall

- a) Coordinate movement as instructed by the Chief Warden
- b) Determine the safest exit and assembly point, identify any staff or children with mobility, sight or hearing impairments and/or who may suffer from severe breathing difficulties and direct staff in their area to assist with the evacuation of these persons and in evacuating all other children to the assembly area
- c) Locate children in all Toddler areas – Play Room, Sleep Rooms, Veranda and Playground
- d) Do a quick headcount of children
- e) Pick-up emergency first aid kit and ensure Sign In/Out sheets are collected for the purpose of determining all staff and children are present and emergency contacts can be notified.
- f) Instruct staff to walk children to safest exit and assembly point
- g) Check all areas in section; storerooms, sleep room, playrooms, kitchens, toilet, etc or check that areas have been searched
- h) Close doors, **do not** lock them
- i) Once outside the building proceed to the assembly area and ensure all children and staff in your room are accounted for (NO children to be removed from staff members care under ANY circumstances unless advised to by Chief Warden)
- j) Report to Chief Warden when all children & staff are accounted for
- k) Remain in control until "All Clear" signal is given by Brigade or emergency personnel

5. Upon Evacuation Alarm Preschool Section Warden Shall

- a) Coordinate movement as instructed by the Chief Warden
- b) Determine the safest exit and assembly point, identify any staff or children with mobility, sight or hearing impairments and/or who may suffer from severe breathing difficulties and direct staff in their area to assist with the evacuation of these persons and in evacuating all other children to the assembly area
- c) Locate children in all preschool areas – Play Rooms, Sleep Rooms, toilets, kitchens and Playground
- d) Do a quick headcount of children
- e) Pick-up emergency first aid kit and ensure Sign In/Out sheets are collected for the purpose of determining all staff and children are present and emergency contacts can be notified.
- f) Instruct staff to walk children to safest exit and assembly point
- g) Check all areas in section; storerooms, sleep rooms, playrooms, kitchens, toilets, etc or check that areas have been searched
- h) Close doors, **do not** lock them
- i) Once outside the building proceed to the assembly area and ensure all children and staff in your room are accounted for (NO children to be removed from staff members care under ANY circumstances unless advised to by Chief Warden)
- j) Report to Chief Warden when all children & staff are accounted for
- k) Remain in control until "All Clear" signal is given by Brigade or emergency personnel

EMERGENCY CHECKLIST

NAME OF PERSON WHO TOOK CHARGE: _____ Tick

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

_____ Tick

FLOOR LOCATION OF HAZARD: _____

DESCRIPTION OF EMERGENCY: _____

IF EMERGENCY IS SERIOUS ENOUGH EVACUATE THE BUILDING

EVACUATION ALARM ACTIVATED
ORDERLY EVACUATION ORDERED

EMERGENCY SERVICES CALLED (0-000)

SECURITY CALLED (Ext.52249)

PERSONS PLACED OUTSIDE EXITS

PERSONS SENT TO MEET EMERGENCY SERVICES

SENT WARDENS TO SEARCH AREAS

<u>FLOOR</u>	<u>NAME</u>	<u>PERSON RETURNED</u>	<u>FLOOR EVACUATED</u>	<u>COMMENTS</u>
Gumnuts	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Possums	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Kangaroos	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Kookaburras	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Echidnas	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Geckos	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

COMMENTS: _____

Hand Over of Floor Plans and This Check List to Emergency Services

Code Red

Emergency Procedure – Fire & Smoke

On hearing fire alarm bell the Chief Warden Shall:

- a Remain Calm
- b Ascertain location and size of fire/smoke source (check indicator board located in corridor near Director's office)
- c Move persons in danger to safety
- d Close doors, do not lock them
- e Inform Emergency Services (phone 0-000) and ANU Security (phone 52249)
 - Speak calmly on the phone
 - Give name, phone number, building location
 - Any other important information, ie, is an ambulance required
- f Notify all other Wardens of the emergency
- g If necessary evacuate the building as per Emergency Evacuation Procedure
- h If safe to do so fight the fire with a hose reel or appropriate extinguisher.

Code Yellow

Emergency Procedure - Chemical Threat

On discovering a chemical spillage or leak Staff Member should:

- a Notify occupants in the immediate area and if necessary evacuate
- b Ventilate area (Turn on exhaust fans and/or open external windows if possible)
- c Leave area – closing doors (containment)
- d Notify Chief Warden giving details of spillage
- e Notify ANU Security 612 52249
- f

Code Purple

Emergency Procedure – Bomb Threat

- 1. When a Staff Member Receives advice of a bomb threat the following Procedure should be followed**
 - a On receiving a bomb threat call do not hang up
 - b Be sympathetic not abusive
 - c Remain calm refer to bomb threat checklist (attached), ask questions and record responses.
 - d Report call to Chief Warden and follow their directions.
- 2. After being advised of the Bomb Threat the Chief Warden shall**
 - a Call Security on ext 52249
 - b Isolate recipient of call till emergency services arrive and have them complete bomb threat checklist
 - c Notify staff
 - d Begin searching the exit routes and congregation areas.
 - e If a suspicious object is found DO NOT TOUCH, evacuate the area for a distance of 300 metres and call POLICE. (0-000)
 - f Organise Evacuation of staff and children - As per Emergency Evacuation Procedure, taking personal items with them; make sure all doors and windows are open.
 - g On arrival of emergency services hand them the checklist and fully brief them.

Code Purple

Emergency Procedure - Powder Threat

In the event of a contaminated article being found the Chief Warden will:

- a Ensure ANU Security has been informed ext. 52249
- b Have the buildings air conditioning turned off, ANU security can organise this to be done
- c Advise all Wardens and get them to monitor exits MAKE SURE NO PERSONNEL ENTER OR LEAVE THE BUILDING
- d Ensure suspect article is contained and that the area has been cordoned off
- e Have the person/s immediately affected wash their hands and isolate themselves from other people
- f Liaise with security and emergency services

Replaces Natural Disaster Policy

In the event of a Natural Disaster eg – Cyclone, earthquake, hurricane, severe hailstorm or other natural disaster, the following procedure should be followed

Related Procedures

Emergency Evacuation Procedure

Lock down Procedure

Bush fire Procedure

DIRECTOR'S RESPONSIBILITY

- Remain Calm
- Ascertain nature and scope of the emergency
- If possible ascertain condition of staff and children
- If possible Inform Emergency Services (phone 0-000) and ANU Security (phone 52249)
- Speak calmly on the phone
- Give name, phone number, building location
- Any other important information, ie, condition of staff and children, any immediate requirements and if it is necessary to go into a lock down situation or evacuate the building where everyone will be.
- If necessary instruct all personnel to either go into lock down as per lock down procedure or to evacuate the building as per Emergency Evacuation Procedure

GROUP LEADER'S RESPONSIBILITY

- Collect Group Sign In Sheets
- Instruct staff to gather all children in the group and if necessary instigate lock down procedure
- Reassure the children – KEEP CALM
- Check that all children and staff are accounted for.
- If possible, ensure the following are collected and transferred to the new location:
 - medication chart
 - individual medications
 - First Aid Kit containing allergy/asthma medication
 - warm dry clothing and blankets
 - food and water
- Stay together until further directions are received from the Director or Emergency Services/ANU Security or the emergency has abated.

Emergency Procedure – Bush Fire

The ACT Rural Fire Service has undertaken a review of all education and care services located in the ACT designated ember zones. The review involved the assessment of vegetation types within proximity of buildings; slope and distance from hazard; assessment of potential fire paths; existing protection (eg clear separation of buildings from bushfire hazards); building construction type and structures; type of activity and occupants.

Based on this review the Rural Fire Service has recommended that University Preschool and Child Care Centre suspend normal activities for the period of time that a Catastrophic Bush Fire Danger Alert is in place.

When an alert of catastrophic fire danger is announced ACT Government schools that have been identified through this process will close and any education and care services that are co-located will also be closed.

FIRE DANGER RATING	Recommended Action and Potential Fire Behaviour
CATASTROPHIC: FDI 100+	The safest option is for you and your family to leave early, hours or the day before a fire occurs. Even well prepared and constructed homes will not be safe.
EXTREME: FDI 75 – 99	Leaving early (hours before) will always be the safest option for you and your family. Staying and Defending should only be considered if your home is well prepared, specifically designed and constructed for bush fire and you are currently capable of actively defending it.
SEVERE: FDI 50 – 74	Leaving early will always be the safest option for you and your family, Staying and Defending is only an option if your home is well prepared, and you are currently capable of actively defending it.
VERY HIGH: FDI 25 – 49	Be prepared to implement your Bush Fire Survival Plan and keep informed of current fire activity by monitoring local media and regularly checking for updates on the RFS website or Information Line.
HIGH: FDI 12 – 24	Ensure that you, your family, your home and property is well prepared for the risk of bush fire.
LOW-MODERATE: FDI 0 – 11	Review and rehearse your Bush Fire Survival Plan .

Bush Fire Alert Action Plan

The Director or the designated person in charge will check the bush fire danger rating meter every day. This information can be found at <http://esa.act.gov.au/>. The daily fire danger rating is published by the ESA at 4 pm each day and is effective for the following day.

- Low to very high ratings – require no further action
- Severe – Extreme ratings – Director or delegate will actively monitor the ESA website for further developments and advice. If the rating is upgraded to Catastrophic during the day, all parents will be advised by phone and/or email to collect their children immediately as the centre will close and will remain closed for the period of time that a Catastrophic Bush Fire Danger Alert is in place.
- Catastrophic rating – Director or delegate will act on the advice of the Rural Fire Service above and will advise parents that the centre will close for the period of time that a Catastrophic Bush Fire Danger Alert is in place. Families will be notified in the following manor - an advice notice will be placed on the website and an email will be sent to all families. The Centre will advise families of the ongoing situation and advise them of when the Centre will be reopened.
- In the case of Centre Closure due to a Catastrophic fire danger rating the normal fees will apply.

Emergency Procedure – Lock down

Circumstances that may instigate the Emergency Lock-Down Procedure could include: -

- Natural Disasters, e.g. violent storms, earthquake;
- Toxic Chemical Spills;
- Dangerous animals &/or Insects;
- Unidentified external disturbance;
- personal threat – to either children or staff;
- Intruders – on the grounds or in the buildings;
- Instances involving firearms or other weapons.

Depending on the circumstances the decision to instigate a lock down may be made by any individual staff member or group of staff and may not necessarily be made by the designated person in charge of the Centre. It is the responsibility of the person making the decision to ensure that all other personnel are aware of what is happening.

1. In the event of a circumstance that in a staff member's opinion necessitates instigating the Lock-down procedure the staff member will

- a. Will begin alerting other staff in the immediate vicinity to gather the children and all other personnel including parents and visitors in the area and move them as quickly as possible to the closest designated safe area in the opposite direction to the perceived source of the threat. If possible the staff member should check to see if they or another staff member has a mobile phone with them and if possible should start alerting other areas as to the situation.
- b. Upon being alerted to the situation staff in adjoining areas start alerting staff in their immediate area to gather children and proceed as quickly as possible to the closest designated safe area in the opposite direction to the perceived source of the threat.
- c. Upon being alerted to the situation staff outside supervising children should gather the children and all other personnel including parents and visitors, in their immediate area and proceed as quickly as possible to the nearest entrance and then to the closest designated safe area in the opposite direction to the perceived source of the threat. The last staff member through the door should make sure that the door is locked.
- d. If possible staff should take the daily roll and emergency contact details with them although no staff should put themselves or others at risk by going back to get them.
- e. If possible, staff should also ensure the following are collected and transferred to the new location:
 1. medication chart
 2. individual medications
 3. First Aid Kit containing allergy/asthma medication
 4. warm dry clothing and blankets
 5. food and water
- f. Once staff and children have congregated in the designated safe area the door should be closed and secured from the inside. At this point staff should not reopen the door until the all clear is given as they may be putting themselves and others at risk. Under no circumstances should any staff member go to assist other staff or children who are under threat.
- g. Once safely inside a senior staff member should call emergency services on (0-000) and alert them to the situation, advising them of their location within the building, the number of staff and children and any other information regarding the situation that they have knowledge of. They should then call ANU security on ext. 52249 and alert them to the situation advising them that emergency services have been called.
- h. All staff and children should remain in the designated safe area until the all clear is given either by the Director or Emergency services.

Keep this by your phone

BOMB THREAT CHECK LIST

QUESTIONS TO ASK:

**REMEMBER TO KEEP CALM –
DON'T HANG UP, EVEN IF THE CALLER HANGS UP**

- 1 When is the bomb going to explode?
- 2 Where did you put the bomb?
- 3 When did you put it there?
- 4 What does the bomb look like?
- 5 What kind of bomb is it?
- 6 What will make the bomb explode?
- 7 Did you place the bomb?
- 8 Why did you place the bomb?
- 9 What is your name?
- 10 Where are you?
- 11 What is your address?
- 12 What organisation do you represent?

EXACT WORDING OF THREAT:



Report this call immediately
but from a different phone to
ANU SECURITY, EXTN 52249

THE AUSTRALIAN NATIONAL UNIVERSITY BOMB THREAT CHECK LIST

CALLER'S VOICE

- Accent (European, thick, posh etc): _____
- Any impediment (stutter, lisp etc): _____
- Tone of voice (loud, soft etc): _____
- Speech (fast, slow etc): _____
- Diction (clear, muffled, nasal etc): _____
- Manner (calm, belligerent, emotional etc): _____
- Did you recognise the voice? _____
- If so, who do you think it was? _____
- Did the caller appear familiar with the area? _____
- comments: _____
-

THREAT LANGUAGE

- Well spoken Incoherent Irrational Taped
- Message 'read' by caller Abusive Other: _____
- comments: _____
-

BACKGROUND NOISES

- Street noises Music Aircraft Machinery Voices
- House noises Other: _____
- comments: _____
-

- Local Call STD Call (pips) Mobile Call (echo, static)
- comments: _____
-

OTHER INFORMATION

- Date of Call: _____ Time of Call: _____
- Duration of Call: _____ Sex of caller: _____
- Estimated age (child, adult): _____
- Telephone extension call received at: _____
- Name of person who answered call and provided this information: _____
- Telephone extension of that person: _____

Signature _____

Facility Evacuation Report

This form is to be used to record all emergency evacuations (including drills) from University premises.

Building Details

Building Name _____ Number _____ Campus _____
 Number of Floors (including ground) _____ Number of Basements _____
 Designated assembly area _____
 Lifts installed Yes No Underground car park Yes No

Evacuation Details

Evacuation Date/Time _____ / _____ Evacuation DRILL Yes No
 Trigger for Evacuation Fire Alarm Activated CW Decision EWIS Activated
 Emergency situation _____
 Condition Staff only Full Student and Staff load After Hours Unoccupied
 Number of Evacuees _____ Elapsed Time to Evacuate _____ minutes
 Evacuation was orderly with no panic Yes No
 Mobility-impaired persons present i.e.: sight, hearing, physical etc. Yes No
 Minimal removal of personal belongings by evacuees Yes No
 The majority of evacuees went to the emergency assembly area Yes No
 Were the building occupants notified of this drill? Not a drill Yes No

Emergency Control Organisation

CW Name _____ Deputy CW _____
 CW or Deputy CW was stationed at the Emergency Control Point Yes No
 All Wardens reported to the CW Yes No
 If not, which Wardens did not report in: _____
 All Wardens were identifiable i.e.: helmets / vests / caps Yes No
 Control of external building EXITs achieved Yes No
 Evacuation debrief with Wardens was conducted Yes No
 Were the Wardens warned / notified of this drill? Not a drill Yes No
 Warden's carried out Warden duties correctly? Need more training Yes No
 Evacuation maps and emergency procedure posters are up-to-date Yes No



Facility Evacuation Report

Building Fire and Emergency Equipment

- Was the evacuation signal audible throughout the building? Yes No
- Automatic closing fire doors closed when the fire alarm activated N/A Yes No
- Card access doors automatically released when the fire alarm activated N/A Yes No
- Fire doors and emergency EXITS unobstructed Yes No
- Fire fighting or Emergency Response equipment was utilised N/A Yes No

Emergency Response

University Services Maintenance Security Emergency Management Coordinator

Emergency Services Fire Brigade Police Ambulance SES other _____

CW Action Sheet

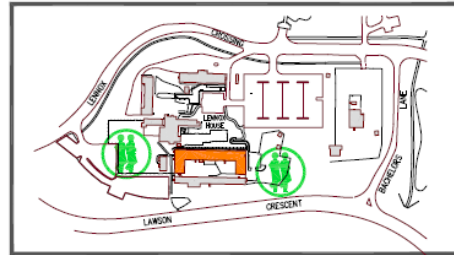
➤ Report issues with your ECO / Fire Alarms / EWIS / Emergency Exits.

ISSUE(S)	ACTION(S) REQUIRED	WHO BY	WHEN BY	SIGN OFF/DATE

Record Keeping







- Send a copy of this report to the ANU Fire Safety Officer or by email to fire.safety@anu.edu.au
- Please complete and send the copy of this form as soon as possible after the evacuation
- Keep the original in your CW folder and ensure all action items are completed

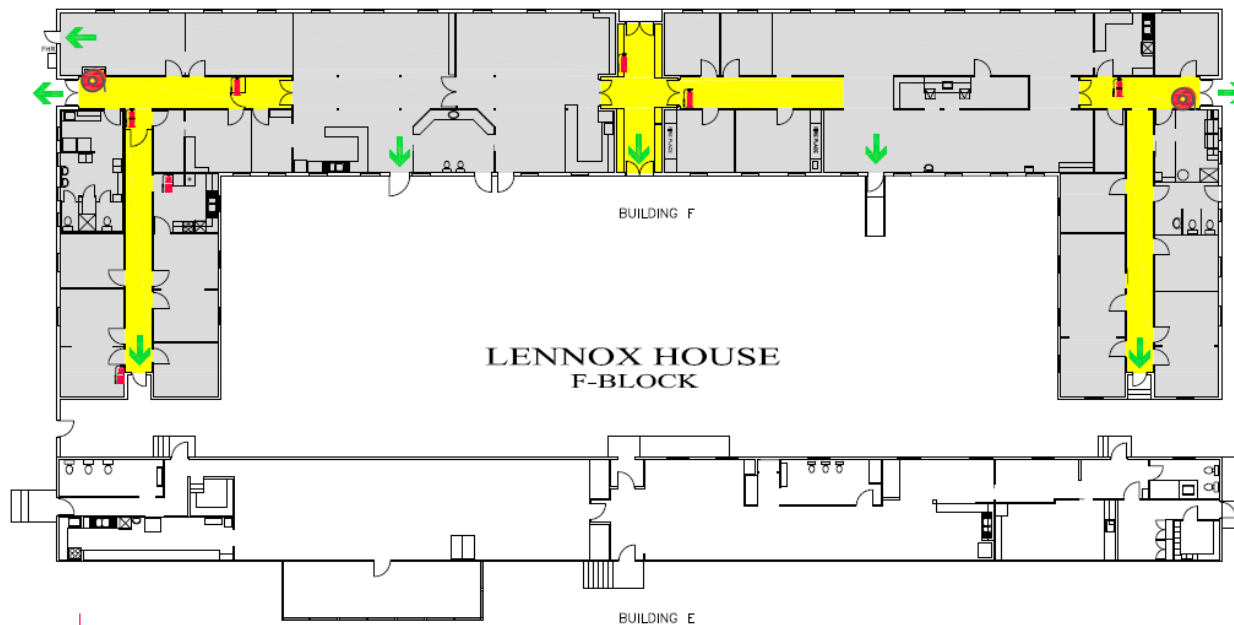
EMERGENCY PROCEDURES



SITE PLAN

LEGEND :

-  **FIRE EXTINGUISHER**
-  **FIRE EXTINGUISHER**
-  **FIRE EXTINGUISHER**
-  **FIRE HOSE REEL**
-  **ESCAPE ROUTE**
-  **CONGREGATION POINT**



**In Case of FIRE Remain Calm.
Contact Brigade on 1-000
Call Security ext 52249**

1. Ascertain the location of the fire and determine the safest exit, inform Chief Warden or Floor Warden.
2. Begin Evacuation Procedure.
3. Direct occupants to outside congregation area.
4. Inform Chief Warden of occupants still in the building or personnel for personnel.
5. Wait for further instructions from Chief Warden.
6. If safe to do so, use hose reel or extinguisher to fight fire.

DRAWING No. K075/F/007 1of2
ID : LENNOX/FIRE-F_007-1