



UNIVERSITY
OF TASMANIA

EMERGENCY INFORMATION
FOR
STAFF AND STUDENTS

- **Armed Hold Up**
- **Bomb Threat**
- **Evacuation-Including Persons with Disabilities**
- **Fire**
- **Infectious Disease**
- **Mail Handling-Suspicious Mail & Packages**
- **Medical Emergency**
- **Power Failure**
- **Violent/Threatening Person**

Campus Emergency Numbers

Hobart: (6226) 7600

Launceston: (6324) 3336

Burnie: (6324) 3336

ARMED HOLD-UP

Persons Involved

1. Don't be a hero - stay calm. Your safety and the safety of those around you is of paramount importance. If you're not directly involved, stay out of it.
2. Don't argue - obey the bandit's instructions, but do only what you are told and no more. Do not volunteer any information.
3. Be deliberate in your actions if you are ordered to do something by the bandit. Avoid sudden movements.
4. Don't stare at the bandit - avoid direct eye contact.
5. If possible, make a mental note of everything you can about the bandit -In particular note speech, mannerisms, clothing, scars or any other distinguishing features such as tattoos.
6. Once the bandit has left, without putting yourself at risk and if nobody else has already done so, try and observe any vehicle used by the bandit. Take particular note of the registration number, type, colour and any distinguishing features.
7. After the bandit has left, render assistance to any person who has been injured and ring the Campus Emergency Number.
8. Record your **observations** in writing as quickly as you can after the Hold-Up. The Police need individual impressions of what happened, uninfluenced by others.

Note: If area is fitted with security alarm, only activate when safe to do so

Observations:-

BOMB THREAT

BOMB THREAT CHECKLIST

KEEP THIS CHECKLIST NEAR YOUR PHONE

1 INITIAL

Don't Hang Up
Note Time of Call
Keep the Caller

2 QUESTIONS TO ASK

WHICH	building are you talking about?
WHEN	is the bomb going to explode?
WHERE	exactly is the bomb?
WHAT	does the bomb look like?
WHAT	kind of bomb is it?
WHAT	will make the bomb explode?
ARE	you the person who placed the
WHY	have you done this?
WHO	are you?
WHERE	are you?
WHAT	is your address and telephone

3 WHAT TO LISTEN FOR

VOICE	
LANGUAGE	
NOISES	Traffic/Voices/Machinery/Music/Noises on
OTHER	Sex of Caller/Estimate

4 EXACT WORDING OF THREAT

5 POST-CALL

Person Receiving the Call:

- Complete this checklist
- Notify your Security
- Hand completed checklist to Security

Security:

- Notify Police
- Notify any other Emergency Response Officers on site and confirm action

Time of Call..... Name of Person Receiving Call.....

Duration of Call..... Telephone Number.....

EVACUATION

Staff & Students

On hearing Fire Alarm or on being instructed to evacuate, students and staff not performing emergency related roles should proceed as follows :

- Remain calm.
- Ensure that persons in your immediate vicinity are aware that they must evacuate.
- Unless directly involved in controlling the emergency or assisting wardens, immediately leave the building and proceed to the nearest safe **assembly area**.
Note: During the hours of darkness, initially assemble in a well lit area in the vicinity of the main entrance to the building (providing it is safe to do so).
- Assist any persons experiencing difficulty with the evacuation - notify nearest **warden** if additional assistance is required (e.g. injured or trapped person).
- Report any missing persons to a **warden** or the emergency services personnel.
- Remain at the assembly area until otherwise instructed.

PERSONS WITH DISABILITIES - HELPFUL STRATEGIES

- Keep offices and passageways clear of obstructions.
- Discuss with persons who have disabilities how they can best be assisted in an evacuation (e.g. lifting, carrying, escorting from the building).
- Ideally, involve the person's colleagues in the planning process so that if it does become necessary to evacuate, they can directly assist the individual.
- Don't assume that lifting techniques will be similar for all disabled persons.
- If unsafe to use a lift and unable to evacuate a person immediately and safely, position person in fire isolated stairwell (in buildings so equipped) where practicable, with someone to remain with them, and obtain assistance.
- In the case of hearing impairment, discuss communication requirements with the individual and determine communication techniques which best suit the individual.
- In the event of an emergency and/or evacuation, ensure that the person is personally informed of the situation.
- Ensure that a blind person takes someone's arm (guide dogs should be put on the leash)
- In the case of persons who are intellectually impaired, explain evacuation procedures carefully and clearly, asking for feedback to ensure understanding.
- Schools/Sections that have disabled person within their area should liaise as soon as possible to determine the best means of assistance for any evacuation procedures. This will also determine the best means to communicate the type of emergency. When the evacuation involves the main teaching areas and it has not been possible to establish such plans in advance, unless the person is in immediate danger, it may be necessary to wait for the Fire Service. It may also be necessary to use horizontal evacuation through adjoining buildings to evacuate any persons from the building.

Assembly area: - _____

Wardens:- _____

FIRE

Person Discovering The Fire

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

- * Remove themselves and others from the immediate danger area.
- * Notify **Building Warden, ring Security Control Room** or activate break glass alarm
- * Confine fire and smoke by closing doors and windows (if safe)
- * Evacuate the area using all available exits.

Remember:

- * Do not fight the fire unless trained to do so
- * If applicable, turn off ignition sources and gas.
 - Do not to use lifts in the event of a fire evacuation.
 - If the 000 number is used and the University, there can be no response from the University. If in doubt notify all of the above including 000.
- * Leave the area by the nearest safe exit and proceed to the nearest safe **assembly area**

Building Warden:- _____ Extension No:- _____

Deputy Building Warden:- _____ Extension No:- _____

Area Warden:- _____ Extension No:- _____

Assembly area:- _____



INFECTIOUS DISEASE

Inquiries

If staff or students seek information of a non urgent nature they should go to the Student Services or OH&S Sites on the University website. This will contain information on any infectious disease of immediate concern to the University. These sites do not contain routine information on a regular basis.

Information is also available from the Department of Health & Human Services website located at: <http://www.dhhs.tas.gov.au>

Reporting

If you wish to report an Infectious Disease, employees should ask their Doctor to contact the University, either the Head of School/Section or the OH&S Unit. Students should ask their Doctor to contact Student Services.

MAIL HANDLING

Suspicious Mail & Packages

PERSON DISCOVERING

- * Remain well clear of any area suspected of containing items.
- * Alert persons in the immediate vicinity.
- * Ring Campus Emergency Number
- * Evacuate the affected area. Make sure that persons assemble in a well ventilated area, where they are not exposed to further risk.

Mail Handling Procedures – Suspicious Mail & Packages

RECOGNITION POINTS

Origin

- Unusual postmark
- Unknown source

Labeling

- Poor Handwriting or Typing
- Misspelling of common words
- Restrictive markings

Physical Characteristics

- Unusual size, shape, weight, feel, sound or smell
- Excessive tape
- Excessive postage
- Discoloration, stains or powdery deposits
- Perforations or protruding objects

IMMEDIATE ACTIONS

- Carefully place on nearest level surface, including the floor
- Do not open, smell, touch or taste
- Isolate the area – move/keep people away from suspect article
- Inform applicable Supervisor/Manager
- Inform Security via '7600' or '3336' call – include following information:

- Exact location in building

- Description of the suspicious article
- Initial actions on discovery
- Number of persons in affected area
- Implement applicable Initial Response (see next page)

(Mail Handling continued)

INITIAL RESPONSE

SUSPECTED BOMB

- Do not handle unnecessarily or roughly
- Do not smoke in the immediate vicinity
- Do not subject to open flame, excessive heat or direct sunlight
- Do not immerse in water
- Evacuate immediate vicinity – move persons to area where they would not be exposed to potential blast/fragmentation danger
- Keep people away from potential danger area
- Meet and update police on arrival

SUSPECTED BIOLOGICAL OR CHEMICAL HAZARD

If Article is UNOPENED:

- Alert others-keep people away from the immediate vicinity of the article
- Place article in a plastic bag and seal the bag so it is airtight
- Place all items in second plastic bag and seal that bag so it is airtight
- Remain in your office or immediate work area
- Do not touch anyone
- Try to minimise physical contact with anything else – if you have to, then try and remember what you do touch
- Ensure that other persons in the same room/work area
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth
- If possible (without leaving your work area) wash your hands.
- If possible have the building ventilation system shut down and turn off any fans or equipment that is circulating air around the workplace
- Remain calm – you are not in immediate danger – wait for help to arrive

If Article is OPENED:

- Do not disturb the item any further
- Do not pass it around
- If any material has split from the item, do not try to clean it up or brush it from your clothing
- If possible place an object over the package without disturbing it (e.g. a large waste bin)
- Remain in your office or immediate work area
- Do not touch anyone
- Try to minimise physical contact with anything else – if you have to, then try and remember what you do touch
- Ensure that other persons in the same room/work area also remain there and adopt the same personal precautions
- Stop anyone else from entering the room/work area
- Close all doors and windows
- If there is a strong or noxious smell emanating from the article then move to an adjoining room closing all doors and windows and stay in that area until help arrives
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth
- If possible (without leaving your work area) wash your hands
- If possible have the building ventilation system shut down and turn off any fans or equipment that may distribute/move air around the workplace
- Remain calm – you are not in immediate danger – wait for help to arrive

SUSPECTED RADIOLOGICAL HAZARD

If article is unopened

- Alert others-keep people away from the immediate vicinity of the article
- Limit Exposure to the article
- Do not touch anyone
- Don't handle article
- Try to minimise physical contact with anything else-if you have to, then try and remember what you do touch

- Evacuate area
- Stop anyone else from entering the room/work area
- Shield yourself from the object
- If possible (without leaving your work area) wash your hands
- If possible have the building ventilation system shut down and turn off fans or equipment that is circulating air around the workplace
- Remain calm-you are not in immediate danger-wait for help to arrive

If article is opened

- Do not disturb the item any further
- Do not pass it around
- If any material has split from the item, do not try to clean it up or brush it from your clothing
- Do not touch anyone
- Try to minimise physical contact with anything else – if you have to, then try and remember what you do touch
- Ensure that other persons in the same room/work area also remain there and adopt the same personal precautions
- Stop anyone else from entering the room/work area
- If possible (without leaving your work area) wash your hands
- If possible have the building ventilation system shut down and turn off fans or equipment that is circulating air around the workplace
- Remain calm – you are not in immediate danger – wait for help to arrive

MEDICAL EMERGENCY

Person Discovering The Medical Emergency

- Obtain relevant information - for example
 - exact location of injured person
 - type of injury(s) sustained
 - cause of injury(s)
 - treatment required (if known)
 - current status of patient
- Call Campus Emergency Number - they will ring the Ambulance and arrange to meet them if required
- Notify nearest **First Aid Officer**
- Wait with injured person until help arrives

Remember:

- Do not move the injured person unless it is unsafe to leave them where they are. Only attempt to move the injured person if it is safe for you to do so.

Area First Aid Officer:- _____ Extension No: _____

POWER FAILURE

General Guidelines

- In the event of a power failure, emergency lighting in all buildings will provide limited illumination.
- Commander and other power-dependant phone systems will be inoperative during the power failure.
- Call the Campus Emergency Number to notify security.
- If normal activities are severely affected by reduced illumination, switch off all appliances which have been in use, calmly leave the building and assemble as for a night evacuation.
- If normal activities can still be conducted, staff should nonetheless check their workplaces for any evidence of a fire.
- Where practicable, the Campus Emergency Coordinator should attempt to ascertain the likely duration of the interruption to power and advise affected persons.
- The Campus Emergency Coordinator should also consider any **consequential hazards** as a result of a power interruption.

Note: Areas with fume cupboards or large extraction systems will need to consider evacuation

Consequential hazards:-

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

VIOLENT OR THREATENING PERSON

Person Encountering Violent or Threatening Person

- Immediately notify Campus Emergency Number
- Do not argue with the person
- Move away from the person and alert others to move away also
- Do not surround the person
- Make it easy for the person to leave the building/area
- Avoid sudden moves
- Do not attempt to physically subdue the person
- Make a mental note of the **person's description**
- Remember that assuring your physical safety is the primary goal - if possible ensure that a counter or desk is between yourself and the person.

Person's description:-
