

## 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
Date received: Time:	Telephone number of caller (if obtainable)
Exact wording of the threat:	

### IMPORTANT QUESTIONS TO ASK

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

### ANALYSIS OF CALLER'S VOICE

Estimated age:
English fluency: good/fair/poor
Familiar with the area:

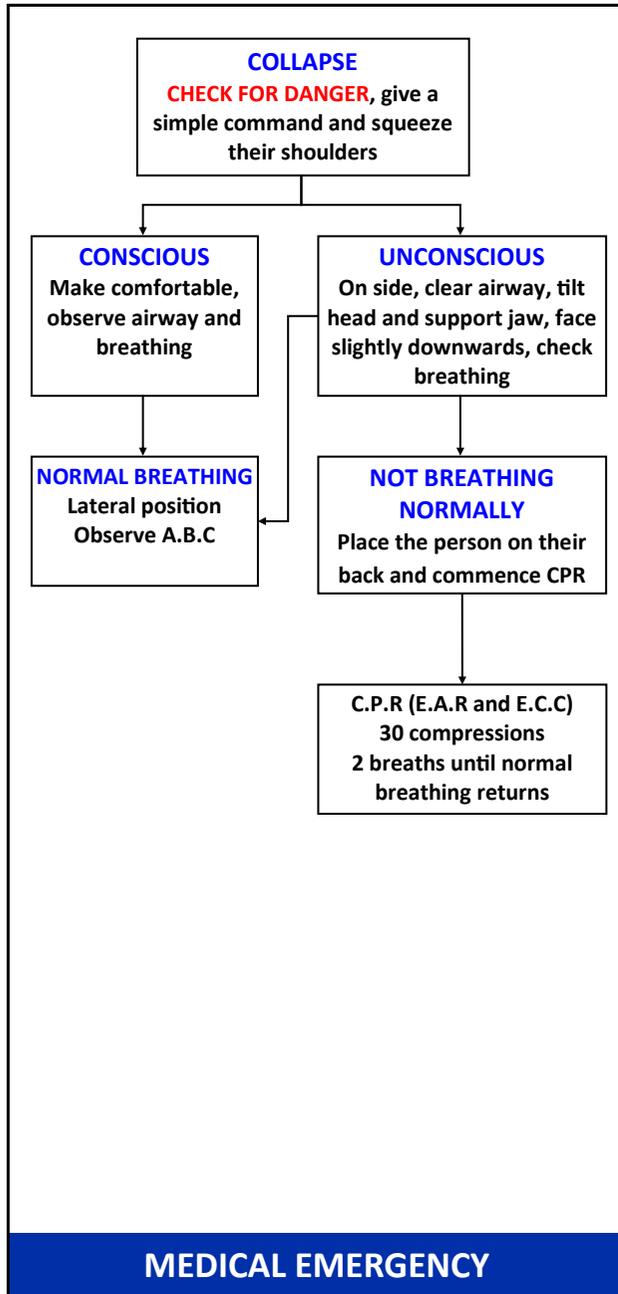
**BOMB or ARSON**

## 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**



**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**

**Benestar** 1300 360 364 [benestar.com](http://benestar.com)

**Lifeline** 13 11 14 [lifeline.org.au](http://lifeline.org.au)

**Beyond Blue** 1300 224 636 [beyondblue.org](http://beyondblue.org)

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