



University of
South Australia

**EMERGENCY EVACUATION
PROCEDURE
Staff, Students, Contractors
and Visitors**

OHSW & IM Services and FMU

ISSUE DATE: January 2012

Version: 1.6

<http://www.unisa.edu.au/ohsw/EmergencyEvacuation.asp>

Emergency Evacuation Procedure

If you hear a continuous alarm bell, tone or activation of an Emergency Warning Intercommunication System (EWIS) or are requested by an Emergency Evacuation Officer / Security Officer to evacuate the building you must:

- follow the Emergency Evacuation Officer / Security Officers instructions
- leave the building immediately by the nearest safest exit – do not hesitate
- DO NOT impede Emergency personnel, in stairwells, move to the left
- proceed to the assembly point indicated on the campus maps in each building
- remain at the assembly point until advised the emergency is over
- not re-enter the building until advised it is safe to do so by the Emergency Evacuation Officer / Security Officer.

At 101 Currie Street, please follow the directions of the Emergency Evacuation Officers.

Lifts are not to be used in any emergency evacuation.

Responsibilities

All occupants (including Contractors) are required to evacuate on hearing the alarm / evacuation signal. Wardens are to report any person refusing to comply with instructions during an emergency situation. The Emergency Services may take the appropriate action under law.

You are also breaching your duty of care responsibilities in accordance with the University's Policy and OHSW legislation, as you may be placing someone at risk.

DUTY OF CARE

**The highest priority is to ensure that everyone is evacuated
action is taken to secure their safety
all evacuees proceed to the designated assembly points
do not re-enter building until 'all clear ' given.**

EMERGENCY EVACUATION

A Emergency Control Organisation (ECO) is a structured team of trained emergency personnel in each building that will initiate an appropriate response to an emergency situation.

During emergencies, instructions given by Emergency Control Organisation (ECO) personnel shall overrule normal management structure.

Each staff-member has a duty of care obligation and shall comply with and / or assist emergency personnel in the execution of their duties.

Information that may initiate a decision to evacuate a building, group of buildings or the campus may come in various forms as listed below:

Fire	Detector / EWIS / Fire Panel (FIP) is activated.
Observed Emergency	Notification of a dangerous or emergency situation.
Telephone Threat	Advice is received of a bomb / chemical / biological threat.

Each floor of each building on campus shall have a specific map clearly indicating:

- Exit paths
- Nearest stairwell
- Assembly points.

Planned evacuations are conducted at least twice per calendar year.

Emergency Evacuation training is not building specific, so the training / knowledge can be transferred to any campus and building.

Evacuation

Before an EMERGENCY Evacuation: All occupants should make themselves familiar with the Emergency Evacuation Procedures for their building, the location of emergency exits and their assembly point.

On hearing the emergency alarm, **any person in charge of a class, seminar or other meeting** should instruct students and visitors to proceed quietly and quickly to the nearest exit - which should be nominated. When all students and visitors have left the room, the person in charge should leave and close the door to prevent spread of fire and smoke.

Lecturers should ensure that at the commencement of semester, or before commencing seminars or other meetings, the lecturer or convenor should advise those present of the exits to use in the event of a fire or other emergency.

In the case of you discovering an EMERGENCY:

- Sound the fire alarm system (if there is a push button alarm)
- Notify Security on 88888 (all hours), giving:
 - Details of location, type and scale of the emergency, and
 - The name and location of the caller
- Alert other people in the vicinity and
- Evacuate using the nearest safest exit and attend the designated assembly point

MODES OF EVACUATIONS

Emergency Evacuations procedures for UniSA buildings can be divided into two basic scenarios:

ECO Evacuation - 8.30 am to 5 pm weekdays

The nominated wardens in the Emergency Control Organisation are to execute the evacuation.

Security Officer Evacuation - All other times including university holidays

This mode is utilised outside of normal office hours and there is no guaranteed warden structure available.

The Security Officer on duty (SO) is the only guaranteed Emergency Evacuation Officer on duty.

EMERGENCY CONTROL ORGANISATION (ECO)

Principal Role or Responsibility

Structure

The Emergency Control Organisation (ECO) consists of trained emergency personnel in each building throughout the campuses.

The ECO comprises of the following designated appointments

- Chief Warden (CW)
- Security Officer (SO)
- Building Evacuation Officers (BEO)
- Deputy BEO (DBEO)
- Wardens (W)
- Marshalls (M)
- First Aid Officer (FAO)
- Site Services (Technical support)

The Emergency Control Organisation will manage and co-ordinate the evacuation of the building. They have been provided with specific roles and responsibilities in the University's Emergency Evacuation Plan.

All Emergency Evacuation Officers can be quickly identified by the use of colored safety hard helmets (hats) as follows:

WHITE helmet	Chief Warden and Deputy Chief Warden
WHITE helmet	Building Evacuation and Deputy Building Evacuation Officers
YELLOW helmet	Warden
YELLOW OR WHITE OR GREEN helmet with a First Aid sign on it	First Aid Officer
Wear a UniSA Security uniform, their WHITE helmet will also have a First Aid sign on it	Security Officers

Chief Warden (CW) Facilities Coordinator White Helmet

On becoming aware of an emergency the Chief Warden shall ascertain the nature of the emergency and determine appropriate action. If an emergency is declared, the Chief Warden shall initiate the emergency procedures.

The Chief Warden may assume these responsibilities from a remote location and may not always be on their 'home' campus.

Building Evacuation Officer (BEO) White Helmet

Upon notification of an emergency the BEO shall assume control of the emergency from the time an alarm is given until the Emergency Response Organisation recommendation is given for building re-entry.

The BEO may assume the responsibilities of the Chief Warden / Security, if the Chief Warden / Security are unavailable.

Deputy Building Evacuation Officer (DBEO)

White Helmet

The Deputy Building Evacuation Officer shall be required to assume the responsibilities normally carried out by the BEO in the absence of the BEO, otherwise assist as required.

Deputies are appointed to ensure continuity of BEO functions during absences.

Warden (W)

Yellow Helmet

On hearing an alarm or on becoming aware of an emergency, the Warden shall implement their emergency evacuation duties.

Marshall (M)

To assist Wardens as required.

First Aid Officer (FAO)

Yellow or White or Green Helmet with a First Aid sign

Shall evacuate the building and render first aid assistance, during and after an emergency situation.

Security Officer (SO)

White Helmet

The on duty Security Officer receives all fire alarms via a pager. They will attend the building FIP at the building where the alarm has been activated. The SO works with all ECO personnel to advise and assist where required.

The SO is one of the Campus designated first aid personnel and will have a First Aid badge on their helmet.

Personal Emergency Evacuation Plan (PEEP) - Assistance For Disabled Persons (include physical, sensory, cognitive or developmental disabilities) permanent or temporary.

For the purposes of evacuation procedures, people should be considered as disabled if they are unable to evacuate the building without assistance, requires different forms of communication, or if their time to exit the building would be much greater than the average building occupant.

Australian Standard 3745-2010 requires a disabled person to have a customised emergency plan - Personal Emergency Evacuation Plan (PEEP) form OHSW82. A separate PEEP is required for each building that you may be located in. Once developed and practiced, the individualised PEEP shall be circulated to those persons responsible for its implementation with a confidential copy on file with OHSW & IM Services.

It is important that disabled persons participate in the planned emergency evacuations.



OHSW

OHSW82

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Please provide as much information to enable the establishment of a suitable plan.

Occupant's Name:			
Location:	Floor:	Room Number:	
Is an Assistance Animal involved ?			Yes No
Are you trained in the emergency response procedures ? (including the evacuation procedures)			Yes No
Preferred method of receiving updates to the emergency response procedures:	In Person	Email	Braille
Type of assistance required:			
Equipment required for evacuation: (Please list)			
Is your first designated assistant	Yes	No	N/A
trained in using the evacuation equipment ?			
Is your second designated assistant	Yes	No	N/A
trained in using the evacuation equipment?			
Is your third designated assistant	Yes	No	N/A
trained in using the evacuation equipment?			
Is your first designated assistant	Yes	No	N/A
trained in the emergency response procedures ? (including the evacuation procedures)			
Is your second designated assistant	Yes	No	N/A
trained in the emergency response procedures ? (including the evacuation procedures)			
Is your third designated assistant	Yes	No	N/A
trained in the emergency response procedures ? (including the evacuation procedures)			
Egress procedure: (Give step by step details of what is to happen)			

Diagram of preferred route for assisted evacuation:
(Please provide diagram or attach floor / building map)

Issue Date: / /

Review Date: / /

Occupant approved: Date: / /
(signature)

First PEEP Assistant: Date: / /
(signature)

Second PEEP Assistant: Date: / /
(signature)

Third PEEP Assistant: Date: / /
(signature)

WARDEN: Date: / /
(signature)

BEO / DBEO: Date: / /
(signature)

Copy filed with OHSW & IM Services

Date: / /

THREAT PROCEDURE

BOMB / CHEMICAL / BIOLOGICAL

Introduction

The bomb / chemical / biological threat is a serious public nuisance of modern times. Each one could be a cruel prank or a warning of an impending bomb attack. Usually, they are committed by individuals seeking to inflict alarm and confusion on an otherwise peaceful organisation.

At UniSA incident history suggests they are more common at exam time and / or at exam venues. The problem can be minimised by proper planning and nomination of appropriate decision-making authorities.

Threats

The threats may be in one of the following forms:

- *Written threat:*
If a bomb threat is received in writing, it should be kept, including any envelope or container. Once a message is recognised as a bomb threat, further unnecessary handling should be avoided. Every possible effort has to be made to retain evidence such as possible fingerprints, handwriting or typewriting, paper and postmarks. Such evidence should be protected by placing it in an envelope (preferably a plastic envelope or sleeve).
- *Telephone threat:*
An accurate analysis of the telephone threat can provide valuable information on which to base recommendations, action and subsequent investigation. The person receiving the bomb threat by telephone should **NOT HANG UP** and, as soon as possible, should complete the information required on a [Telephone Threat Check List](#) (attached). A Telephone Threat Check List should be held by the telephonist and other persons who regularly accept incoming telephone calls. The reason for not hanging up is to assist in call tracing.
- *Suspect Objects:* A suspect object is any object found on the premises and deemed a possible threat by virtue of its characteristics, location and circumstances.

Evaluation

Following an analysis of information received, the Chief Warden, or in his/her absence, the on duty Campus Security officer should categorise the telephone threats which may be either specific or non-specific as follows:

- *Specific Threat:* In this case the caller will provide more detailed information which could include statements describing the device, why it was placed, its location, the time of activation and other details. Although less common, the specific threat is the more credible.
- *Non-Specific Threats:* In this instance an individual may make a simple statement to the effect that a device has been placed. Generally very little, if any, additional detail is conveyed before the caller terminates the conversation.

The non-specific threat is the more common, but neither can be immediately discredited without investigation. In other words, every threat has to be treated as genuine until proven otherwise. Evaluation involves assessing one of four possible alternatives-

1. take no further action
2. search without evacuation
3. evacuate and search or
4. evacuate (without search)

Each of these options will have advantages and disadvantages related to safety, speed of search, thoroughness, productivity and morale, and has to be assessed against the potential risk.

Notification

Upon receipt of a threat or discovery of a suspect object, the SA Police should immediately be advised, but it should not be assumed that SA Police will conduct bomb searches. An advantage to having developed a bomb incident plan is that coordination with public safety organisations will have been arranged with a clear understanding of exactly what services can be provided, by whom and when.

Search

Those best qualified to carry out a thorough search in any given area are the occupants. These persons have knowledge and a better understanding of 'what belongs' or 'what does not belong' in a location at any given time. Generally speaking, law enforcement authorities do not possess intimate knowledge of the threat area and, although prepared to assist occupants, would be less likely to recognise what could be suspect.

The aim of the search is to identify any object which is not normally to be found in an area or location, or for which an owner is not readily identifiable or becomes suspect for any other reason, e.g.

- suspiciously labeled - similar to that described in the threat
- unusual size, shape and sound
- presence of pieces of tape, wire, string or explosive wrappings, or other unfamiliar materials.

If the decision to evacuate and search is made, persons should be requested to remove all personal belongings, e.g. Handbags, briefcases, shopping or carry bags when evacuating. This will facilitate the identification of suspect objects.

General priorities for searching follow a set sequence:

1. Outside areas including evacuation assembly points
2. Building entrances and exits and particularly, paths people will use to evacuate and
3. Public areas within buildings.

Other areas

Once external and public areas have been declared clear, a search should be conducted, beginning at the lowest levels and continuing upwards until every floor, including the roof, has been searched. Once a floor or room has been searched, it should be distinctively marked to avoid duplication of effort. The ECO personnel, due to their intimate knowledge of the building, should assist the relevant authorities in these procedures.

ON LOCATING A SUSPECT OBJECT, SEARCH PERSONNEL SHOULD NOT TOUCH OR MOVE IT

The location should be conspicuously marked, e.g. A paper trail to the nearest exit is most suitable. Ensure there are no other suspect objects in the vicinity then evacuate and isolate the area. Search of other areas should continue to ensure that there are no other suspect objects.

EVACUATION OPTIONS

Limitations of total evacuation: At first thought, immediate and total evacuation would seem to be the most appropriate response to a bomb threat do not necessarily follow those for a fire, e.g. doors and windows should be opened, to lessen blast effect, and not closed as in the case of fire. Additionally, there are significant safety and economic factors associated with a bomb threat that may weigh against an immediate evacuation as follows:

- **Risk of injury:** As a general rule, the easiest area in which to plant an object is in the shrubbery sometimes found outside a building, and adjoining car park or in an area to which the public has the easiest access. Immediate evacuation through these areas might increase the risk of injury and car parks should not normally be used as assembly areas.
- **Response limitation:** Total and prompt evacuation will remove personnel who may be required to make a search.
- **Panic:** A sudden bomb threat evacuation may cause panic and unpredictable behavior, leading to unnecessary risk of injury.
- **Essential services:** Some evacuations may be precluded by the essential nature of the operations conducted within the building.
- **Loss to business services:** While the protection of life should outweigh any economic loss, repeated threats may increase loss of business and interruption of services to an unacceptable level.

Thus, there are some conditions, which make immediate total evacuation an undesirable response to the bomb threat. Further, total and immediate evacuation, whilst risky, is the easy decision, and having taken the easy way, the hard decision of when to return still has to be made.

Partial Evacuation: One alternative to total evacuation is a partial evacuation. This response is particularly effective when the threat includes the specific or general location of the placed object or in those instances where a suspicious object has been located without prior warning.

Partial evacuation can reduce risk of injury by removing non-essential personnel. Personnel essential to a search can remain, critical services can be continued and in cases of repeated threat, loss of output is minimised. However, partial evacuation requires a high degree of planning, training, supervision, co-ordination and rehearsal.

Suspect Mail Bomb / Devices

Suspect mail items have many similarities in common with other 'suspect devices' which may be encountered by an enterprise or individual. However, the philosophy in handling these items varies and is outside the scope of this document, but in the context of this Standard the procedures are the same. Notwithstanding, all staff responsible for handling mail should be trained in the identification and subsequent handling of suspect mail items. Where large quantities of mail are received, or where the organisation is considered at high risk, then consideration for the installation of specialised equipment must be a management priority.

Reference: Australian Bomb Data Centre

**TELEPHONE THREAT CHECKLIST**

**Keep Calm
Keep the Caller Talking
Don't Hang Up – Call to be Traced
Leave Telephone Off the Hook**

1 Initial Actions

Name:		Telephone Number Called:	
Date:	Time of call:	AM/PM	Signature

2 Exact Wording of Threat

3 Questions to Ask

What is it?	
When is the bomb going to explode ? OR When will the substance be released ?	
Where did you put it?	
What does it look like?	
When did you put it there?	
How will you make the bomb explode ? OR How will the substance be released ?	
Did you put it there ?	
Why did you put it there ?	
What is your name ?	
Where are you ?	
What is your address ?	

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 a liquid. powder or gas ?	
When did you put it there ?	

Bomb Threat Questions

What type of bomb is it ?	
What is the bomb ?	
What will make the bomb explode ?	

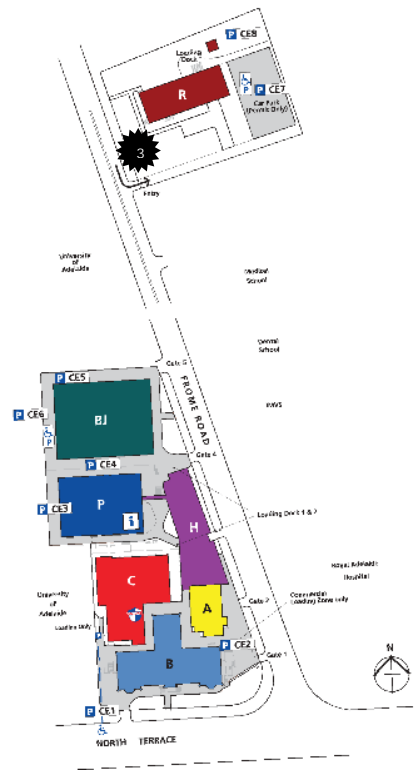
4 Listen for

MALE	FEMALE	ESTIMATED AGE
VOICE	loud / soft / angry / calm / loud / giggling / obscene / deep breathing / other	
SPEECH	clear / fast / slow / accent / impediment / distinct / diction / manner	
THREAT LANGUAGE	polite / well spoken / abusive / incoherent / irrational / taped / read out	
INSIDE NOISES	house / crockery / voices / children / adults / TV / radio / local call / STD	
OUTSIDE NOISES	traffic / voices / machinery / aircraft / music / noises on the line /	
Did you recognise the caller and if so who ?		Was the caller familiar with the area ?

ALERT YOUR SUPERVISOR AND SECURITY

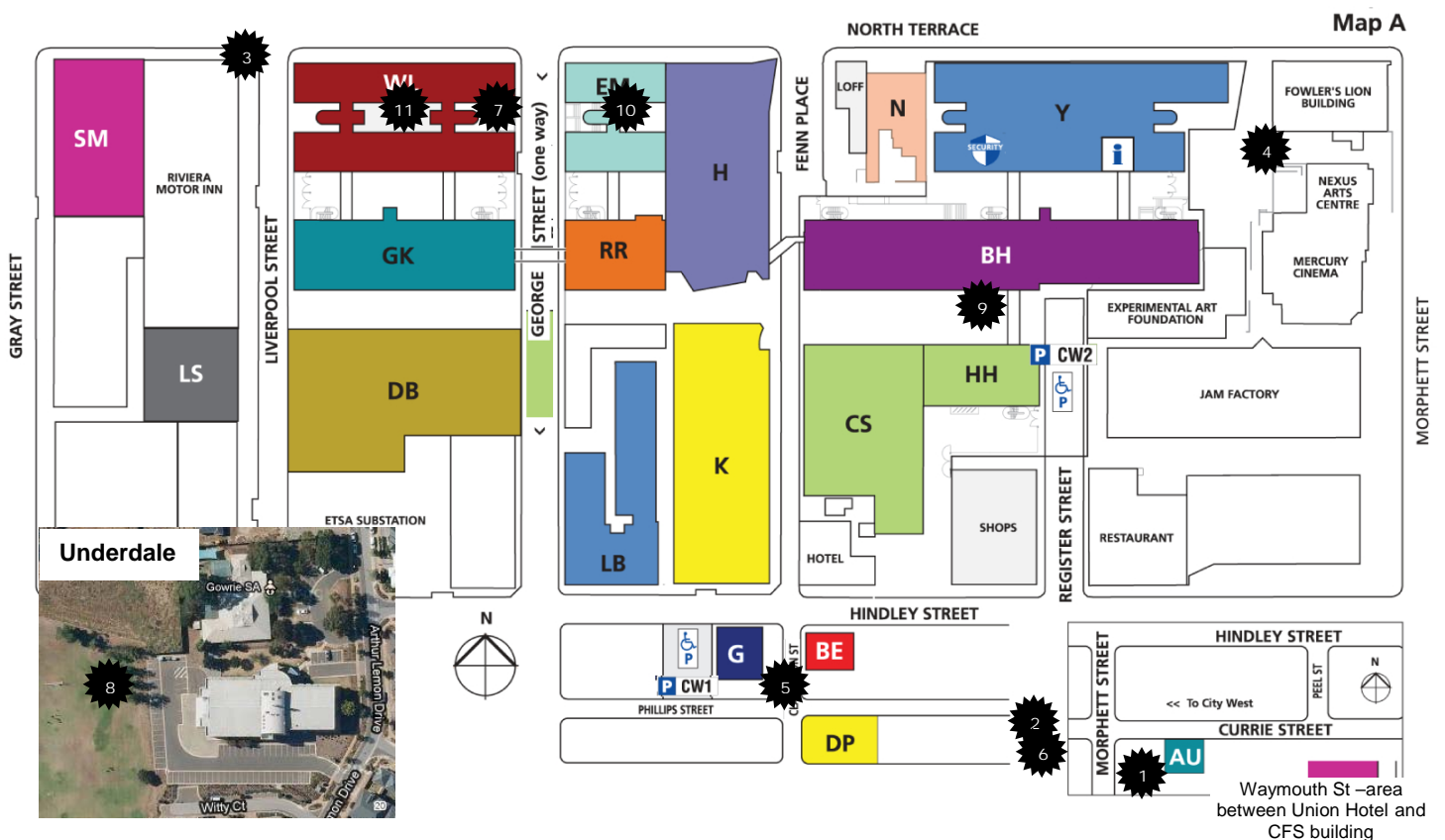
City East campus

If you are in building	Assembly Point Number	Go To This Area
Bonython Jubilee	1	Car park Between Engineering South and Engineering North buildings at Adelaide Uni
Brookman	2	Above Adelaide Uni undercroft Car park North Tce
Café / Gate One Aroma	2	Above Adelaide Uni undercroft Car park North Tce
Centenary	2	Above Adelaide Uni undercroft Car park North Tce
Hetzel	1	Car park Between Engineering South and Engineering North buildings at Adelaide Uni
Playford	1	Car park Between Engineering South and Engineering North buildings at Adelaide Uni
Reid	3	South / West Cnr front Lawn



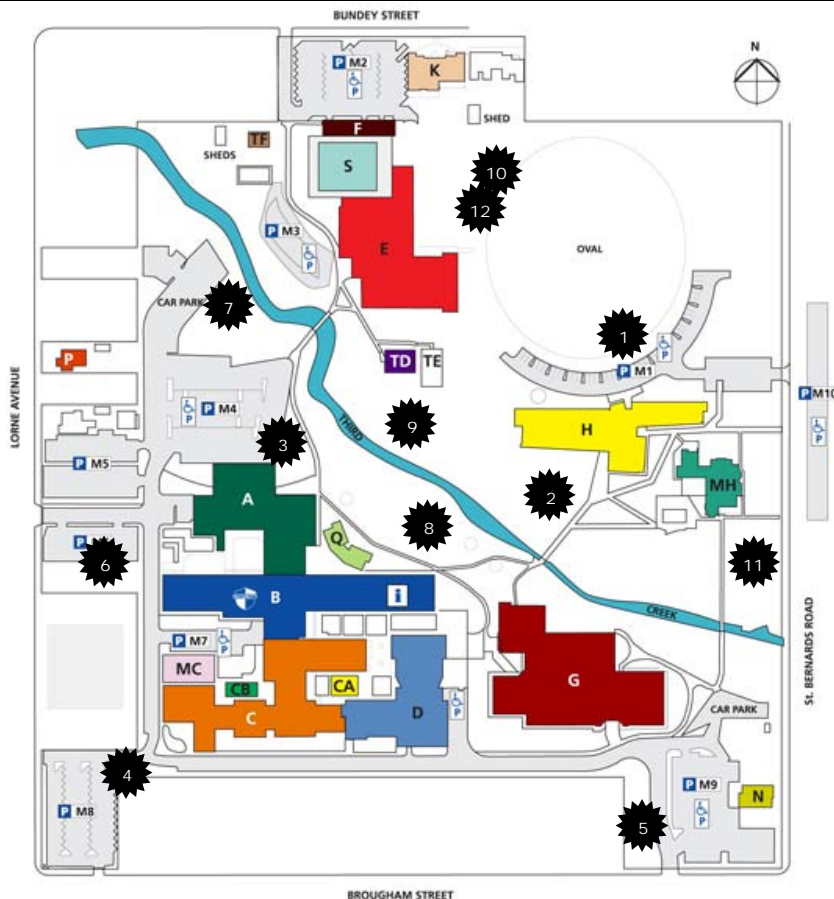
City West campus

101 Currie St	1	70 Light Square (Outside Lime 2 café)
189 Hindley St	2	Grassed Area East side of TAFE Morphett St
27/29 North Tce & Gray St	3	N/E cnr Riviera Hotel (George St)
Barbara Hanrahan	4	Lion Courtyard
Catherine Helen Spence	4	Lion Courtyard
Child Care Centre	5	CW1 carpark
David Pank	6	Grassed Area Morphett St
Dorrit Black	7	Way Lee / George Kingston Courtyard
Elton Mayo	7	Way Lee / George Kingston Courtyard
Hawke Inst Building (Underdale)	8	School Oval West end of Building
Hans Heysen	4	Lion Courtyard
Hawke	4 7	Lion Courtyard OR Way Lee / George Kingston Courtyard
Kaurna	9	Barbara Hanrahan / Hans Heysen Courtyard
Law	10	Elton Mayo / Rowland Rees Courtyard OR Catherine Helen Spence / Barbecue Inn area
Liverpool St Studios	11	Way Lee / George Kingston Courtyard
Rowland Rees	11	Way Lee / George Kingston Courtyard
Sir George Kingston	10	Elton Mayo / Rowland Rees Courtyard
Student Lounge	4	Lion Courtyard
Way Lee	10	Elton Mayo / Rowland Rees Courtyard
Yungondi	4	Lion Courtyard
82 Waymouth St	No Number	Area between Union Hotel and CFS building



Magill campus

If you are in building	Assembly Point Number	Go to this Area
Amy Wheaton (H) Assembly – northern exit	1	Oval North of Amy Wheaton
Amy Wheaton (H) Assembly point – other exits	2	Grassed area south of Amy Wheaton
A Aroma	3	M4 Car Park
C levels 1 & 2 Alternate assembly point	4	M8 Car park
CA, G (Delissa), Playhouse & Auditorium	5	Grassed Area Adjacent to M9 Car Park
G (South, Eastern exits) G (Western, Northern exits)	5	Grassed Area Adjacent to M9 Car Park OR Grassed area beside creek in front of building Q
N (Psychology Clinic)	5	Grassed Area Adjacent to M9 Car Park
MC, CB, C & B levels 1 & 2 - western side	6	Grassed area adjacent to transit Car Park
Price House	7	Grassed area adjacent to rear entrance east side of M4 carpark
Q, A – eastern side B levels 1 & 2 - eastern side	8	Grassed area beside creek in front of building Q
TE/TD	9	Grassed area South of buildings
Child care Centre (K)	10	Grassed area east of Sports Centre
Murray House (MH)	11	Grassed area South of Murray House
Sports Centre (E)	12	Grassed area east of Sports Centre
United Workshop (F)	12	Grassed area east of Sports Centre



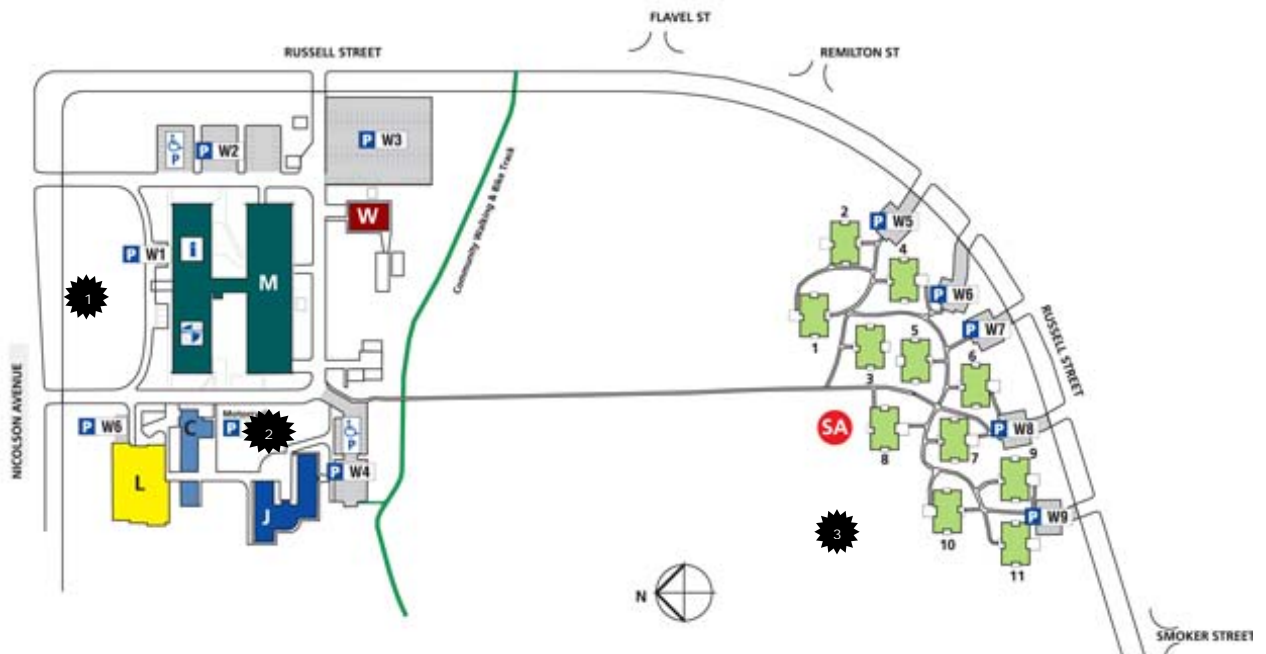
Mawson Lakes campus

If you are in building	Assembly Point Number	Go To This Area
A	1	GP Courtyard
B	2	Courtyard near GP and C
C	3	GP courtyard grassed area
D	4	Paved walkway Near F building
E	3	GP courtyard grassed area
F	3	GP courtyard grassed area
G	5	Grassed area Town Walk
GP	1	GP Courtyard
H	6	Grassed Area in front of OC Building
IW	7	Grassed area north of building X
J	8	Paved walkway in front of building K
K	9	Paved walkway in front of H building
L	10	Adjacent footpath near Tillage Track
M	11	Vacant land between M and OC
M ²	7	Grassed area south of building M ²
MC	12	Grassed area South of building near Mawson Lakes Boulevard
N	13	Gravel area SE and SF (Sheds) near Levels Lane
OC	14	Paved walkway between OC and M
P	15	SCT grassed area
PH	16	Paved walkway in front of K building
Q	17	Grassed area between X & G
R	17	Grassed area between X & G
S1	18	Outside Rubbish Compound
S2	18	Outside Rubbish Compound
S4	19	Paved area M building
SCT	15	SCT grassed area
V	11	Vacant land between M and OC
W	22	Vacant area near the satellite dish north eastern corner of carpark
X	23	Grassed area Town Walk
Y	24	Grassed area in front of building
Z	25	Grassed area in front of building
ECO Cntr	26	OC Building near carpark
Hanger 55	21	Parking lot, Kittyhawk Lane



Whyalla campus

If you are in building	Assembly Point Number	Go To This Area
B & L	1	Grassed area, near garden Nicolson Avenue side
J & W	2	Grassed area, between Union and Jubilee buildings
SA	3	Volleyball court, adjacent to bbq area



Mt Gambier campus

If you are in building	Assembly Point Number	Go To This Area
ALL	1	Designated areas next to Wireless Road West

