

## Environment Health and Safety Manual

# 6. Emergency Response

[\[? Search\]](#) [\[Top\]](#) [\[Contents\]](#)

[\[Prev: 5. Environment and Safety in the Workplace\]](#)

[\[Next: 7. Specialised Hazards\]](#)

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### Contents:

#### **6.1. Emergency Management Plans - June 2003**

[6.1.1. Purpose](#)

[6.1.2. Application](#)

[6.1.3. Legislation](#)

[6.1.4. References](#)

[6.1.5. Responsibilities](#)

[6.1.6. Procedure and Guidelines](#)

#### **6.2. Model Emergency Procedures**

[6.2.1. Purpose](#)

[6.2.2. Application](#)

[6.2.3. Legislation](#)

[6.2.4. References](#)

[6.2.5. Responsibilities](#)

[6.2.6. Procedures and Guidelines](#)

#### **6.3. Emergency Evacuation Procedure - Duties**

[6.3.1. Purpose](#)

[6.3.2. Application](#)

[6.3.3. Legislation](#)

[6.3.4. References](#)

[6.3.5. Responsibilities](#)

[6.3.6. Procedure and Guidelines](#)

#### **6.4. Evacuation of Mobility Impaired Personnel**

[6.4.1. Purpose](#)

[6.4.2. Application](#)

[6.4.3. Legislation](#)

[6.4.4. References](#)

[6.4.5. Responsibilities](#)

[6.4.6. Procedure and Guidelines](#)

#### **6.5. Conducting Trial Drills**

[6.5.1. Purpose](#)

[6.5.2. Application](#)

[6.5.3. Legislations](#)

[6.5.4. References](#)

[6.5.5. Responsibilities](#)

[6.5.6. Procedure and Guidelines](#)

#### **6.6. Policy on Clearways in Corridors**

[6.6.1. Purpose](#)

[6.6.2. Application](#)

[6.6.3. Legislation](#)

- [6.6.4. References](#)
- [6.6.5. Responsibilities](#)
- [6.6.6. Procedure and Guidelines](#)

## **6.7. Installed Fire Protection Systems**

- [6.7.1. Purpose](#)
- [6.7.2. Application](#)
- [6.7.3. Legislation](#)
- [6.7.4. References](#)
- [6.7.5. Responsibilities](#)
- [6.7.6. Procedure and Guidelines](#)

## **6.8. Portable Fire Fighting Equipment**

- [6.8.1. Purpose](#)
- [6.8.2. Application](#)
- [6.8.3. Legislation](#)
- [6.8.4. References](#)
- [6.8.5. Responsibilities](#)
- [6.8.6. Procedure and Guidelines](#)

## **6.9. Safety Signage**

- [6.9.1. Purpose](#)
- [6.9.2. Application](#)
- [6.9.3. Legislation](#)
- [6.9.4. References](#)
- [6.9.5. Responsibilities](#)
- [6.9.6. Procedure and Guidelines](#)

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## **6.1. Emergency Management Plans - June 2003**

### **6.1.1. Purpose**

To ensure effective procedures for all emergency situations which may cause harm to persons, property or the environment.

### **6.1.2. Application**

This procedure defines requirements for the development of an effective site emergency plan. It applies to all sites operated and controlled by the university.

### **6.1.3. Legislation**

Occupational Health and Safety Act 1985

Occupational Health and Safety (Hazardous Substances) Regulations 2000

Environment Protection Act 1970

Dangerous Goods Act 1985 Dangerous Goods Regulations 2001

#### **6.1.4. References**

University Occupational Health and Safety Policy

University of Melbourne Environment Policy

Australian Standard 3745: Emergency control organisation and procedures for buildings, structures and workplaces

#### **6.1.5. Responsibilities**

Refer to procedures 6.2 for details for emergency procedure responsibilities.

#### **6.1.6. Procedure and Guidelines**

Each site will develop a formal Emergency Management Plan appropriate to the level of risk at the site in accordance with the template and taking into consideration:

- the scope; the program shall identify and address all reasonably foreseeable on and off site emergencies which could arise from the sites operations and where applicable shall consider their impact on nearby sites;
- the organisational structure for combating emergencies, including the roles of external authorities and agencies;
- the objectives of the program and their priority;
- methods to combat foreseeable emergencies (including bomb threats);
- communication requirements and potential barriers to communication during emergencies;
- the impact of appropriate levels of staffing and availability of key people at different times (including times when the site may be not be staffed);
- who will be responding to the media;
- emergency training requirements;
- emergency exercise requirements;

The procedure for management of foreseeable emergencies shall be summarised in a site Emergency Procedure. Model procedures for emergency scenarios are in Section 6.2.1 of the EHSM. The Emergency Procedure shall include:

- the objectives and priority for emergency response;
- the levels of emergency and how they will be communicated;

- how the alarm can be raised (both internally and externally);
- who needs to be notified of emergencies and the required time of notification;
- the resources required to respond to emergencies and identification of the resources which are best provided by the site and those which will be provided by external agencies;
- arrangements for communication during emergencies, including communication with neighbours;
- requirements for evacuation and role call of people (including contractors and visitors);
- provision of First Aid;
- how the 'all clear' will be declared and who is responsible for the declaration;
- requirements for preservation of evidence; and
- investigation, recording and reporting the results of investigations
- suitability of places for safe assembly.

The Emergency Plan shall be maintained under document control and shall be reviewed at appropriate intervals.

Where applicable, copies of the Emergency Management Plan and/or other required documentation shall be provided under document control to external support agencies and statutory authorities.

All personnel (including contractors and visitors) shall be provided with relevant information and training in the emergency procedure. Training shall be provided at induction and shall be repeated at suitable intervals.

Personnel shall be trained at suitable intervals in relevant emergency response techniques, taking into consideration their roles and the objectives of the Emergency Management Plan.

Information regarding foreseeable emergency scenarios, their potential impact on the surrounding community and the appropriate community response in the event of an emergency shall be provided to the community.

Emergency response exercises will be conducted at defined intervals. Emergency exercises will be conducted in conjunction with relevant external agencies at least annually.

Emergency response equipment will be registered and shall be maintained, inspected and tested at defined intervals. Where applicable, the frequency,

authority performing the inspection and testing and records of inspection and testing shall be retained in accordance with legislative requirements.

The scope of the emergency response program and arrangements for responding to emergencies shall be periodically reviewed.

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## **6.2. Model Emergency Procedures**

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### **6.2.1. Purpose**

To ensure effective procedures for all situations which may cause harm to persons, property or the environment.

### **6.2.2. Application**

The model emergency procedures apply to all sites under control of the university. Site specific issues not covered below will require planning and procedures be developed and implemented by the site emergency control organisation.

All departments should implement relevant emergency procedures with evaluation of their effectiveness at least annually under the direction of the Building Emergency Controller.

### **6.2.3. Legislation**

Occupational Health and Safety Act 1985

Environment Protection Act 1970

### **6.2.4. References**

University Occupational Health and Safety Policy

University of Melbourne Environment Policy

Australian Standard 3745: Emergency control organisation and procedures for buildings, structures and workplaces

### **6.2.5. Responsibilities**

Refer to procedures 6.3 for details for emergency procedure responsibilities.

### **6.2.6. Procedures and Guidelines**

MODEL PROCEDURES listed below for:

Fire

Evacuation of lecture theatres, class rooms and teaching laboratories

Bomb threat

Gas leak

Threat of aggressive or violent behaviour, civil disturbance

Injury

Flood

Power failures

Motor vehicle incidents

Critical incident procedures

After hours procedure Suspicious Mail and Packages An incident report (S3 form) as well as an evacuation report may also need to be submitted for the above situations.

## **FIRE**

Any person discovering a fire should:

1. Activate the nearest break glass fire alarm switch.
2. Rescue any person in immediate danger, if it is safe to do so.
3. Isolate the fire (close doors), alert other people in the immediate area.
4. Contact Security on extension 46666 giving the following details:
  - Location of fire (building name and floor)
  - Extent of fire (or nature of incident)
  - Are there any injured persons (e.g. is an ambulance or medical assistance require
  - Name of person reporting the fire or incident. This call should be reported to the Floor Warden.
5. Fight fire if safe to do so.
6. Take direction from the Floor warden.

## **EVACUATION OF LECTURE THEATRES, CLASS ROOMS AND LABORATORIES**

These areas require explicit organization because of the potential for large numbers of people to be assembled in a small area. The person in charge of the class shall maintain control of the class, and take direction from the Floor Warden.

Lecturers should assess class numbers prior to the commencement of the lecture. If aisle ways are overcrowded, excess students (those without seats) should be requested to move from the theatre. Student Administration may be able to assist if the theatre or class room is consistently too large, or too small. Lecture theatres throughout the University have now been fitted with emergency procedures fitted to all overhead projectors, which should be displayed prior to commencement of the class, and again at the hearing of the fire evacuation alarm.

#### UPON HEARING THE ALARM SIGNAL or WHEN NOTIFIED OF AN EMERGENCY:

The person in charge of the class should direct students to:

- Stand fast and push chairs, large bags, etc under desks or benches.
- Turn off electrical devices and laboratory operations that are not safe to be left unattended.
- In controlled sequence, move along gangways to main aisles and exit in an orderly manner through the nearest appropriate exit.

These procedures are essential in an after hours situation (e.g. outside 8.45am to 5.00pm Monday to Friday) when the normal support of the building emergency team will not be available. In an after hours situation, the person in charge should ensure that on leaving the building, the evacuated persons stay together as a group until contacted by the emergency services - Fire Brigade or Police - or by the University Security service. This is necessary to account for all persons in the building at the time. When directed to do so recover any potential affects left in the building.

### **BOMB THREAT PROCEDURES**

#### Bomb Threat Checklist

Although most bomb threats are hoaxes aimed at causing disruption to the normal day-to-day routine of an organization, they must be taken seriously. The most common form of threat is by telephone, warning that a bomb has been placed in a building. Faculty and Departments Enquires Office, together with Heads of Schools have been target areas to receive such calls.

#### **Recording the Call**

The more information you obtain from the caller, the better the threat can be assessed. As an aid to recording the necessary information, a bomb threat

checklist can be found in the front of the internal telephone book. If a bomb threat call is received, it is important that the person receiving the call try to remain calm and **does not hang** up even if the caller hangs up. This 'open' line may assist in tracing the origin of the call.

### **Reporting the Call**

Immediately report the call using another telephone to the University Security Officer on 8344 6666 and the bomb threat to the area supervisor. If examinations are being held in the building under threat the call must also be reported to the Director, Academic & Student Services 8344 4784.

The University Security Officer, police or fire brigade will advise whether a building evacuation is necessary. However, if there is any difficulty contacting the Security Officer or Director, Academic & Student Services, or the bomb threat caller indicated that the bomb will go off in the immediate future, the affected area (or building) should be evacuated using the normal building evacuation procedures.

### **Unidentified Packages**

If what appears to be a bomb is found e.g. an unidentified package then:

- under no circumstances should it be touched;
- clear the immediate area;
- report the incident to the area supervisor;
- ensure that the University Security Officers are alerted on extn. 8344 6666.

### **GAS LEAK**

1. Rescue any person in immediate danger if safe to do so. Use of self-contained breathing apparatus is only appropriate for trained persons working in pairs.
2. Turn off gas at source if possible.
3. Isolate the area if hazardous volatiles are released by closing doors and windows. If flammable vapours are released do not operate any electrical switches. Where fitted, activate emergency shut-off or isolate possible ignition sources at switchboard.
4. The material safety data sheet will have information on the toxicity and flammability of the gas, and provision of first aid.
5. Call security on 8344 6666 and maintenance on 8344 6000.
6. Consider evacuation:

- Partial evacuation of floor by word of mouth
- Building evacuation - initiated by pressing a break glass alarm. (This alerts the Building Evacuation Team, calls the fire brigade, and calls Maintenance to the building.)

7. The material safety data sheet will have information on the toxicity and flammability of the gas, and provision of first aid.

8. Do not re-enter area until advised by an emergency team member or other emergency professional that it is safe to do so.

### **THREAT OF AGGRESSIVE OR VIOLENT BEHAVIOUR, CIVIL DISTURBANCE**

In the event of being confronted by an aggressive or potentially violent person:

1. Try to remain calm.
2. Alert supervisor.
3. Be firm but polite with the person and let them know that their behaviour is not acceptable.
4. If the behaviour of the person is such that outside intervention is required, contact or arrange to have contacted Security on 8344 6666.
5. You should not feel obliged to rectify the situation on your own. The Security staff are trained to handle these situations.
6. Abusive phone calls: hang up the phone and notify your supervisor. If calls persist, contact the Manager, Telephone Systems.
7. Security telephones, placed at strategic points on campus, are identified by a blue light and connect direct to security at central control 24 hours a day.

### **INJURY**

1. Move injured person away from danger if safe to do so.
2. Call ambulance on 0-000. State the location clearly. Have someone from the ECO meet the ambulance outside the building.
3. Security staff are trained in first aid extn. 46666, 24 hours a day.
4. Student Health can provide emergency assistance during the hours 8.45 am to 5.00 pm; phone 8344 6904 or 8344 6905.
5. For first aid information refer to Appendix A.

All injuries on campus need to be reported to the Risk Management Office using the S3 form. In addition, the employer is required by the Occupational Health and Safety Act to report serious injuries, and incidents with the potential for serious injury, in writing to the Victorian Workcover Authority within 48 hours. This will be undertaken by the Risk Management Office. For further information refer to Section 8.5 of the EH&S manual.

## **FLOOD**

1. Turn off water at source if possible.
2. If possible, isolate electrical sources at the switch board or call maintenance.
3. If available and considered useful, local spill kits should be used to restrict the flow of water.
4. Isolate area by closing doors.
5. Call security on 8344 6666 and maintenance on 8344 6000.
6. Consider evacuation:
  - Partial evacuation of floor by word of mouth
  - Building evacuation - initiated by pressing a break glass alarm. (This alerts the Building Evacuation Team, and in most building also alerts the fire brigade and Maintenance)

## **POWER FAILURE**

1. Contact maintenance on 8344 6000 to determine cause of failure
2. Call security on 8344 6666
3. Consider evacuation:
  - Partial evacuation of floor by word of mouth
  - Building evacuation - initiated by pressing a break glass alarm. (This alerts the Building Evacuation Team, calls the fire brigade, and calls Maintenance to the building.)

## **MOTOR VEHICLE INCIDENT**

1. Contact emergency personnel on 000, as required.
2. Assist any injured people, until arrival of ambulance.
3. Prevent unauthorised persons from causing congestion at the accident scene.

4. Assist and liaise with authorities at scene. 5

. Move the vehicle from the carriageway and secure if possible. Be alert of hazards such as other traffic and potential fuel leaks.

6. At scene of accident seek full details of any other vehicle(s) including registration numbers, names and address of both drivers and/or owners.

7. Remain at scene until completely clear of people, vehicle and debris.

8. Admission of liability must not be made.

9. Report all damage immediately to Insurance Manager on 8344 6111.

### **CRITICAL INCIDENT PROCEDURE**

Refer Academic Registrar.

### **AFTER HOURS PROCEDURES**

Refer to section 5.1.2 (After Hours and Unattended Experiments) of the EH&S manual manual. SUSPICIOUS MAIL AND PACKAGES

1. If the item is unopened, do not open it

2. If you have opened the item and it contains powder, liquid, or other substance DO NOT HANDLE IT ANY FURTHER.

3. Avoid contact with the substance, and do not touch eyes, nose or mouth

4. If possible wash hands and lower arms with soap and cold water

5. Place the item in a sealed plastic bag or cover with a large container such as a rubbish bin

6. Place any other items exposed to the mail or package in a second bag

7. Stay in the immediate area and prevent others from entering to reduce changes of contamination

8. Call Security on 46666 and notify them of the situation giving details of location etc.

9. Notify the Area Supervisor or Head of Department

10. Notify Maintenance on 46000 to shut down any ventilation equipment

11. Await Security and the Emergency Services, they will take on responsibility of the situation

12. Emergency Services will arrange decontamination of the areas exposed
13. Self decontamination should be conducted under the guidance of the emergency services
14. Evacuate the building when directed to do so, ensure that staff stay in the assemble area  
Identifying Suspicious Packages:
  - Oily, stained, discoloured or smelly envelopes
  - Protruding wires, foil or tape
  - Excessive postage or wrapping
  - Excessive weight
  - Poorly identified addressee
  - Lopsided or uneven envelopes
  - Postage that does not match the return address
  - Foreign or unexpected mail

## **ASSESSMENT OF POSSIBLE EMERGENCIES**

The University shall review and revise, where necessary, its emergency response procedures, in particular after the occurrence of accidents or emergency situations. The University shall also periodically test such procedures where practicable. The model procedures above have been selected as a result of an Assessment of Possible Emergencies.

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## **6.3. Emergency Evacuation Procedure - Duties**

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### **6.3.1. Purpose**

Procedures are required for all University buildings to ensure rapid response to emergencies which may need evacuation.

Occupational Health and Safety Act 1985 requires that employers ensure that the means of access to and *exiting from* the workplace are safe and without risks to health.

### **6.3.2. Application**

Duty statements for nominated officers of emergency response teams.

### **6.3.3. Legislation**

Occupational Health and Safety Act 1985

### **6.3.4. References**

Australian Standard AS 3745-2002 Emergency control organisation and procedures for buildings.

### **6.3.5. Responsibilities**

#### **6.3.5.1. Risk Management Office**

The Risk Management Office provides advice and service to the university community for all matters relating to the protection and conservation of human and physical assets of the University and the environment, and provides assistance in identification, assessment and control of risk which could result in an emergency.

The Risk Management Office will provide:

- monitoring and recording of emergency evacuations and drills;
- active intervention to facilitate the appointment of a Building Emergency Controller for every building
- training for designated emergency evacuation personnel
- hats for designated emergency evacuation personnel
- model emergency evacuation procedures
- assistance to Building Emergency Controllers in adapting model procedures to the needs of a building
- coordination of provision of information for inclusion in the Building Emergency Information Book.
- facilitate audits of risk areas and training in management of risks.

#### **6.3.5.2. Security Office**

Maintain a 24-hour presence on campus. All security officers are trained in first aid and carry two-way radio.

The security office can be expected to call for appropriate internal or external assistance and direct them to the emergency location, and attend the emergency location at short notice.

On notification of an emergency situation Security will establish the details of the incident:

- Location of the incident (Building name, floor level)
- Type of incident (fire, gas leak etc)
- Are there any injured persons (is an ambulance or medical assistance required)
- Name of person reporting the incident
- Has the evacuation of the affected area commenced.

Once the details are established the officer will:

- Contact the appropriate public authority e.g. ambulance service, fire brigade.
- Notify the office of the University's Emergency Controller of the situation.
- Stand by for further calls from the building emergency control station until informed that the emergency situation is over.

#### **6.3.5.3. Traffic Office**

On notification of an emergency situation the Traffic Office will:

- Contact the duty Traffic Officer at the probable entry point for the emergency services.
- The appropriate duty Traffic Officer will try to minimise any congestion that may restrict access of the public emergency vehicles onto the main campus.
- the Traffic Office will organise available staff to assist in controlling the traffic in the vicinity of the building affected by the emergency.
- Contact the necessary supporting services in the University.

#### **6.3.5.4. Maintenance**

Maintenance responds to all emergency drill requests and follows up on any emergency equipment deficiencies identified.

On notification of an emergency situation the Maintenance Section will:

- Dispatch the necessary personnel to the building concerned.
- On arrival at the building, Maintenance Staff will liaise with the Building Emergency Controller over the operation of installed plant and equipment and isolate services as necessary.

#### **6.3.5.5. Architectural Services**

Provide computer generated floor plans showing evacuation routes, location of dangerous goods, fire indicator panel and external assembly areas on request.

#### **6.3.5.6. University Emergency Controller**

- Ensure effective application of procedures and personnel during major incidents.
- Review model procedures.
- Annually review effectiveness of procedures.
- Liaise with media.

#### **6.3.5.7. Student Health Service**

During major emergencies Student Health Service can provide a Medical Team.

#### **6.3.5.8. Deans or Heads of Academic and Administrative Departments**

- Appoint and support a *Building Emergency Controller* and *Deputy* for each building\*
- Provide appropriate resources and authority to ensure implementation of their function.
- Ensure that at least one Emergency Evacuation drill is carried out per year in each building.

(\*For buildings with joint occupancy, all Departments/Sections shall contribute members to the *Emergency Control Organisation ECO* in proportion of number of equivalent full-time staff in occupancy, or make other practicable arrangements).

#### **6.3.5.9. Deans or Heads of Campus**

Ensure that site specific emergency planning is carried out.

Ensure that a site ECO is appointed and receives appropriate training. Provide appropriate resources and authority to ensure implementation of their functions.

#### **6.3.5.10. Emergency Control Organisation**

Ensure that the Emergency Procedures and supporting documentation which may be required to combat an emergency are assembled in an Emergency Management Plan. This is to be provided at locations in accordance with regulatory requirements. As a minimum and where applicable, the information provided shall include:

- a table of contents;
- a location map;
- the site layout, including the location of emergency response equipment;
- a map of the site effluent and storm water systems;
- emergency phone numbers;
- a site dangerous goods and hazardous substances manifest and register where applicable;
- material safety data sheets for the chemical hazards on site;
- description of the alarm systems;
- emergency impact considerations;
- any special arrangements for combating specific types of emergencies.

#### **6.3.5.11. Building Emergency Controller**

A Building Emergency Controller in each building adapts the model procedures in this manual to the needs of the building, appoints and organises training for Floor Wardens and other designated emergency personnel who are members of the Building Emergency Evacuation Team, organises evacuation drills, and takes charge in the event of an evacuation emergency or drill.

Procedures need to cope with absences of staff. The Building Emergency Controller may delegate extra duties to members of the emergency evacuation team, or to building occupants.

Staff undertaking duties as emergency personnel may be exposed to human products where there is a risk of transmission of disease. Staff volunteering for these duties may be required to receive vaccination through Student Health.

#### **6.3.5.12. Building Emergency Controller - Emergency Action**

On sounding of the building fire signal the Building Emergency Controller shall:

1. Don a white hat
2. Proceed to the building emergency control station (usually at the Fire Indicator Board)
3. Check the Fire Indicator Board and take reasonable steps to ascertain the cause of the alarm. (e.g. send a runner to the location.)
4. Ensure that Security has been contacted on 46666
5. Establish and maintain contact with the University Maintenance Officers in attendance who have responsibility for the control of services (gas, water, and electricity)
6. Receive reports from Floor Wardens or Section Wardens on the state of evacuation of their areas of responsibility
7. Direct the Floor Wardens to:
  - remain at the control point, or
  - go to a floor which has not been evacuated, or
  - proceed to the Assembly Point
8. Maintain control over the evacuation procedures until relieved by the Senior Public Authority Officer
9. Advise the Senior Public Authority Officer of the state of evacuation of the building, and liaise with the officer until the termination of the emergency
10. When the emergency is terminated:
  - Inform the building occupants at the Assembly Point to return to the building;
11. Prepare a brief written report based on Evacuation Checklist (Appendix A) and forward to the Risk Management Office.

12. Convene a debriefing meeting of the Emergency Evacuation Team and relevant personnel to assess and improve procedure.

13. Inform Maintenance of any problems that may be maintenance related, e.g.. failure of systems, unsafe conditions, etc.

14. Implement recommendations from the meeting.

#### **6.3.5.13. Building Emergency Controller Non-emergency Functions**

Modify the University model emergency evacuation procedures for the building, and document the procedures in the Building Emergency Information Book. This book must be updated annually.

Determine the appropriate structure for the Building Emergency Evacuation Team.

Appoint all members of the Building Emergency Team and arrange replacements as occupancy of the building changes, in consultation with the appropriate Dean, Head or Senior staff within the building.

Maintain a register of current members of the Building Emergency Team.

Coordinate the training for new members of the Building Emergency Evacuation Team as they are appointed, in cooperation with the Risk Management Office.

Report obstructions to aisles, passageways, stairways and fire exits, and take such action as they are able to correct the problem. Refer to section 6.5 for clear corridors policy.

Nominate times and dates of at least one emergency evacuation drill per year for each building.

Prepare and mount notices regarding evacuation procedures and the duties of occupants in the event of an emergency, in consultation with the Risk Management Office.

Determine the most appropriate evacuation routes for the building and ensure that Floor Wardens advise occupants accordingly.

Report overcrowding of rooms to the person with management and control.

Maintain the Building Emergency Information Book in buildings with a Risk Rating 1, ie have Dangerous Goods or large numbers of staff or students, developed with the Risk Management Office, including a record of dangerous goods and equipment in the building. Copies of all amendments must be sent to Security Office.

Determine the Assembly Point location in consultation with the Risk Management Office, and take steps to make occupants aware of the location.

Construct a plan of action to deter persons from entering the building after the alarm has sounded (e.g. delegate staff to stand at entrances to prevent entry).

Prepare an evacuation plan for the lecture theatres, class rooms and teaching laboratories and implement action items (Evacuation of lecture theatres, class rooms, and teaching laboratories.)

Responsibilities:

- develop and maintain appropriate building evacuation procedures
- appoint, in conjunction with management, members of the emergency control organisation for the building
- maintain a register of current members of the Building Emergency Team
- ensure that such persons receive training in emergency procedures
- undertake control of all emergency situations until relieved of duty by other emergency professional such as MFB
- maintain and update the Building Emergency Information Book (dangerous goods buildings only).

#### **6.3.5.14. Deputy Building Emergency Controller**

In the absence of the Building Emergency Controller, the Deputy Building Emergency Controller will take over these functions.

#### **6.3.5.15. Floor Wardens - Emergency functions**

On sounding of the building evacuation alarm the Floor Wardens shall:

1. Don a yellow helmet
2. Enter each accessible room including toilets and direct occupants to leave the building. Do not open doors which have hot handles or smoke coming from under door
3. Direct the Special Duties Officers to start prescribed duties
4. Report to the Building Emergency Controller on the state of evacuation of their floor
5. Take direction from the Building Emergency Controller
6. Prevention of re entry to building

#### **6.3.5.16. Floor Wardens - Non-emergency functions**

The Floor Warden shall report to the Building Emergency Controller:

- any obstructions to egress routes within building
- local changes in the use of the building, hazardous goods or equipment, or members of the emergency evacuation team;
- fire isolating doors which are prevented from closing unaided;
- faulty or missing fire extinguishers
- Staff undertaking duties as emergency personnel may be exposed to human products where there is a risk of transmission of disease. Staff volunteering for these duties may be required to receive vaccination through Student Health.

#### **6.3.5.17. Section Warden**

Where the number of Floor Wardens is large (e.g. greater than ten) it may be appropriate to appoint Section Wardens to whom a proportion of Floor Wardens report. The Section Warden liaises with the Building Emergency Controller in planning and emergency functions.

#### **6.3.5.18. Special Duties Officer**

Reporting to Floor Wardens, Special Duties Officers may carry out functions such as:

- the security of large amounts of cash or other goods
- making safe hazardous equipment or processes
- escorting known handicapped persons from the building

#### **6.3.5.19. First Aid Officers**

Qualified first aiders should report to the Building Emergency Controller for direction.

If first aiders are made part of the ECO they can be identified by a yellow hard hat with a sticker that has the first aid symbol of a green cross on a white background.

Staff undertaking duties as emergency personnel may be exposed to human products where there is a risk of transmission of disease. Staff volunteering for these duties may be required to receive vaccination through Student Health.

Authority:

Responsibilities following an incident:

- assess the situation
- identify the life threatening condition and establish priorities of treatment
- give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury, and that some casualties will require more urgent attention than others

- arrange without delay for the casualty to be transferred to a doctor, hospital or home, according to the severity of the injury or condition
- report all incidents and treatment to supervisor.

Other responsibilities:

- assess first aid kit needs and maintain first aid kits

#### **6.3.5.20. Staff, Students, Visitors and Contractors**

- Follow university procedures.
- Follow directions given by members of the Emergency Control Organisation.
- Not wilfully harm or misuse anything provided by the university for their protection or wellbeing.

### **6.3.6. Procedure and Guidelines**

#### **6.3.6.1. Identification of Wardens**

All emergency personnel are made readily identifiable to occupants and Fire Brigade by the wearing of industrial safety helmets with the following colours:

Building Emergency Controller White

Floor Warden, Section Warden Yellow

Special Duties Officer Yellow

#### **6.3.6.2. Emergency Management Team**

Establishment of a building emergency team - guidelines for desirable qualities of members:

- Persons involved in the emergency team should normally spend most of their working day in that building.
- Persons appointed should have some commitment to the task and have the necessary aptitude to work as a team member under emergency conditions.
- Consideration should be given to the nomination of team members based on the position held, rather than the individual now available. That is, - include a floor wardens role as part of the duty statement for a particular position in the department.
- Emergency team members can carry out more than one role during the evacuation.

Deputy appointments should be made for all key building evacuation team members. All emergency team members should be able and prepared to undertake the duties of any other team member who is absent during an emergency.

### **6.3.6.3. Liability and Insurance**

The University of Melbourne has in place various insurance policies to cover the potential liability arising from the various activities of the University. One such policy is the Public Liability Insurance. The intent of the Public Liability Insurance policy is to cover the 'insureds' legal liability for third party personal injury or third party property damage caused by an occurrence in connection with the business of the University. Within the definition of 'Insured' under this insurance, employees of the University are included within this definition 'whilst undertaking activities at the request of the University'. Therefore, employees undertaking defined special duty roles such as of 'Building Emergency Controller' are afforded coverage under the University's Public Liability Insurance, subject of course to the terms, conditions and exclusions of this insurance policy.

Personal Property brought to the University for personal use, where it is not of significant value to the Department is not covered by the University's Insurance Policy. Special consideration may be made through the Head of Department for loss or damage in an Emergency Situation to items of value belonging to a staff or student member.

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## **6.4. Evacuation of Mobility Impaired Personnel**

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### **6.4.1. Purpose**

To provide guidelines for the evacuation of mobility impaired personnel.

### **6.4.2. Application**

To provide assistance where a person who cannot use stairs or has other disabilities needs to move to a different level for emergency egress from a building.

### **6.4.3. Legislation**

Occupational health and Safety Act 1985

### **6.4.4. References**

Metropolitan Fire and Emergency Brigade recommended procedures

Commonwealth Fire Board Fire Safety Circular No 70

University of Melbourne Disability Liaison Office

### **6.4.5. Responsibilities**

#### **6.4.5.1. Floor Warden**

- An able bodied person should be assigned to stay with that person until they reach the Assembly Point.
- The mobility-impaired person should wait at the door of fire isolated stairs until most stair traffic has passed that level, and then be assisted inside the fire isolated stairwell, on the landing, to wait until assistance is available to enable the person to be carried down the stairs.
- The Floor Warden is responsible for informing the Building Emergency Controller, who will be at the Main Emergency Control Point or Fire Board, that a mobility impaired person needs assistance.
- Unless there is obvious danger at that location, the person should wait on the stair landing for assistance from emergency personnel. Fire-isolated stairs are rated at a minimum of two hours fire and smoke protection; (Fire isolated stairs can be identified by (i) entry and exit via solid self closing fire doors; (ii) fire separation from the rest of the building; i.e. **not** open stairways).
- Where it is known that mobility impaired persons are regular occupants of a building, it is prudent for the Floor Warden to bring this evacuation procedure to the persons notice.

#### 6.4.5.2. All Employees

To be aware of evacuation procedure and location of fire isolated stairs.

#### 6.4.6. Procedure and Guidelines

Lifts must not be used for emergency evacuations. During an emergency, a fall down crowded stairs would be of such consequence that all reasonable steps must be taken to avoid it. Mobility impaired persons must be found a safe haven until appropriate assistance is available (usually the Fire Brigade). A person must not be carried downstairs unless sufficient people with sufficient strength and knowledge are present.

Unless there is obvious danger at that location, the person should wait on the stair landing for assistance from emergency personnel. Fire isolated stairs are rated at a minimum of two hours fire and smoke protection; in the event of a fire, this location is regarded as quite safe until assistance arrives to carry the disabled person down the stairs.

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## 6.5. Conducting Trial Drills

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### 6.5.1. Purpose

To ensure that requirements of the Melbourne Fire Brigade are met by conducting annual emergency drills.

### 6.5.2. Application

Emergency drills are an important part of the staff training associated with emergency procedures.

### 6.5.3. Legislations

Not Applicable.

### 6.5.4. References

Australian Standard AS 3745-2002 Emergency control organisation and procedures for buildings.

### 6.5.5. Responsibilities

#### 6.5.5.1. Building Emergency Controller

Emergency drills are activated by the Building Emergency Controller contacting Maintenance, 8344 6000.

Coordinate the timing of the drill with Director or Head of School or Department and Laboratory Manager of School or Department.

Where the Building Emergency Team is inexperienced, advance notice of the drill (including date and approximate time) may be sent to all staff to assist their understanding and cooperation. An experienced team can supervise a drill without notice to occupants so that minimum interruption is caused to normal functions.

The *Building Emergency Controller* should download Conducting Emergency Drills Form to record the time required to complete the drill, and note any problems and deficiencies.

Make a special effort to organise the drill when both the Head of Department and other Manager(s) are present in the building.

#### 6.5.5.2. Head of Department

The cooperation and active participation of senior officers in a building is essential to ensure the wholehearted support of staff.

#### 6.5.5.3. Wardens

After each drill, a debriefing meeting of *Wardens* should be held to evaluate the success of the drill and to solve any problems that may have arisen.

### 6.5.6. Procedure and Guidelines

Download [Conducting Emergency Drill Form](#) and follow the steps.

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## 6.6. Policy on Clearways in Corridors

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### 6.6.1. Purpose

The University is required, under various legal and other recommendations, to ensure that corridors within buildings are kept free of obstruction to facilitate egress in case of emergencies.

The Occupational Health and Safety Act 1985 requires that employers ensure that the means of access to, and exiting from the workplace are safe and without risks to health.

## **6.6.2. Application**

For the purpose of this policy, the term corridor includes stairways, landings and foyers.

## **6.6.4. References**

Code of Practice for Workplaces

Building Code of Australia Section D

## **6.6.5. Responsibilities**

### **6.6.5.1. Head of Department**

It is the responsibility of Departments to comply with the above policy as far as practicable. If any assistance is required, contact the Manager, Risk Management on 8344 6030.

Verification of the implementation of this policy will be checked by any of the following means:

- management system compliance audits
- Internal audits conducted by Departments
- Audits conducted by Internal Audit
- Annual sign off on safety responsibilities by Heads of Department

### **6.6.5.2. All Employees**

Must not place items in corridors or use corridors as work space.

## **6.6.6. Procedure and Guidelines**

Irrespective of the width of the corridors :

- Corridors and escape routes should not be used as work space;
- Fixed and mobile appliances should not be positioned in corridors or escape routes;
- Projection of objects into corridors and escape routes should be avoided;

- Corridors and escape routes should be kept clear at all times and should not be used as storage space for goods, furniture, equipment, and unwanted material, even on a short term basis
- Where seating is provided for the use of customers, or displays and plants are placed in corridors, there should be a minimum width of 1.5 meters free space.

Details from legislative references:

- indoor fireproof cabinets used for the storage of dangerous goods in excess of minimum quantities should be kept clear of any passages, exits and ventilation ducts (Regulation 405)
- access and egress routes inside areas, rooms or buildings where dangerous goods are stored or handled in excess of minimum quantities, are kept clear at all times (Regulation 425 )
- flammable and combustible liquids shall not be stored or used where they may jeopardize escape from a building in the event of fire (AS1940 section 2)
- all fire-escape routes should be kept completely clear at all times (AS2243.1 section 1.5)
- buildings with laboratories should have 1.5 metres clear width for corridors (AS2243.1 section 2.1.3)

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## **6.7. Installed Fire Protection Systems**

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### **6.7.1. Purpose**

To provide information on fixed fire protection systems installed in university buildings.

### **6.7.2. Application**

There are three major reasons underlying the legal requirements for the installation of fixed systems in fire protection, these are:

- Protection of property and equipment
- Protection of personnel
- Protection of or against special risks.

### **6.7.3. Legislation**

Occupational Health and Safety Act 1985

### **6.7.4. References**

Local Government regulations and accepted Australian Standards.

Building Code of Australia.

### **6.7.5. Responsibilities**

#### **6.7.5.1. Property planning and development**

All installed fire protection systems are maintained to comply with the legal requirements including Local Government regulations and accepted Australian Standards.

#### **6.7.5.2. Maintenance**

The maintenance of such systems is under the control of the Maintenance Department, Property & Buildings.

#### **6.7.5.3. All Employees**

All faults or anomalies should be reported immediately to Maintenance Department - extension 46000.

All building occupants should be familiar with the sound of their buildings fire alarm and particular attention must be given to areas where difficulty in hearing the alarm exists e.g. noisy workshops, darkrooms, sound proof rooms etc.

Fire doors which are fitted with a self-closing mechanism should not be wedged open.

Fire stairways must not be used for storage, or contain any combustible material or objects which will restrict the movement of persons in the stairway.

### **6.7.6. Procedure and Guidelines**

The Building Regulations require that where proposed alterations (together with other alterations within the previous three years) represent more than 50% or the original volume of the building, the entire building must be brought into compliance with current regulations.

The relevant Building Surveyor may consent to partial compliance if the safety, health and amenity of persons accommodated in, or resorting to the building, or the risk of spread of fire to or from adjoining buildings will not be substantially adversely affected by the alterations.

In general terms, where existing buildings are refurbished, the Building Code of Australia (BCA) requires that the floor area being refurbished is brought up to current standards.

This protection is achieved through the installation and provision of equipment or services during the construction stage or during refurbishment of a building. The type of installed system will depend upon the perceived risk of processes and tasks carried out in the building, and the age of the building. The age of the building is relevant; at the date of construction or major refurbishment the installed fire protection equipment will have complied with the legal requirement, but will not necessarily reflect the latest technology.

The form of protection installed will either control a fire situation by extinguishing or isolating it, detect that heat or smoke is present, or raise the building fire alarm system. In any building, the installed equipment may combine these systems.

All fixed fire protection systems are connected to a fire panel which is part of a network which relays the fire alarm signal to the Fire Brigade.

## **Alarm**

The fire alarm is usually a bell installed on the outside of the building, and may include repeater bells inside the building. Since 1986 it is a requirement for some class of new or refurbished buildings to install a siren and warden communication points in a building to supplement the external fire alarm bell.

The primary purpose of the alarm system is to notify the building occupants that a fire situation has occurred. The activation of the fire alarm should be treated by all occupants as a real event and the building evacuation procedure should be implemented.

## **Detection Systems**

The detection system in buildings may sense either heat or smoke or a combination of these. Smoke detectors are increasingly being used because of their earlier warning of an emergency situation. Smoke detectors may also be used to activate fire doors to isolate zones in the building.

## **Fire Doors**

Fire doors are installed to minimise the spread of fire, including the passage of smoke through a building.

Fire doors may be automatically operated by heat activated mechanisms or smoke detectors. The securing of fire doors must be such that persons leaving an area via the fire door can do so without the use of keys or similar *at all times*. Fire doors must not be wedged open.

## **Fire Stairways**

Fire doors are also fitted to fire isolated stairways which allow the safe egress from floors within the building.

## **Fire Control Systems**

Some buildings or sections of buildings are fitted with automatically activated sprinkler heads. On activation, the sprinklers discharge a fine mist of water to extinguish/contain a fire.

In other special risk locations such as flammable liquids storerooms, computer rooms (main frames), flood systems are used to extinguish fire. Where

gaseous flooding systems are installed in normally occupied areas (e.g. computer rooms), a warning alarm is sounded prior to the discharge of gas into the room. A warning notice instructing personnel what to do should also be displayed.

### **Fire Hydrants and Hoses**

Canvas fire hoses attached to or adjacent to fire hydrant points are installed only for use by the Fire Brigade. They must not be used by untrained personnel as injury or excess property damage may result.

The University has received a special dispensation on the requirements for canvas hoses in buildings where there is no greater than a 30 m rise in a building, and the required mains pressures are achieved.

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## **6.8. Portable Fire Fighting Equipment**

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### **6.8.1. Purpose**

To provide details of portable fire equipment provided in university building and vehicles.

### **6.8.2. Application**

Portable fire fighting equipment are designed to provide the user with an appliance to attend a small fire during its initial stage. When deciding to attack a fire, always designate another person to raise the alarm and obtain a back-up fire extinguisher.

### **6.8.3. Legislation**

### **6.8.4. References**

Fire Protection Association of Australia Chart.

### **6.8.5. Responsibilities**

#### **6.8.5.1. Staff Development and Training Unit**

Provide Training Courses in conjunction with the Risk Management Office.

#### **6.8.5.2. Risk Management Office**

Provide advice, information and assistance where required.

#### **6.8.5.3. Maintenance**

Perform regular inspections and maintenance of portable fire units in buildings under the control of the University.

#### 6.8.5.4. Departmental Managers

Ensure that all staff and students receive the appropriate training, both at induction and during their time in the Department.

The amount of combustible material in their area is kept to a minimum and have all rubbish and excess packaging removed.

Keep all access routes to fire fighting equipment clear at all times.

Safety Inspections of Departments (See Section 10)

#### 6.8.5.5. All Employees

All emergency staff should be trained in the operation of the portable fire extinguishers.

All staff and students should be familiar with their buildings evacuation procedures and with the use of installed fire fighting equipment.

### 6.8.6. Procedure and Guidelines

Fire can erupt suddenly, without warning, at any time, causing damage to property or people through heat, smoke or gases given off. For a fire to exist, three elements must be present:

**Fire / Air / Heat:** the removal or control of one or more of these elements will stop the fire.

**Fire Hose Reel:** Fire hoses are provided in all University buildings for use by University staff on normal fires. Fire hose reels are permanently mounted on a wall or in a cabinet in a readily accessible location, connected to a constant water supply. They are designed to be operated by one person, and used only on carbonaceous-type fires such as wood, paper, rubbish or textiles. *They should never be used on fires involving live electrical equipment.*

To operate, turn on the water control valve before unwinding the hose. Discharge is controlled at the nozzle end by a valve or twisting action.

**Fire Blanket** Where fire blankets are installed, they are used to smother the fire to exclude oxygen. They are particularly useful if a persons clothing is on fire.

**Fire Extinguishers** Portable fire extinguishers are provided in all university buildings and vehicles for use by University staff members. There are several types of fire extinguishers.

- *water* Red in colour, it contains nine litres of water under pressure and is to be used in an upright position. It is designed for use on carbonaceous solids such as wood, paper, rubbish or textiles, and has

a discharge period of 60 - 100 seconds. Water extinguishers are unsuitable for flammable liquid fires.

- *foam* Blue in colour, it contains nine litres of an aqueous film-forming foam additive, and is to be used in an upright position. It is designed for use on flammable liquid fires such as petrol, oils and paint and has a discharge period of 40 - 90 seconds.
- *wet chemical foam* Gold in colour, it has a liquid alkaline extinguishing agent, and is specifically designed for use in kitchens on deep fryer fires involving fat and cooking oil.

**These Extinguishers must never be used on fires involving live electrical equipment.**

*carbon dioxide* Red in colour with a black band, it is designed for use on fires involving flammable liquids and live electrical equipment. The discharge period depends on the size of the extinguisher.

*dry chemical* Red in colour with a white band, it contains a bi-carbonate based powder and is suitable for fires involving flammable liquids and live electrical equipment. The discharge period depends on the size of the extinguisher.

*BCF (halon)* Yellow in colour. *These extinguishers have been withdrawn in accordance with environmental guidelines since 1 January 1997. Please return any existing units to Maintenance.*

\* *Note:* Departments shall be required to arrange the servicing of the fire extinguishers fitted in their vehicles through the current contractor used by the University Maintenance. It is recommended that servicing be carried out during the inspection visit in October of each year. Departments can obtain confirmation of the onsite inspection dates from Maintenance Department. The cost of servicing the fire extinguishers installed in motor vehicles will be charged to Departments.

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## 6.9. Safety Signage

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### 6.9.1. Purpose

To ensure that safety signs are designed, purchased and installed. Signs will be installed in compliance with current standards at the time of construction of the building, or in accordance with the guidelines provided in the Building Code of Australia.

### 6.9.2. Application

All for permanently installed safety signs within or at the entrance to a building including exit, emergency lighting, fire exit and directional signs. It does not list signs used for work in progress in the grounds nor those required in the building on a short term basis e.g. building works, experimental procedures.

### 6.9.3. Legislation

Not Applicable.

#### **6.9.4. References**

Building Code of Australia

University's Project Management and Design Standards (refer Section 1, Clause 1.3.2)

Australian Standard AS1319 Symbolic Safety Signs

#### **6.9.5. Responsibilities**

##### **6.9.5.1. Property Planning and Development and Property Services**

Install and maintain signage indicated on the signage schedule.

PP&D Project and Maintenance staff will ensure that contractors use the appropriate signs in compliance with legislation and University requirements as specified.

Traffic and Security are responsible for traffic sign and monitoring the status of Hazchem and information sign on campus.

Grounds staff will monitor and maintain the signs appropriate to their activities.

##### **6.9.5.2. Heads of Departments**

Departments are responsible for signage as indicated in the signage schedule

Departments are also responsible for temporary signage where required for research or other working conditions.

##### **6.9.5.3. Principal Biohazard Researcher**

For biohazard PC2 laboratories, the principle researcher for the project is responsible for the signs in conjunction with the Biohazard Committee who monitor the laboratories at least annually.

##### **6.9.5.4. All Employees**

Report any missing or damaged signs to supervisor.

#### **6.9.6. Procedure and Guidelines**

Safety Signs In University Buildings Safety signage in buildings (including exit, emergency lighting, fire exit and direction signs) will be installed in compliance with current Standards at the time of construction of the building, or in accordance with the guidelines provided in the Building Code of Australia.

The Australian Standard for safety sign specification is AS 1319. This standard and/or current University standards should be used when designing, purchasing or installing safety signs.

This policy is a requirement of the University's Project Management and Design Standards (refer Section 1, Clause 1.3.2). Signage Schedule. The following schedule is for permanently installed safety signs within or at the entrance to a building. It does not list signs used for work in progress in the grounds nor those required in the building on a short term basis e.g.. building works, experimental procedures.

### **Notes on items in above table**

Signs marked with \* - Installation and ongoing maintenance is responsibility of Property and Buildings. Other Signs - Installation by Property & Buildings, ongoing surveillance by Departments, changes notified to P&B.

(1) Changes or additions should be notified to the Risk Management Office who will then liaise with P&B to install or change the sign.

(2) For biohazard PC 2 laboratories, the principle researcher for the project is responsible for the signs in conjunction with the Biohazard Committee who monitor the laboratories at least annually.

### **Other Safety Signs**

Traffic and Security are responsible for traffic sign and monitoring the status of Hazchem and information sign on campus. Grounds staff will monitor and maintain the signs appropriate to their activities. P&B Project and Maintenance staff will ensure that contractors use the appropriate signs in compliance with legislation and University requirements as specified. Departments are responsible for signage as indicated in the signage schedule on the following page. Departments are also responsible for temporary signage where required for research or other working conditions.

Where a sign is a Property Planning and Services responsibility, they are to install it and provide ongoing maintenance. Where it is a departmental responsibility it will be installed by maintenance with the department providing ongoing surveillance of its relevance and notifying the relevant section in Property Planning and Services of any changes required.

Where there are changes or additions to HAZCHEM, dangerous goods, radioactive materials or Class 3 or 4 Laser beam signage the Risk Management Office should be notified. They will then liaise with Property Services to install or change the sign. For Biohazard PC 2 laboratories, the principle researcher for the project is responsible for the signs in conjunction

