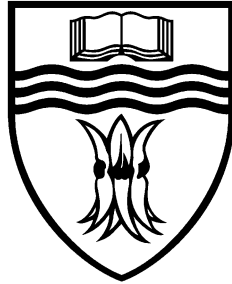


CHARLES STURT

U N I V E R S I T Y



SITE EMERGENCY PLAN

FOR

ST MARTINS COLLEGE BUILDINGS

**371, 372, 373, 374, 375, 376,
377, 378, 379, 380, 382, 465, 467, 469**

Template Version: 4.5
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SITE EMERGENCY PLAN

Preface

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 PLAN
Building Emergency Response Personnel

Emergency Personnel	Name	Contact Number
RA for Cottages		
371, 372, 373, 376, 377	Kyle Strano	33003
375, 378, 379, 380	Phillipa Swinbourn	33864
374, 465, 467, 469	Lauren Irvin	33913
First Aid Officers	Duty RA	See the cottage noticeboard for the weekly RA or contact any of the three RA's.

SITE EMERGENCY PLAN

Emergency Evacuation

IF TOLD TO EVACUATE AN AREA OR BUILDING BY THE HEAD OF COLLEGE (HOC) OR AN RA:

1. Follow the directions of your RA.
2. Assist others as directed.
3. When evacuation is to proceed, the RA or HOC will:
 - Give clear directions to go to specific assembly point.
 - Note the identity of your group leader.
4. Maintain visual contact with one another and the group leader.
5. Do not move from the assembly point until authorised by an RA or HOC.
6. Under no circumstances is anyone to re-enter the building until the position is declared safe by the relevant external authority, RA or HOC.

SITE EMERGENCY PLAN

In the Event of Fire

1. Telephone 0-000 (State the exact location and details of the fire)
2. Ring Security or the Switchboard (Advise of 0-000 call and provide details)

CAMPUS:	Wagga Wagga
Security	32288
Switchboard	9 or 32000

3. Advise others nearby and the nearest Warden

Kyle Strano	33003
Lauren Irvin	33913
Phillipa Swinbourn	33864
Jenny Willsher (HOC)	34966 or 34907

4. Stay calm **DO NOT** shout FIRE.
5. Direct employees and students to exits until RA or HOC takes over.
6. Try to extinguish the fire with the correct equipment, but do not take unnecessary risks.

SITE EMERGENCY PLAN

In the Event of a Bomb Threat

1. ABOVE ALL:

KEEP CALM AND DO NOT ALARM EMPLOYEES AND STUDENTS.

2. IF THREAT IS BY TELEPHONE:

- Prolong call - keep person talking and ask:
 - * Location of Bomb
 - * Time Set to Explode
- Record information for Police as well as any other relevant information as shown on the 'Bomb Threat Checklist'.

3. REPORT CALL TO SECURITY OR THE SWITCHBOARD

ADVISE AN RA or HOC

4. IF OBJECT FOUND:

- Do not touch
- Report find
- Keep areas clear

5. BASIC RULES:

- Treat as genuine
- Record exact information (using checklist if possible)

6. EVACUATION:

- Any bags/articles brought into building on entry should be taken out upon evacuation

BOMB THREAT CHECKLIST

KEEP CALM - DON'T HANG UP! QUESTIONS TO ASK

1. When is the bomb going to explode?

2. Where did you plant the bomb?

3. When did you plant the bomb?

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?

EXACT WORDING OF THREAT

CALL TAKEN

Date ___/___/___ Time _____

Internal _____ Local _____

STD _____

Duration of Call _____

Number Called _____

CALLER'S VOICE

Accent (specify) _____

Any speech impediments: _____

Voice (loud, soft, etc): _____

Speech (fast, slow, etc): _____

Diction (clear, muffled): _____

Manner (calm, emotional etc) _____

Did you recognise the voice? _____

If so, who do you think it was? _____

Was the caller familiar with the area? _____

Sex of the caller _____

Estimated age of the caller _____

THREAT LANGUAGE

Well spoken: _____

Incoherent: _____

Irrational: _____

Taped: _____

Message read by caller: _____

Abusive: _____

Other: _____

BACKGROUND NOISES

Street noises: _____ House noises: _____

Aircraft: _____ Office noises: _____

Voices: _____ Club/Pub noises: _____

Music: _____ Quiet: _____

Machinery: _____ Animals: _____

Trains: _____ Other: _____

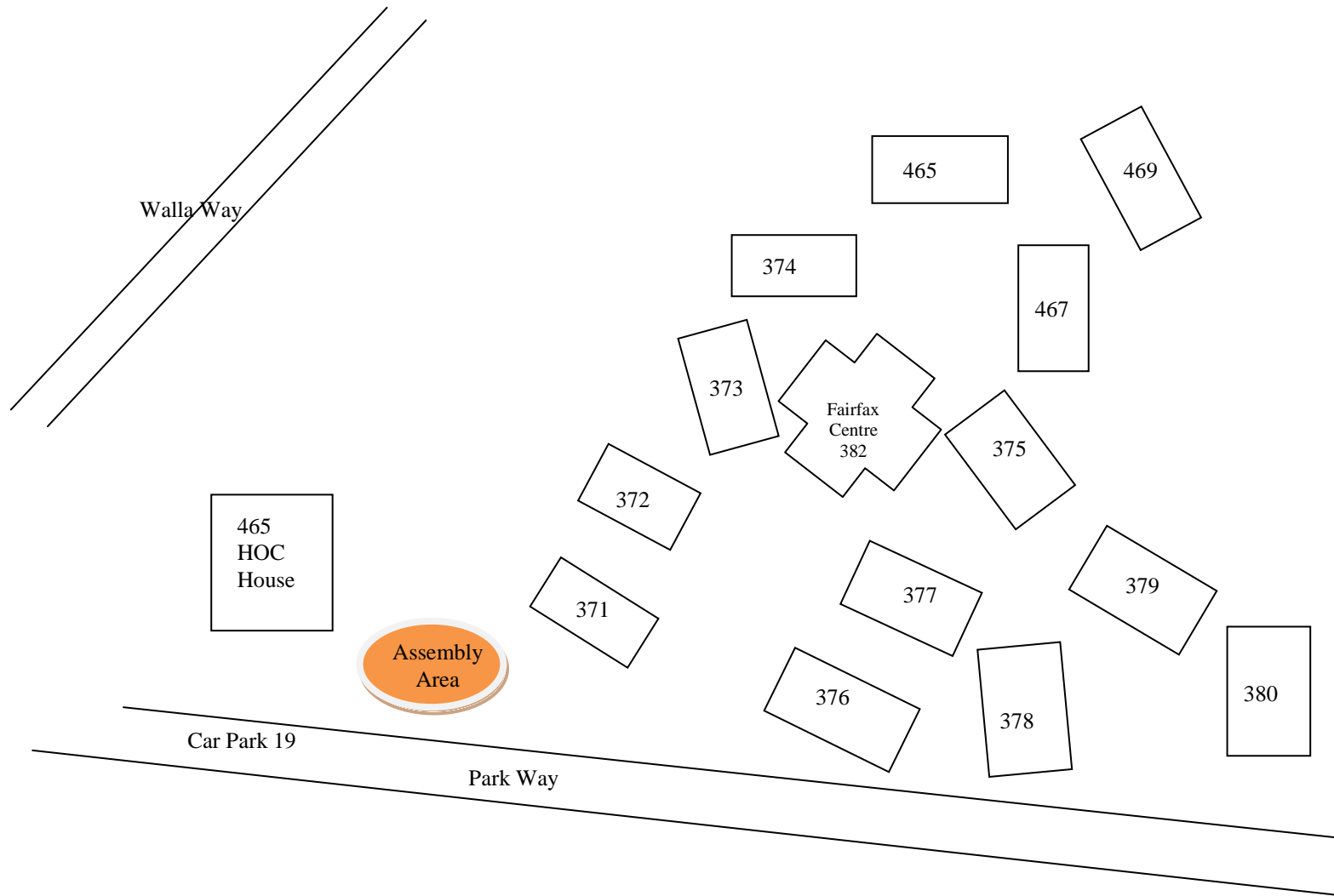
RECIPIENT

Name (print) _____

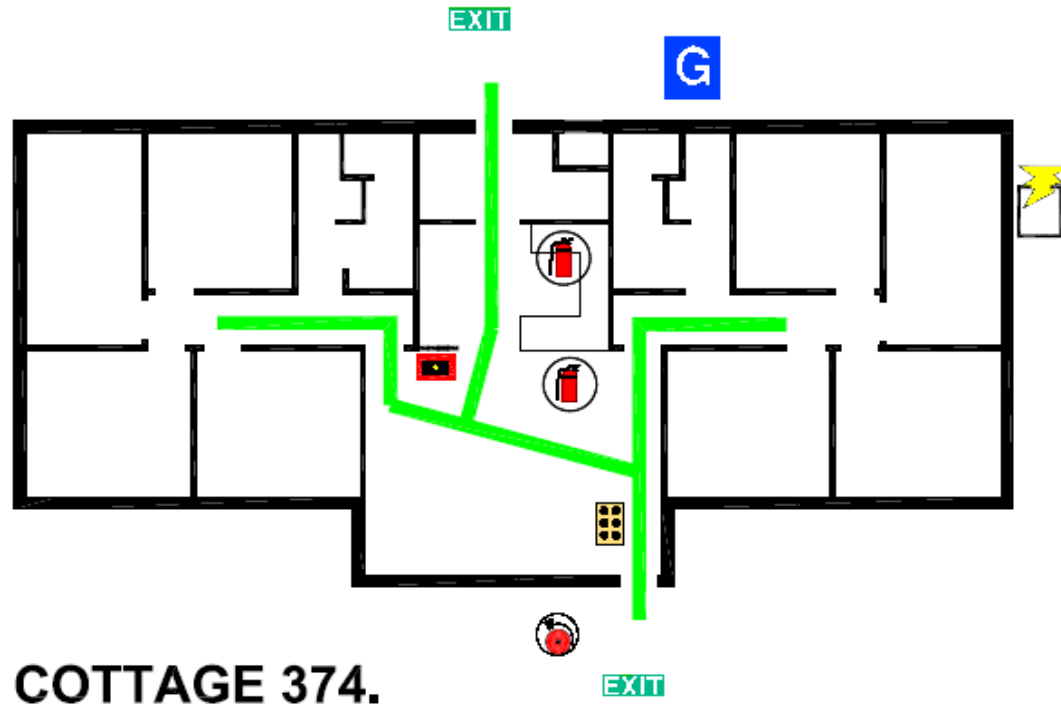
Tel No: _____ Signature: _____

Please notify these details to RA or HOC as soon as possible

St Martins Precinct Plan



Building Fire and Emergency Exit Plan – Cottage Layout



FH Hydrant at rear of 373



FIRE ALARM



EXIT



FIRE EXTINGUISHER



BREAK GLASS ALARM



FIRE HYDRANT



FIRE PANEL



ELECTRICAL SWITCHBOARD



GAS VALVE

SITE EMERGENCY PLAN

In the Event of High Winds

During recent years a number of storms have produced winds high enough to cause damage to trees and buildings; presenting a danger to staff, students and visitors to the University. These measures are designed to provide for a higher level of safety during these events.

During periods of high wind warning, staff and students should not access their University offices or University buildings outside of normal office hours; student residences excepted.

The following procedures are provided for your safety and welfare at the University in periods of high wind warning:

NO WARNING – CAUGHT OUTSIDE DURING A WIND STORM AT WORK

1. Move to open areas away from trees and building lines. Trees and building areas are more dangerous due to the possibility of falling tree limbs and building roofs and tiles.
2. If safe, proceed to the nearest building and stay at ground floor level and away from windows and glassed areas.
3. Stay put until danger of flying debris has abated.

NO WARNING – CAUGHT INSIDE DURING A WIND STORM AT WORK

1. Close all doors and windows in your immediate vicinity. Turn off computers and other electrical items if time permits.
2. Proceed to a safe area within your building or accommodation, preferably at ground floor level and away from windows and glassed areas.
3. Close windows and blinds to minimize risks of flying glass should the window be struck by a flying object during the storm. Keep staff from looking out of windows.
4. If available, have torches or other battery powered lighting ready should the power fail.
5. Remain inside until the storm has passed.

SHORT NOTICE OF WIND STORM WHILE AT WORK

1. HOC or Residential Advisors to take control.
2. Arrange for loose objects to be collected from outside building.
3. Arrange to have torches or other battery powered lighting ready should the power fail.
4. All staff or students to secure individual areas or rooms – close windows and pull blinds, turn off all electrical appliances and close doors.
5. Proceed to a safe area within your building, preferably at ground floor level and away from windows and glassed areas.
6. Remain inside until storm has passed.

ADVANCED WARNING OF WIND STORM WHILE AT WORK

1. Head of Campus (or nominee) to authorise HOC or RAs to arrange for any nominated buildings to be evacuated and secured.
2. Arrange for service crew to be placed on stand by.

3. Senior First Aid Officer to prepare for a coordinated first aid response. First Aid Officers to check kits are readily available.
4. Fill fuel tanks on all service vehicles and emergency generators.
5. All staff/students to secure individual work areas – close windows and pull blinds, turn-off all electrical appliances and close doors.
6. Staff/students to be ready to move to a safe area within their building, preferably at ground floor level and away from windows and glassed areas, when advised by RA.
7. Remain inside until storm has passed.

SUMMARY SHEET

KEEP THIS NEAR YOU IN A PROMINENT PLACE

SITE EMERGENCY PLAN**Wagga Wagga****THESE PROCEDURES ARE FOR 24 HOURS EACH DAY IN AN EMERGENCY**

1. Immediately the emergency is known, phone **0-000**
 2. Then contact Security **32288**
- If Security does not answer, contact the relevant Switchboard on **9**
or
32000

**To ensure an orderly evacuation in any emergency, await directions from your RA's.
(only if it is safe to do so!)**

Your emergency personnel are:

Kyle Strano	33003
Lauren Irvin	33913
Phillipa Swinbourn	33864
Jenny Willsher (HOC)	34966 or 34907

Nearest First Aid Officer

The Duty RA, or any RA (numbers listed above)

Assembly Point (In the event of fire)

} Grassed area between 371 and HOC residence

Assembly Point (In the event of bomb threat)

} OR follow wardens instructions

Date of Issue: January 2009