

# Coffs Harbour Education Campus



## EMERGENCY PROCEDURES

### Emergency Contact Numbers

**Switch (Day)** **Extension 9**

**Security (Night)** **Extension 3091**  
**1800 004 357\***  
**(1800 00HELP)\***

*\*Free call from public telephones on Campus*

**Emergency Services** **000**  
*dial "0" for outside line first*

***Keep this Booklet near your phone***

**Teaching Staff: use this booklet for class induction**

## Emergency Control Organisation (ECO)

The Campus has staff who perform warden and other emergency related roles.

The ECO is responsible for implementing emergency procedures as prescribed in the *Emergency Management Plan*.

*In the case of emergencies, instructions from EC personnel override the normal management structure.*

Key ECO personnel are:

- **Chief Coordinator:** Executive Director (White Safety Hat with NCTAFE Logo)
- **Emergency Coordinator:** Facilities Officer (White Safety Hat with blue strip)
- **Communications Officer:** Switchboard
- **Emergency Response Officer:** Security (Blue Safety Hat marked "Security")
- **Building Wardens:** Staff (Yellow Safety Hat)
- **Area Wardens:** Staff (Red Safety Hat)
- **First Aid Officers:** Staff (Green Safety Hat)

It is important to familiarise yourself with fire alarm tones, evacuation routes, emergency exits, assembly areas, emergency wardens, first aid officers etc. in your vicinity. Signage is located at the entry to each building.



## Emergency Evacuation

*Evacuation Plans are located in each building.  
Please make yourself familiar with the plan in your work areas.  
At all times during an emergency, follow the instructions of the Emergency Wardens.*

- On hearing the alarm, go immediately to the assembly area.
- If possible, take personal belongings such as handbags and briefcases. **Do not return to collect them.**
- Do not move from the assembly area until instructed to do so by the emergency personnel.
- Staff in charge of students at the time of evacuation should collect the class roll (where applicable) and conduct a roll call at the assembly area to ensure all students are accounted for. Report missing students to Security emergency personnel.
- Assist any person with a disability to leave the building. Do not attempt to carry people down stairs.
- **Do not use the lifts.**

## Evacuation Assembly Areas

*(See also Campus Map on Page 11, inside back cover)*

Building	Assembly Area
A1 and A2	Grassed area in front of Campus
B, C and D Theatre	Grassy treed area behind B and C Blocks
Library and E2	Grassed area adjacent to Block M Car Park
F	Grassed in Village Green Road loop
G, H, H2 and P	Grassed area above H Block
I and O	Grassed hill behind buildings
O Music & Dance	Grassed area in front of Block O
J and K	Gully area east of Block J
Multi Purpose Centre	Oval
Residential College	Oval
M South Wing	On hill behind building
M North Wing and LG	Grassed area adjacent M Block Carpark
N	Gully area through Carpark
Q Ground	Grassed area above H Block
Q LG	Grassed area in Village Green Loop
S	Hill above exit road from building

## Lockdown - (“Hold-In-Place”)

Situations can develop on or off campus where it is prudent, in the interests of public safety, to temporarily hold persons in a building or buildings. These situations may be safety related (eg. a gas leak) or security related (eg. an armed offender or suspected explosive device). A continuous campus wide siren will signal a Lockdown.

In the event of a critical incident requiring a lockdown, the person witnessing or becoming aware of the incident **MUST** try to notify the:

**Campus Emergency Coordinator: Extension 3072 or 0427 001 913**

**Security: Extension 3091 or 1800 004 357**

### Lockdown Alarm Procedure

The lockdown siren will sound across the entire campus.

### Staff and Student Movement

1. Once the alarm has been given all students are to remain inside the building or make their way to the nearest classroom, office or secured space.
2. Move all students from corridors into classrooms and close and secure doors where possible.
3. Anyone who is outside the office or classroom at the time of the alarm should move to the nearest office or classroom. You can move to the Library or Lecture Theatre.
4. Do not wait for friends.
5. If you are a considerable distance, and it is not safe to move to a secured room, you should lie flat on the ground and remain silent.
6. Switch off all lights and if possible close all curtains and blinds.
7. Remain silent and turn off mobile phones.
8. Remain low and out of site for the duration of the lock down.
9. Do not allow any unknown persons into the room until the all clear alarm is sounded.
10. Everyone is to remain in lockdown until the cessation of the continuous Lockdown Alarm.

### All Clear Signal

The continuous Lockdown Alarm will be turned off by the Emergency Control Coordinator on advice from the Emergency Services.

The ALL CLEAR will be the cessation of the continuous Lockdown Alarm.

A process to lock each office and work space can be found at:

<M:\OH&S\Lockdown>

## Fire



In the event of a fire, the person discovering the fire should:

- Alert persons in the vicinity of the fire.
- **Ring Campus Emergency Number**
- Extinguish fire – only if safe to do so and competent in the use of applicable fire fighting equipment.

If too dangerous to extinguish fire:

- **Activate the nearest Break Glass Alarm.**
- Evacuate the immediate vicinity (use ALL available safe exits)
- Turn off ignition sources and gas
- Attempt to control fire by **closing all windows and doors** as area is evacuated. **Do not lock doors.**
- Leave the area by the nearest safe exit.
- Meet and update Emergency Response Officer.

All persons in the vicinity:

- Evacuate the building as instructed by emergency personnel
- Do not re-enter the building until informed that it is safe to do so by emergency personnel.

Be familiar with emergency exits in your area. Signage is located at the entry to each building.

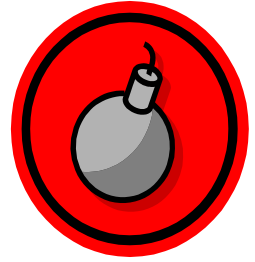
Keep exits clear and unobstructed.

Fire fighting appliances should only be used in an emergency and only by persons competent in their use.

Report missing or damaged equipment immediately to the Emergency Co-ordinator (Facilities Officer)

## **Bomb Threat**

*All threats should be treated seriously and reported immediately.*



If the threat is by telephone, keep calm and record threat details as follows:

➤ **Time of call**

➤ **What did the caller say?**

- **Where** exactly is it? Which building is it in?
- **When** will it explode?
- **What** does it look like?
- **What** will make it explode?
- **Did** you place the bomb?
- **Why** did you place the bomb?
- **Who** are you?
- **How** can we contact you?

➤ **How did the caller sound?**

- **Angry**
- **Irrational**
- **Drug/Alcohol affected**
- **Abusive**

➤ **Caller Profile**

- **Sex**
- **Nationality**
- **Age**
- **Voice**
- **Familiarity**

➤ **Call Information**

- **Background Noise**
- **Mobile Phone/Pay Phone etc**

➤ Do not hang up. This may assist in tracing the call.

➤ Use another phone to call the Campus Emergency Number.

➤ Follow evacuation or hold in place directions from Emergency Personnel.

# Suspicious Objects

## Recognition Points (Mail)

- Unusual size, shape, weight, feel, sound or smell.
- Protruding wires or strips, perforations or pinholes.
- Discolouration, stains, powdery deposits.
- Restrictive markings, excessive taping.
- Poor typing or handwriting, title but no name, incorrect title, misspelling of common words.
- Visual distractions, excessive stamps, unknown source, unusual postmark.

## On Discovering a Suspicious Mail Item

- Carefully place on nearest level surface.
- Do not open, smell, touch or taste.
- Isolate the area – move people away from the article.
- Inform applicable Supervisor/Manager.
- Inform Campus Emergency Number, including exact location in building, description of the suspicious article, initial actions on discovery, number of persons in affected area.

## Recognition Points (objects found on campus)

- Foreign to the premises, questionable origin.
- Physical characteristics are suspicious (see above).
- Item cannot be vouched for as belonging to anyone.
- Signs of forced entry, footprints, scrapes, diggings.
- Pieces of tape, wire, string, explosive wrappings etc.
- Condition of room or area altered (eg. furniture rearranged, doors closed which are usually open etc).

## On Discovering a Suspicious Object

- **Do not touch** the object.
- Note appearance, sound and exact location of object.
- Calmly keep persons away from potential danger area.
- Inform Emergency Response Officer (**do not use two-way radio or mobile phone**).



## Medical Emergency

*(including injury, assault, drug overdose, death)*

**Important!** If the patient's condition is *life-threatening* or *uncertain*, the person attending to the patient (whether First Aid trained or not) should ring for an Ambulance (000 – dial – first for an outside phone line) and provide the following details:

- Exact location of the incident (e.g.: your room number or the nearest Block)
- Type and severity of the medical emergency
- Your name and contact number
- Patient's name (if known)

**For basic First Aid, contact a First Aid Officer:**

- Via Counselling and Support Services directly (located in Block F above the Canteen)
- Via Counselling and Support Services by phoning **6659 3263** or **ext 3263**
- Contact Campus Security on **6659 3091, ext 3091** or **1800 004 357**

Remember to remain calm and as far as possible, keep the site clear and onlookers away until Emergency Services arrive (this is particularly important if the site is a potential crime scene).

## Electric Shock Injury

- **Caution:** avoid direct contact with the affected person while they are in contact with the current.
- Immediately disconnect the power source.
- **Assault Injury:** follow the procedures on the next page.

*Familiarise yourself with the location of current First Aid Officers in your area. Signage is located at the entry to each building.*



## Armed Hold Up/Armed Intruder Violent/Threatening Person

*(NB: staff trained in CHEC Armed Robbery Procedures should use this)*

- If safe to do so, **note and report** suspicious persons.
- **Don't be a hero** – stay calm. Your safety and the safety of those around you is of primary importance. If you are not directly involved, stay out of it.
- **Don't argue or provoke** – obey instructions (but don't volunteer any information).
- **Be deliberate** in your actions if ordered to do something by the offender(s). Avoid sudden movements.
- **Back away** from the offender(s) and alert others to move away also.
- **Don't stare** at the offender(s). Avoid eye contact.
- **Make it easy** for offender(s) to leave the area.
- **Make a mental note** of everything you can about the offender(s). In particular, note speech, mannerisms, clothing, scars, distinguishing features such as tattoos.
- Try and **observe any vehicle** used by the offender(s). Take particular note of registration number, type, colour and any distinguishing features.

### **After offender(s) have left:**

- **Help** any person who has been injured.
- Activate **duress alarm** (if applicable)
- **Inform Campus Emergency Number**
- **Lock Doors** to secure crime scene
- **Record** your observations in writing as quickly as you can after the incident.

## Chemical Spill/Gas Leak/Other Contamination

### WARNING

Confirm Area Safe to Approach

Do not enter any confined area where there is risk of being exposed to toxic atmospheres.

- **Contact the Campus Emergency Number**

OR

- If you cannot contact the Campus Emergency Number or your supervisor:
  - **Break the nearest fires Break Glass Alarm**
  - Ensure the immediate safety of anyone within the vicinity
  - Evacuate the immediate area
  - Turn off mobile phones
  - Ensure no naked flames are in the vicinity
  - Do not re-enter the area until advised that it is safe to do so by emergency personnel.

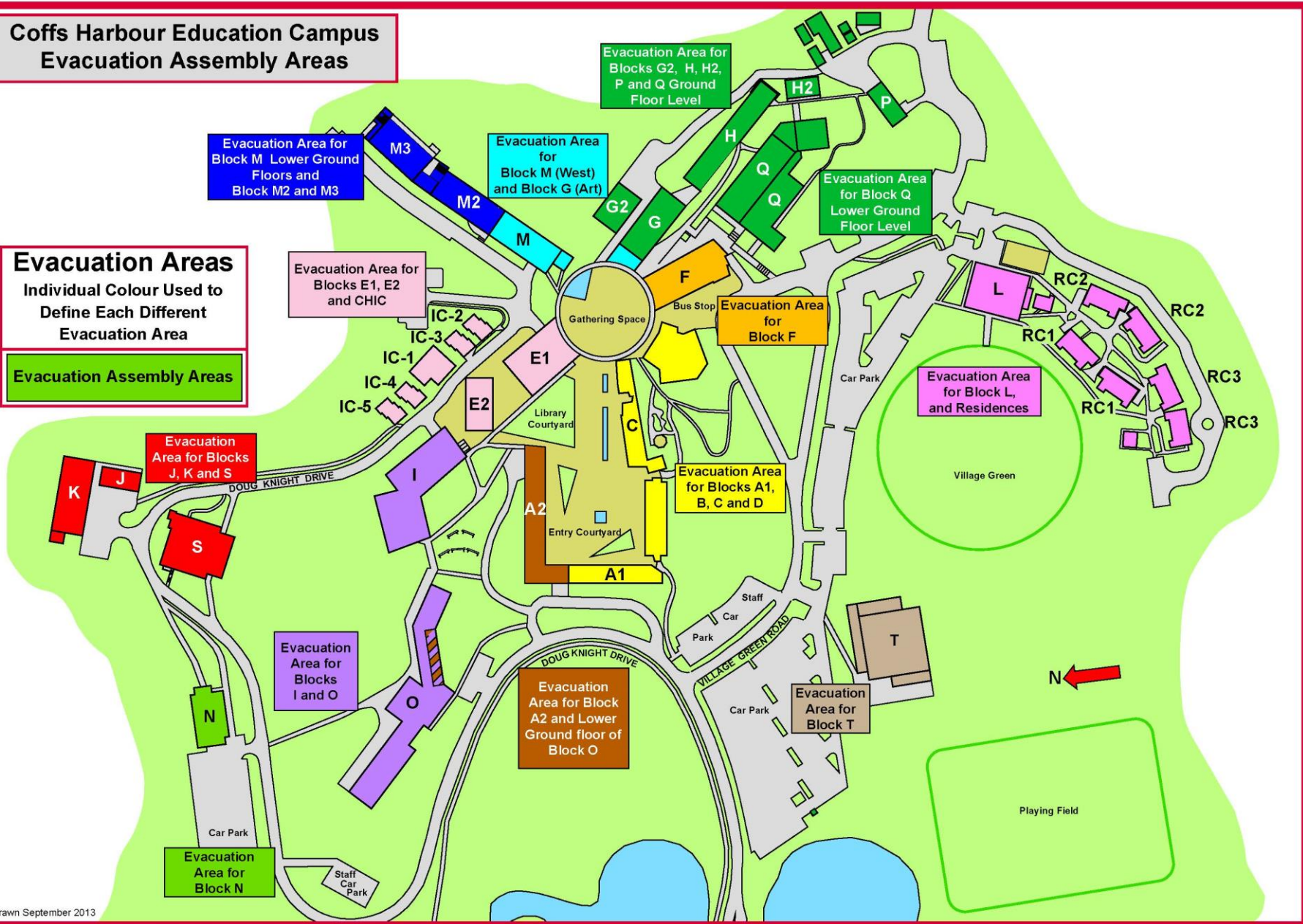
### Power Failure

- Students should remain in their classrooms
- Teachers should wait at doorway until advised by emergency personnel on the anticipated duration of the power failure and any instructions on evacuation
- Exit lights and emergency lights automatically operate upon power failure.

**Coffs Harbour Education Campus  
Evacuation Assembly Areas**

**Evacuation Areas**  
Individual Colour Used to Define Each Different Evacuation Area

Evacuation Assembly Areas



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**Security (Night)**

**Extension 3091**

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**(1800 00HELP)**

**Emergency Services**

**000**

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