YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
## General Site Emergency Procedures

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YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
A building emergency can develop from a number of causes: fire, bomb threat, earthquake, structural fault, leakage of gas or chemical and others.

Charles Sturt University established the Emergency Planning Committee (EPC) in 1997 in accordance with Australian Standard AS 3745, which sets out minimum standards in the approach to planning and management of emergency situations. The purpose of the Committee has been the planning and implementation of the Emergency Control Organisation (ECO), which is a structured group of people employed within a building who take command, on the declaration of an emergency in the building, facilitate safe and orderly implementation of emergency procedures within the building, including evacuation of occupants, pending the arrival of the fire brigade or other emergency service.

The Site Emergency Procedures Manual has been produced as a guide for use on all campuses and establishes the administrative structure and procedures for the handling of emergencies at CSU. The procedures can only be a guide as any emergency will have peculiarities that require some changes to suit the circumstances of that emergency. However the basic instructions for advising of an emergency and the conduct of authorised officers during an emergency will not vary.

**Authority and Indemnity**

During emergency situations or exercises, ECO personnel shall have absolute authority to issue instructions to evacuate all persons from buildings and/or areas. Such instructions are to be adhered to at all times by all employees, students and visitors of the University. ECO personnel shall be indemnified against civil liability resulting from practice or emergency evacuation of a building where personnel act in good faith and in the course of their duties.

Professor I. C. Goulter  
Vice-Chancellor
SITE EMERGENCY PROCEDURES

Emergency Guidelines

1. An emergency or disaster may occur at any time of the day or night.

2. An emergency may take several forms including:
   - Injury or medical emergency
   - Fire
   - Storm/tempest/flood
   - Explosion
   - Civil disorder /invasion or armed intrusion
   - Bomb threat
   - Toxic spill
   - Hold up
   - Earthquake
   - Act of terrorism
   - Transport accident

3. The succession of events in an emergency may not be fully predictable. These support and operational plans will serve as a guide and checklist to be modified as necessary to meet any particular emergency.

4. The object of these guidelines is to provide for the:
   - Safety of persons involved in the emergency.
   - Control and coordination of effort pending the arrival of appropriate emergency authorities.
   - Liaison with authorities during an emergency and housekeeping following its passing.
   - For the orderly and practical response to any emergency situation.
   - Orderly evacuation, or otherwise, of a building/area under control of Building Wardens.
   - For the enabling of practice evacuations and other exercises to test responses.

5. Emergency Procedures

Whoever detects an emergency should:
   - Telephone 0-000.
   - Advise others in the immediate vicinity, and then either Security, the Switchboard or Chief Warden. State the location/s and nature of the emergency. If you contact Security or the Switchboard they will contact the Chief Warden. Security will act for the Chief Warden until the arrival of that officer at the site of the emergency.
   - Unless the nature of the emergency has dictated the immediate evacuation of the area/building, the Chief Warden or Building Warden will decide on evacuation or otherwise.
   - On arrival at the scene of the emergency, the Chief Warden will evaluate the extent of the emergency and the area's ability to control it until outside help arrives. If there is any doubt about the ability to maintain control, the Chief Warden will order an evacuation of employees, students and visitors and all persons will move to safety.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
5.1 The following actions may apply in an emergency:

- The Chief Warden will arrange for the isolation of any plant services, piping etc to the site of the emergency. Any material which may become hazardous will be removed, provided this action can be taken safely.
- The Chief Warden will also take action, if needed, to reduce environmental damage to a minimum.
- Traffic Controllers will be appointed by the most senior warden present at the site of the emergency, and will be located at prescribed points to direct outside services to the emergency and will control other traffic and/or pedestrians.
- The Chief Warden will confer with outside services and advise on state of emergency, extent of evacuation, whether power and other services have been closed off, whether explosive or toxic materials are likely to be affected by the emergency, and the possible effects on the site and the nearby community.
- The Chief Warden and outside services agree on a course of action. The Chief Warden and team members stand by in a safe area until outside services advise the emergency is over.
- Where normal communication methods are not available i.e. the emergency cuts power supplies or the communication system is overloaded, runners will be used for communication when two way radios or other mobile communication is not available.
- First aid personnel will accompany the Wardens and attend to the injured until the ambulance arrives. Any names of injured personnel should be recorded together with names of hospitals to which injured are sent.
- At the opportune time the Human Resources Director for the campus will notify relatives of any staff member admitted to hospital and will liaise with the hospital throughout.
- Media interviews and/or releases will be given/authorised by the Head of Campus or the Chief Warden.

5.2 The following post emergency actions may occur:

- The emergency, if meeting the reporting requirements of the NSW Work Cover Authority, will be reported by the appropriate officer from the Division of Human Resources. All appropriate action to be taken on Workers Compensation claims by the Human Resources Officer, and Finance Officer for building insurance etc.
- The Head of Campus or delegated senior manager at that campus will appoint a member or group, as appropriate, to fully investigate the emergency, and report these findings to the Vice-Chancellor.
- Emergency procedure drills will be held at least annually.
- The Division of Facilities Management Facilities OHS Manager will arrange for training for all personnel referred to in these procedures.
YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
SITE EMERGENCY PROCEDURES
Selection Criteria and Appointment of Wardens

1. Filling of positions other than Chief and Deputy Chief Wardens:
   - Building Wardens nominated by Dean/Executive Director of principal occupying group/s, in accordance with selection criteria principles outlined in paragraph 3.
   - Floor Warden(s), where appropriate, nominated by Building Warden.
   - Traffic Controller(s) appointed as required by the most senior warden present during an emergency.
   - First Aid Officers - as appointed by University.

2. Actions to be taken by departing Wardens:
   - Wardens and Floor Wardens are to notify, and return all emergency equipment to their Building Warden. The Building Warden is to notify the Chief Warden of all departed wardens under their control.
   - Departing Building Wardens are to notify the Chief Warden, and pass all emergency equipment to their Deputy Building Warden. Deputy Building Wardens are to notify the Chief Warden when a departed Building Warden has failed to pass on equipment.

3. Selection Criteria:
   General (as per AS 3745-1995 Section 2.4.2)

   Persons appointed as wardens should:
   - Be physically capable.
   - Have leadership qualities and command authority
   - Have maturity of judgement, good decision making skills and be capable of remaining calm under pressure.
   - Generally work at the selected site and be in attendance during working hours.
   - Have clear diction and be able to communicate with the majority of occupants at the site.
   - Should not normally hold other emergency positions, such as being official first aid officers.

   Building Wardens should also:
   - Be available, they should be persons who spend most of their time at, or near their workstations.
   - Be able to organise others in an emergency.
   - Be reliable

   Floor Wardens should also:
   - Be appointed on the basis of one warden for each 20 persons on the floor, or in that area, and generally with a minimum of two.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
SITE EMERGENCY PROCEDURES

Chief Wardens Contact Numbers

In an Emergency Contact:

<table>
<thead>
<tr>
<th>CAMPUS:</th>
<th>Albury-Wodonga and Thurgoona</th>
<th>Bathurst</th>
<th>Dubbo</th>
<th>Orange</th>
<th>Wagga Wagga</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Warden</td>
<td>Peter Jones Internal Ext 19616 or External (02) 605 19616</td>
<td>Stephen Gittoes Internal Ext 84651 or External (02) 633 84651</td>
<td>Terry O’Meara Internal Ext 32925 or External (02) 693 32925</td>
<td></td>
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</tr>
</tbody>
</table>

SITE EMERGENCY PROCEDURES

Functions of Chief Wardens

Prior Actions

- Location of evacuation routes and assembly points detailed on each building's Site Emergency Plan.
- Location of Master Keys for each building.
- Location of emergency control valves, e.g. gas, electricity etc, are correctly shown on the Exit Plan.
- Method for ensuring Emergency Services is contacted.
- A Deputy is trained and available during your absence.

Emergency Actions

1. Ascertain the nature of the emergency and determine that the appropriate action has been taken or ensure that appropriate action has been taken. Don your white helmet.
2. Ensure that the appropriate emergency service has been notified.
3. Assume control of the situation and receive a status report from the building/area warden.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
4. Ensure the safety of personnel is the first priority and initiate/complete safe evacuation of the area.

5. Brief the emergency services team and standby for their direction.

6. Brief the leader of the Critical Response Group of developments as appropriate.

7. Release factual information to the media as appropriate.

8. Monitor the emergency evacuation procedure, provide feedback to wardens.

9. Maintain control of cordon and designated assembly point.

10. Assess need to extend evacuation of other areas as required.

11. Disseminate information regarding hazardous substances and dangerous goods stored within affected area to appropriate personnel.

12. Facilitate the isolation of potentially dangerous services i.e. gas, electricity etc.

13. Give the all clear to reoccupy building when appropriate.

**Post Emergency Actions**

- Debrief staff involved in emergency procedure and document outcomes and revise procedures as required.

- Notify Division of Human Resources in relation to any injuries to persons at the scene.

**NOTE:** The Deputy Chief Warden is required to assume the role of Chief Warden in their absence and shall be guided by the Chief Warden as per the above instructions during an emergency procedure.
SITE EMERGENCY PROCEDURES
Functions of Building Wardens

Prior Actions
1. Location of evacuation routes and assembly points.
2. Location of Master Keys.
3. Location of emergency control valves, e.g. gas, power.
4. Provide the details to enable production of the Fire and Emergency Exit Plans.
5. Method for contacting and alerting Floor Wardens of particular emergencies.
6. Method for ensuring Emergency Services are contacted as per Site Emergency Plan.
7. A Deputy/s is trained and available during your absences.
8. Provide induction to new staff and new wardens on emergency procedures. Advise the Chief Warden of the names of all wardens who have been inducted or briefed. Notify the Chief Warden of the names of all departing wardens in a timely fashion.

Emergency Actions
1. Determine type and location of emergency. Don your yellow helmet.
2. Ring 0-000 and Switchboard if required, or ring Switchboard and communicate with Floor Wardens.
3. Maintain calm. If immediate evacuation is required, initiate controlled evacuation.
4. Ensure control of personnel at assembly points by nominating a Floor Warden or other person.
5. If necessary, appoint Traffic Wardens from available resources, to keep access roads clear for emergency vehicles.
6. Receive reports from Floor Wardens as each section of building is cleared.
7. Report current situation to Chief Warden and/or Emergency Services.
8. Ensure that all personnel remain at their assembly points, and do not wander off or return to the building until an all clear signal is given.
9. If a prolonged absence from the building is envisioned, arrange through Chief Warden for food, drink and shelter to be provided.
10. Direct all requests for media interviews to the Chief Warden.
11. Coordinate reoccupation of the building when the “all clear” has been given by the Chief Warden.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
SITE EMERGENCY PROCEDURES
Functions of Floor Wardens

Prior Actions
1. Location of evacuation assembly point outside of building.
2. Location of safe holding areas in your designated floor area.
3. Location of Master Keys.
4. Location of power distribution panels and emergency gas control valves for your designated floor area.
5. Together with Building Warden facilitate tests of emergency lighting, inter-communications systems and warning systems (if available).
7. A Deputy/s is trained and available during your absences.

Emergency Actions
1. Determine type and location of emergency. Don your red helmet.
2. If time permits, communicate with the Building Warden.
3. Maintain calm. If immediate evacuation is required, initiate controlled evacuation, otherwise await instructions from the Building Warden.
4. Control and account for personnel at assembly point if directed to do so by the Building Warden.
5. During evacuation of designated area, carry out the following actions:
   (a) Operate the intercommunication system if available.
   (b) Ensure orderly flow of persons into protected areas, e.g. stairwells.
   (c) Search designated area to ensure all persons accounted for.
   (d) Ensure that all fire and smoke doors are closed.
   (e) Assist mobility impaired persons to designated safe holding area. Do not attempt removal of person from building.
   (f) Operate fire fighting equipment if suitably trained and immediate safety is not threatened.
6. On successful evacuation report situation to the Building Warden.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
SITE EMERGENCY PROCEDURES
Functions of Lecturers and Tutors in Charge of Classes

Prior Actions

• Become familiar with the layout of the facilities, particularly the assembly point location or locations, and the nearest exits and routes to the location(s).

• Become familiar with the types and sounds of the audible alarms that denote an emergency.

• Become familiar with the contents of the site emergency plans, particularly those instructions relating to bomb threats.

At the Start of New Classes or in Unfamiliar Facilities

• Advise and show students the layout of the facility that they are in, with particular reference to the exits and assembly points.

• Advise of the procedures that will be followed in the event of an evacuation for a fire and for a bomb threat.

Upon Hearing Alarm or Receiving Advice of an Emergency

1. Have the students stand and place chairs and large bags under desks or benches. In a bomb threat all personal bags and items need to be removed by the owner.

2. Have students turn off all electrical devices or laboratory operations that are not safe to be left unattended.

3. Advise that they are to leave the building in an orderly manner and proceed to the designated assembly point. They need to obey the instructions of any wardens or security staff.

4. The students are to assemble clear of the building, and are not to re-enter until the all-clear is given.

5. In the absence of wardens, you will be required to control the evacuation and assume the floor warden's role.


7. Close the doors after students have left the room or building.

8. Prevent students or others from re-entering the building until assistance arrives.

Contact: The Facilities OHS Manager, Facilities Management, with any concerns relating to these procedures.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
SITE EMERGENCY PROCEDURES

Functions of Invigilators in Charge of Examinations

Prior Actions

- Become familiar with the layout of the facilities, particularly the assembly point location or locations, and the nearest exits and routes to the location(s).
- Become familiar with the types and sounds of the audible alarms that denote an emergency.
- Become familiar with the contents of the site emergency plans, particularly those instructions relating to bomb threats.

At the Start of Exams

- Advise and show students the layout of the facility that they are in, with particular reference to the exits and assembly points.
- Advise of the procedures that will be followed in the event of an evacuation for a fire and for a bomb threat.

Upon Hearing Alarm or Receiving Advice of an Emergency

1. Have the students stand and place chairs and large bags under desks. In a bomb threat all personal bags and items need to be removed by the owner.
2. Have students turn off all electrical devices or laboratory operations that are not safe to be left unattended.
3. Advise that they are to leave the building in an orderly manner and proceed to the designated assembly point. They need to obey the instructions of any wardens or security staff.
4. The students are to assemble clear of the building, and are not to re-enter until the all-clear is given.
5. In the absence of wardens, you will be required to control the evacuation and assume the floor warden's role.
7. Close the doors after students have left the room or building.
8. Prevent students or others from re-entering the building.

Contact: The Facilities OHS Manager, Facilities Management, with any concerns relating to these procedures.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
When Appointed During an Emergency

1. Ascertain the location and nature of the emergency.
2. Proceed immediately to the campus entrance or your allocated street or other allocated point of control.
4. Direct outside services to emergency.
5. Maintain (as far as practical) clear access to the site.
6. Keep in contact with Chief Warden or the most senior warden present, as needed.
7. Direct media representatives to the Chief Warden.
8. In the case of a bomb threat direct persons away from parked vehicles.
# SITE EMERGENCY PROCEDURES

## Functions of Contact Centre Operators

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(During Normal Operating Hours - 9am to 5pm)

1. When an 'emergency' is telephoned through check the campus location of that 'emergency'.

2. DIAL 0 - 000 from your handset (or 000 from "Solidus").
   
   Give the operator the UNIVERSITY NAME and ADDRESS and EXACT LOCATION OF EMERGENCY.
   
   Advise the operator of a requirement for the (POLICE/AMBULANCE/FIRE BRIGADE) and give any details of the EMERGENCY, if known (e.g. FIRE, EXPLOSION, BOMB THREAT, etc).

3. Telephone SECURITY at the campus with the emergency, and/or the CHIEF WARDEN from that campus. Remind SECURITY or CHIEF WARDEN to arrange staff to meet emergency vehicles at front gate or designated location and to direct to emergency site.

4. STAY at the CONSOLE until RELIEVED BY or RELEASED BY the CHIEF WARDEN or CONTACT CENTRE MANAGER.

   **IGNORE NORMAL ARRANGEMENTS such as LUNCH, FINISHING TIME etc.**

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### Chief Warden Contacts:

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</table>

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(After Normal Operating Hours)

Enable Automated Emergency Operation

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YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
SITE EMERGENCY PROCEDURE
NOTIFICATION of an EMERGENCY
Received by the Contact Centre

Reassure the caller and tell them to stay calm

1. Ask the if an EMERGENCY SERVICE has been contacted. Yes / No
   If NO, type of service requested: POLICE / FIRE / AMBULANCE / Other

2. Ask the caller for their NAME: ________________________________

3. Are they: Staff / Student / Visitor

4. Exact location:
   Campus: Albury / Thurgoona / Bathurst / Dubbo / Orange / Wagga Wagga
   Building name: _____________________________________________
   Building No: _____________________________________________
   Room No: _______________________________________________
   Phone No calling from: ________________________________

5. Brief details of emergency:
   Name of person or numbers of people affected: _________________
   Details of emergency: ______________________________________
                        ____________________________________________
                        ____________________________________________

6. Contact the appropriate emergency service (if not already called) or call to confirm call and details if necessary e.g. designated meeting point.

7. Contact the appropriate campus security service. They can then initiate the appropriate actions on-site.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
SITE EMERGENCY PROCEDURES
Functions of Media Contact Officers

1. To deal with the media as required.

2. To represent as factual a picture as possible. Do not speculate on possible causes or outcomes.

3. To present the facts on the emergency as known, and without making any admissions. A major object would be to prevent rumours developing, and public concern based on misinformation.
Up-to-date lists of First Aid Officers can be accessed directly from the OHS website by clicking on the appropriate link.

Albury-Wodonga Campus First Aid Officers

Bathurst Campus First Aid Officers

Dubbo Campus First Aid Officers

Orange Campus First Aid Officers

Thurgoona Campus First Aid Officers

Wagga Wagga Campus First Aid Officers
SITE EVACUATION PROCEDURES
Production of Fire and Emergency Exit Plans

1. Fire and Emergency Exit Plans used at Charles Sturt University shall conform to the standard example shown in the template section of this manual. A separate exit plan will usually be developed for each floor of a building, showing the location of:
   - Fire extinguishers and hose reels
   - Fire alarms
   - Electrical panels and gas valves for service isolation
   - Building exit points, including wheel chair exits
   - Direction and location of Evacuation Assembly area or areas, and
   - Preferred evacuation routes within the building.

2. Each exit plan shall be titled ‘Fire and Emergency Exit Plan’ and prominently show the identity of the building. Each plan will use a standard set of symbols, as shown in the example, to identify the features as outlined in paragraph 1.

3. Fire and Emergency Exit Plans can be developed using a staged approach as outlined below, and in the following pages. The steps are:

   **Stage 1.** The Building Warden or deputy produce a very basic building layout plan showing rooms, doorways and corridors, as in the example on page 19.

   **Stage 2.** The Building Warden then identifies the rooms and labels the drawing, as in the example on page 20.

   **Stage 3.** The wardens then identify on the drawing, the locations of features as required by paragraph 1, and as shown in the example on page 21.

   **Stage 4.** The location of assembly area/s is identified on the drawing, as shown in the example on page 22.

   **Stage 5.** The location of emergency evacuation routes are drawn on the plan, as in the example on page 23. The drawing is then sent to the Chief Warden on your campus to be produced in the required format. The number of plans required for display within the building should also be advised.

   **Stage 6.** The final version complete with heading and standard symbols will be produced and returned, usually laminated for longer life. The Chief Warden makes arrangements for access to the original electronic version, should any further copies be needed. The final copies should be prominently displayed within the building, and a copy (or copies if more than one floor) included in your Building Emergency Plan.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
SITE EMERGENCY PROCEDURES

Fire and Emergency Exit Plan

Stage 6: Final Version with Heading and Symbols

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
SITE EMERGENCY PROCEDURES
Emergency Response for a Major Radiation Accident or Incident

Scope
The following emergency procedures apply to all laboratories and other areas where unsealed ionising radioactive materials are used within Charles Sturt University and apply to all staff, students and visitors. Chief and Deputy Chief Wardens should seek advice from members of the Radiation Safety Committee - Emergency Response Team on all matters pertaining to a major radiation incident.

Definitions
Accident or Incident: An accident or incident is defined as any uncontrolled or non-approved release of radioactive material into the environment, or, contamination of personnel.

Major Spillage: A major spill is defined as spillage of 5MBq or more of a Class 2 isotope, 100MBq or more of a Class 3 isotope or 200MBq or more of a Class 4 isotope if wet, 1/10 of these amounts if dry and any release of a gaseous or volatile isotope.

Minor Spillage: A minor spill is defined as any spillage where the activity is less than that of a major spill and only a small radiation or contamination hazard to personnel exists. The cleanup will be dealt with locally and does not require an emergency response.

PROPERTIES AND SPILL CRITERIA OF SOME COMMONLY USED RADIONUCLIDES USED AT CHARLES STURT UNIVERSITY

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<tr>
<td>I-125</td>
<td>2</td>
<td>60d</td>
<td>0.610</td>
<td>0.360</td>
<td>&lt;5</td>
<td>=or&gt;5</td>
</tr>
<tr>
<td>I-131</td>
<td>2</td>
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<td>0.510</td>
<td>0.660</td>
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<td>=or&gt;200</td>
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<tr>
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<td>30y</td>
<td>&lt;200</td>
<td>=or&gt;200</td>
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</tr>
</tbody>
</table>
Procedure for Major Spillage, Personnel Contamination or Other Emergency

In the event of a major spillage, contamination to personnel or other emergency situation (e.g. fire), the following procedure shall be followed:

1. The laboratory or area shall be evacuated at once but contaminated persons should not proceed far into an inactive area until they have been monitored.

2. The immediate emergency actions are as follows:
   • if skin is contaminated wash under running water.
   • if clothing is contaminated remove garments and leave in affected area.
   • if safe to do so, turn off all laboratory services including fume cupboards and close all doors and windows.
   • inform the Radiation Safety Committee - Emergency Response Team, on one of the numbers listed below.
   • inform the Building and Chief Warden of the situation.

3. Isolate the affected area by erecting a temporary barricade and placing radioactive warning signs.

4. Do not attempt to decontaminate the area leave this to members of the Radiation Safety Committee - Emergency Response Team, who have been specially trained to deal with the situation.

5. The treatment of serious injury must take precedence over decontamination and containment.

6. In the case of fire every effort must be made to prevent undue spreading of contamination. However, fire fighting must take precedence over the control of contamination.

7. Normal work must not be resumed until the Radiation Safety Committee is satisfied that it is safe.

Emergency Response Team Contact Numbers

<table>
<thead>
<tr>
<th>University</th>
<th>After Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Ken Simpson</td>
<td>34321/ 0439 425 482</td>
</tr>
<tr>
<td>Mr Geoffrey Currie</td>
<td>32822/ 0414 923 077</td>
</tr>
<tr>
<td>Ms Natalie Allison</td>
<td>32350</td>
</tr>
</tbody>
</table>

NOTE: IF THERE IS ANY DOUBT CONCERNING THE ABOVE PROCEDURES, ADVICE AND RULINGS MUST BE SOUGHT FROM THE RADIATION SAFETY COMMITTEE.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
SITE EMERGENCY PLAN
Emergency Response for a Major Chemical Incident

In the event of a major spillage, contamination to personnel or other emergency situation (e.g. fire), the following procedure shall be followed:

1. The laboratory or area shall be evacuated at once.

2. The immediate emergency actions are as follows:
   - Treat any persons that may be contaminated by washing with copious amounts of water and removing contaminated clothing.
   - Inform the Laboratory Manager on one of the numbers listed below.
   - Inform Building or Chief Warden of situation.
   - Determine the identity of the substance(s) and obtain their Material Data Safety Sheets.

3. Isolate the affected area by erecting a temporary barricade and prevent other persons entering the area.

4. Do not attempt to decontaminate the area leave this to the laboratory staff who have been trained to deal with the situation.

5. In the case of fire every effort must be made to prevent undue spreading of contamination. However, fire fighting must take precedence over the control of contamination.

6. Normal work must not be resumed until the Laboratory Manager is satisfied that it is safe.

Emergency Contact Numbers                              Campus

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone Number 1</th>
<th>Telephone Number 2</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Ken Simpson</td>
<td>34321 / 0439 425 482</td>
<td></td>
<td>Wagga Wagga</td>
</tr>
<tr>
<td>Mr Myles Ryan</td>
<td>32356 / 0411 127 678</td>
<td></td>
<td>Wagga Wagga</td>
</tr>
</tbody>
</table>

NOTE: IF THERE IS ANY DOUBT CONCERNING THE ABOVE PROCEDURES, ADVICE AND RULINGS MUST BE SOUGHT FROM THE LABORATORY MANAGER.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
SITE EMERGENCY PLAN

Emergency Response Involving the Release of a Biological Agent

In the event of a major spillage, contamination to personnel or other emergency situation (e.g. fire), the following procedure shall be followed:

1. The laboratory or area shall be evacuated at once but contaminated persons should not proceed far into an inactive area until they have been monitored.

2. The immediate emergency actions are as follows:
   - If skin is contaminated wash under running water ensuring all washings are contained for disinfection.
   - If clothing is contaminated remove garments and place in an autoclave bag for autoclaving 121°C /15psi for 35 minutes.
   - If safe to do so, turn off all laboratory services including fume cupboards and close all doors and windows.
   - Inform the Laboratory Manager on one of the numbers listed below.
   - Inform Building and Chief Warden of situation.

3. Isolate the affected area by erecting a temporary barricade and placing Biohazard warning signs.

4. Do not attempt to decontaminate the area leave this to the laboratory staff who have been trained to deal with the situation.

5. The treatment of serious injury must take precedence over decontamination and containment.

6. In the case of fire every effort must be made to prevent undue spreading of contamination. However, fire fighting must take precedence over the control of contamination.

7. Normal work must not be resumed until the Laboratory Manager is satisfied that it is safe.

Emergency Contact Numbers

<table>
<thead>
<tr>
<th>Mr Ken Simpson</th>
<th>34321 / 0439 425 482</th>
<th>Wagga Wagga</th>
</tr>
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<tr>
<td>Mr Myles Ryan</td>
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<td>Wagga Wagga</td>
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</table>

NOTE: IF THERE IS ANY DOUBT CONCERNING THE ABOVE PROCEDURES, ADVICE AND RULINGS MUST BE SOUGHT FROM THE LABORATORY MANAGER.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
STANDARD OPERATING PROCEDURE

TASK: Response to Suspicious Package or Mail

SOP No: UPWW.QPC.SEC004 Version: 1.1 Date: 31 October 2002

Dept/Div/School: Critical Response Group (CRG)
Supervisor/Manager: Presiding Officer CRG
Other Contacts: Chief Warden, Wagga Wagga

WHAT TO DO IF YOU RECEIVE A SUSPICIOUS PACKAGE OR MAIL ITEM

If you suspect that you have received a package that may contain hazardous material and HAVE NOT OPENED IT:

- Place item in a plastic bag and seal it.
- Place all items in a second plastic bag and seal that also.
- Stay in your immediate environment. In the case of workers and co-workers remain in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger.
- Call for help. This may be your work supervisor or the emergency telephone contact of 000 to ask for the Police or Fire Brigades, then call Security on 32288. Advise:
  - Exact location of the incident – street address, building floor number
  - Number of people potentially exposed
  - Description of the package/device
  - Action taken e.g. package covered with black coat, area isolated.
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible (without leaving your immediate environment or work area) wash your hands.
- If possible have the building ventilation system shut down and turn off any fans or equipment that is circulating air.
- Wait for help to arrive.

If you suspect that you have received a package that may contain hazardous material and HAVE OPENED IT:

- Do not disturb the item any further. Do not pass it around. If any material has split from the item, do not try to clean it up or brush it from your clothing.
- If possible place an object over the package without disturbing it such as a large waste bin.
- Stay in your immediate environment. In the case of workers and co-workers remain in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger.

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
• If there is a strong/overpowering odour move to an adjoining room closing all doors and windows and stay in that area until help arrives.
• Call for help. This may be your work supervisor or the emergency telephone contact of 000 to ask for the Police or Fire Brigades, then call Security on 32288. Advise:
  • Exact location of the incident – street address, building floor number
  • Number of people potentially exposed
  • Description of the package/device
  • Action taken e.g. package covered with black coat, area isolated.
• Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
• If possible (without leaving your immediate environment or work area) wash your hands.
• If possible have the building ventilation system shut down and turn off any fans or equipment that is circulating air.
• Wait for help to arrive.

If you suspect that the mail item may contain an explosive device:

• Initiate the Emergency Evacuation Plan.
• Ring 000 and report the package to Police.
• Ring Security 32288 and provide details.
• Evacuate the area.

Approved by: ………………………………………………. Date: ………………………………..

Director

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT FACTOR IN ANY EMERGENCY
1. Each building under the guidance of the Building Warden will develop their emergency evacuation procedures consistent with these guidelines and the template documents.

2. The Building Wardens will (annually for residential buildings - not less than bi-annually for other buildings) arrange refresher training for their wardens.

3. The Facilities OHS Manager, will coordinate the training, upon request.

4. The Building Warden will provide regular (one to two per annum) briefings to building occupants on emergency evacuation procedures.

5. The Building Warden will coordinate with the Chief Warden and Facilities OHS Manager on the conduct of their yearly trial evacuation.