

WHAT TO DO IN AN EMERGENCY



CODE BLACK - PERSONAL THREAT

In the event of personal threat by armed or unarmed person/s:

- Remain calm.
- Do not take risks or play hero.
- Notify other immediately, including emergency team/warden.
- Communicate relevant details regarding the type of situation, location, who is involved etc.
- If possible, stay out of sight.
- Dial '000' and notify Police.
- If possible quietly leave and proceed to evacuation area.
- Follow directions from wardens.

PERSONAL THREAT

CODE ORANGE - EVACUATION

In the event of evacuation:

- Follow directions given by Chief Warden and/or area wardens.
- Go to the nearest safe exit and close doors if possible.
- Move quickly and quietly to the assembly area as directed by the warden.
- Warden to conduct head count.
- Remain at the assembly area until further instructions are given.
- DO NOT re-enter the building until directed.

Note: Initiate Fire and Evacuation Plan

EVACUATION

CODE RED - FIRE

In the event of fire or smoke:

- Remain calm.
- Remove people from immediate danger.
- Alert Chief Warden and Fire Service '000', include location and size of fire.
- Contain the fire and smoke by closing doors and windows.
- Attempt to extinguish the fire (only if it is safe to do so).

To operate the fire extinguisher:

P– pull the pin & test extinguisher

A– aim nozzle at base of fire

S– squeeze the handle

S– sweep the base of the fire

- If evacuation is required—initiate **Code Orange**

FIRE

CODE YELLOW - INTERNAL EMERGENCY

In the event of an unspecified internal emergency (gas leak, chemical spill, suspicious package etc.):

- Notify the Chief Warden of type, location and size of emergency
- Depending on this information, the wardens will instruct you to evacuate or stand by.
- Dial '000' and notify emergency services as required.

INTERNAL EMERGENCY

CODE BROWN - EXTERNAL EMERGENCY

In the event of an unspecified external emergency (multiple vehicle accident, gas leak, chemical spill, etc.):

- Notify the Chief Warden of type, location and size of emergency.
- If the source of the emergency is external, close all windows and doors.
- Remain inside the building unless otherwise instructed.
- Follow further instructions given by Chief Warden and/or emergency wardens.
- Dial '000' and notify emergency services as required.

EXTERNAL EMERGENCY

CODE PURPLE- BOMB or ARSON

In the event of a bomb or arson threat by telephone:

- Do not panic, remain calm.
- DO NOT hang up—keep line open so that call can be traced.
- Obtain as much information as possible (use Bomb Threat Check List).
- If possible, discretely alert nearby staff to the situation.
- Inform Chief Warden and act on their instructions.
- Dial '000' and notify emergency services as required.

In the event of a bomb or arson threat by suspect article:

- Immediately inform the Chief Warden.
- Notify Police, call '000'.
- DO NOT handle the article, and move away from the immediate area.
- Follow the instructions given by the Chief Warden.
- Await arrival of Police.

BOMB or ARSON

BOMB THREAT CHECKLIST

REMEMBER

Remain calm - keep the caller talking	Don't hang up - gain attention of another staff member
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Date received: Time:	Telephone number of caller (if obtainable)
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Exact wording of the threat:

IMPORTANT QUESTIONS TO ASK

Where exactly is the bomb?	What does it look like?
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What time is it going to explode?	What will make the bomb explode?
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Who put the bomb there?	What kind of device is it?
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Why was it put there?	When was it put there?
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Where are you calling from?	Can you give me your name and contact details?
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ANALYSIS OF CALLER'S VOICE

Estimated age:

English fluency: good/fair/poor

Familiar with the area:

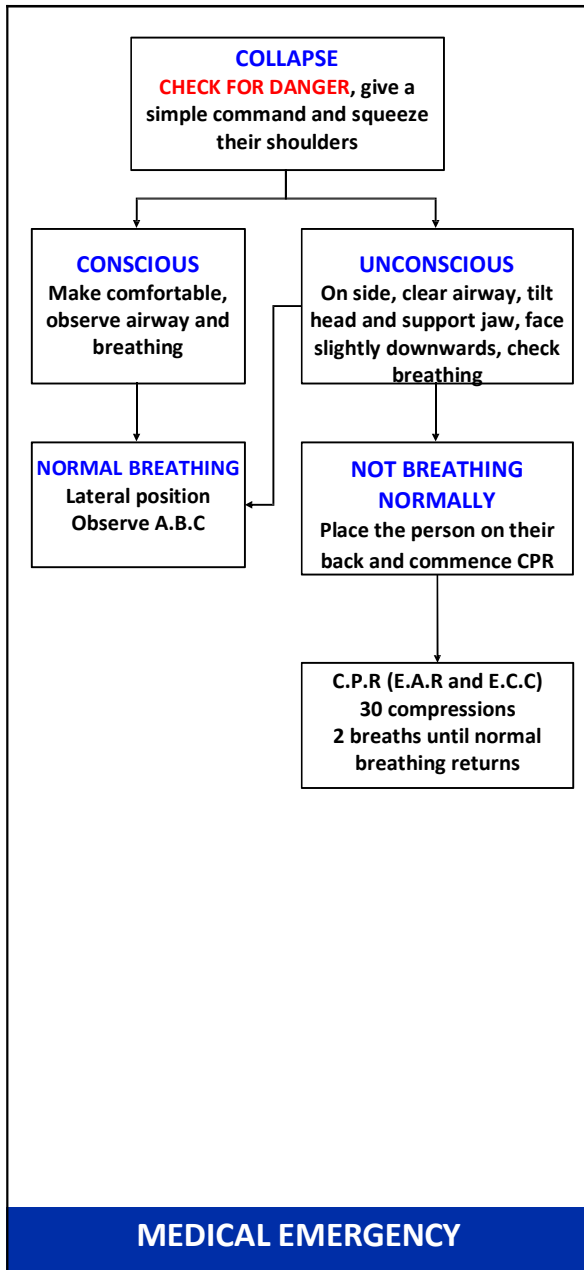
BOMB or ARSON

CODE BLUE – MEDICAL EMERGENCY

In the event of cardiac arrest or life threatening medical emergency:

- Raise the alarm.
- Render assistance, following DRSABCD:
 - D** Check the scene for **danger** to yourself
 - R** **Response** – Is the victim conscious?
 - S** **Send for help** (if required)
 - A** **Airway** – Manage the airway by tilting head backwards. Check for obstructions
 - B** **Breathing** – If not breathing normally, start CPR
 - C** **Commence CPR** – 30 compressions: 2 breaths
 - D** **Attach Defibrillator (AED)** as soon as available and follow prompts from device
- Continue CPR until responsiveness or normal breathing returns
- Treat other injuries
- If possible never leave the patient alone.

MEDICAL EMERGENCY



NATURAL DISASTER

In the event of a natural disaster, such as a cyclone or high intensity storm:

- Activate the site Disaster Management Plan.
- Stay indoors until the Chief Warden says otherwise.
- Move away from windows.
- Check all windows are closed.

In the event of an earthquake:

- Remain calm.
- Move away from windows and external walls.
- If possible, take cover under a sturdy object (desk etc.).
- If the building is still intact after initial shock, do not attempt to leave the building, it is much safer inside.

NATURAL DISASTER

Emergency Contact details

Office: _____

First Aider/s: _____

Fire Warden/s: _____

Chief Fire Warden/s: _____

Other: _____

Emergency Services: 000

Mental Health and Wellness Support services

Lifeline 13 11 14 lifeline.org.au
Beyond Blue 1300 224 636 beyondblue.org

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