



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Campus Emergency Response Procedures: Innovation Campus



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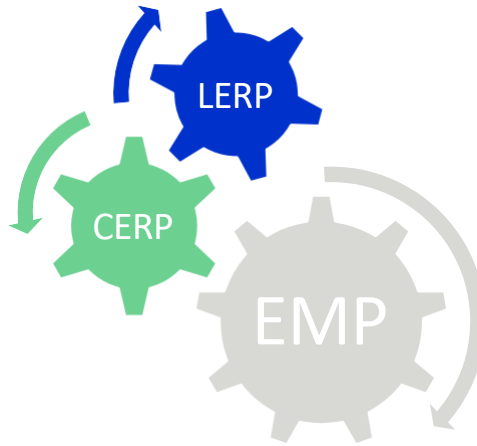
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1. Purpose

This Campus Emergency Response Procedure (CERP) outlines the planned response for specific emergency situations that could arise on the Innovation Campus.

The response for each emergency situation will describe the preferred response for affected persons as well as the actions required by key duty holders including UOW Security, Emergency Management Coordinator, Incident Assessment Team/Crisis Management Team, Building Wardens, First Aiders and Workplace Health and Safety Unit.

The procedures are interlinked with the [Emergency Management Plan](#) and Local Emergency Response Plans where required. In addition information contained in these procedures is outlined in the Emergency Procedures Guide for Staff.



2. Scope

This CERP covers the following:

- all buildings and grounds of the Innovation Campus, Squires Way North Wollongong, and
- Science Centre.

This CERP does not cover:

- Campus East Residence Accommodation.

3. Building Profiles

The Innovation Campus which continues to grow in number currently contains 7 buildings. Further information on the building profile for the campus may be achieved by reviewing the following documents:

- [Innovation Campus Map](#)

The Innovation Campus Management Office operate a property service desk to record, monitor and communicate the details of all matters that may require attention. The office is located on the ground floor of Innovation Campus Central and is your first point of contact for any questions or to report any problems you may have regarding the Building or Campus.

The Innovation Campus Management Office operates between 9.00am and 5.00pm Monday to Friday (excluding public holidays) and can be contacted via:

- Phone: 4221 5115
- Email: ic-admin@uow.edu.au

The Central Building

Building Type	Commercial offices, function centre, kiosk, café
Number of Floors	3 levels + basement car parking
Building Occupants	Up to 500 at full capacity
Nominated Building Hours	6.00am – 9.00pm
Weekdays Dangerous Goods Storage	Nil
Fire Control Point	Fire Indicator Panel, Ground Floor, western end
Assembly Area	North-west forecourt of Innovation Campus Central

AIIM Facility (including AIIM, P&D and EMC)

Building Type	Academic offices, laboratories, workshops
Number of Floors	4 levels
Building Occupants	Up to 500 at full capacity
Nominated Building Hours	8.00am – 5.00pm
Weekdays Dangerous Goods Storage	Chemical storage, flammable liquids, flammable gas, toxic and corrosive materials
Fire Control Point	Fire Indicator Panel, Ground Floor, north-west of AIIM building
Assembly Area	North-west forecourt of Innovation Campus Central and north-east of AIIM P&D building outside Science Space

iAccelerate

Building Type	Commercial and teaching rooms
Number of Floors	3 levels
Building Occupants	Up to 100 at full capacity
Nominated Building Hours	8.00am – 6.00pm
Weekdays Dangerous Goods Storage	Nil
Fire Control Point	Foyer
Assembly Area	North-west forecourt of Innovation Campus Central

Building 233

Building Type	Offices, lecture theatres and teaching rooms
Number of Floors	3 levels
Building Occupants	Up to 300 at full capacity
Nominated Building Hours	8.00am – 6.00pm
Weekdays Dangerous Goods Storage	Nil
Fire Control Point	Fire Indicator Panel, Ground Floor, inside auto airlock of main entry
Assembly Area	North-west forecourt of Innovation Campus Central

Mike Codd Building: Sydney Business School and Digital Media Centre

Building Type	Offices, lecture theatres, teaching rooms and digital media studios
Number of Floors	3 levels
Building Occupants	Up to 300 at full capacity
Nominated Building Hours	8.00am – 6.00pm
Weekdays Dangerous Goods Storage	Nil
Fire Control Point	Fire Indicator Panel, Ground Floor, inside auto airlock of main entry
Assembly Area	North-west forecourt of Innovation Campus Central

Science Space

Building Type	Exhibition space, planetarium, lecture theatre, kiosk and offices
Number of Floors	3 levels
Building Occupants	Up to 720 at full capacity
Nominated Building Hours	10.00am – 4.00pm
Weekdays Dangerous Goods Storage	Nil
Fire Control Point	Fire Indicator Panel, Ground Floor, outside main entry door
Assembly Area	Between the south-east corner of Science Space on the grass area. Alternate assembly area, western overflow carpark.

Enterprise 1

Building Type	Commercial offices and academic offices
Number of Floors	4 levels + basement car parking
Building Occupants	Up to 600 at full capacity
Nominated Building Hours	8.00am – 6.00pm
Weekdays Dangerous Goods Storage	Nil
Fire Control Point	Fire Indicator Panel, Ground Floor, western end.
Assembly Area	The grassed area between the east side of the building and the pond

Sustainable Buildings Research Centre (SBRC)

Building Type	Academic offices, laboratories and workshops
Number of Floors	2 levels
Building Occupants	Up to 50 at full capacity
Nominated Building Hours	8.00am – 6.00pm
Weekdays Dangerous Goods Storage	Nil
Fire Control Point	Fire Indicator Panel, Ground Floor, south-west corner (external access)
Assembly Area	South-east corner of Science Space on the grass area. Alternate assembly area, western overflow carpark.

4. Emergency Telephone Numbers

Emergency telephone numbers are outlined below. Dial 0 first if using UOW internal phone for an outside line.

Service Provider	Telephone Number
UOW Security	4221 4900
Emergency Services – Triple Zero	000
NSW Police Assistance Line	131 444
Poisons Information	131 126
Needle Clean-up Hotline	1800 633 353
Electricity	13 10 93
Natural Gas	13 19 09
Sydney Water	13 20 90
Wollongong Hospital	4222 5000
Public Health Unit	4221 6700
State Emergency Services (SES NSW)	13 25 00
Fire Service Provider – Credible Building Technologies	4229 9242
Facilities Maintenance Division (FMD)	4221 3217

5. Emergency Evacuation Procedures

All campuses must notify the Emergency Coordination Centre (UOW Security Wollongong) x4900 of any incidents and evacuations which impact or are likely to impact UOW Staff, Students or Visitors. UOW Security will notify the Emergency Management Coordinator of the incident, event or evacuations.

5.1 Full Evacuation

5.1.1 Occupants

Each building has an automated alarm which will signal the need to evacuate the building if a fire is detected. When the alarm sounds or after instruction by a building warden, the following procedure to evacuate is to be followed:

- proceed to the nearest fire exit, if safe to do and proceed to the assembly area
- in case of fire do not use lifts
- do not enter areas where you encounter heat and/or smoke or other hazards e.g. flooding
- follow instructions of Building Wardens, UOW Security, and Emergency Service personnel
- do not re-enter the building until instructed to do so by a UOW Security officer, Emergency Services Officer or Building Warden.

5.1.2 Chief Building Warden

Upon hearing the evacuation alarm or by being alerted to evacuate the building by UOW Security or other building warden:

- put on an orange vest and take mobile phone and necessary keys if appropriate
- proceed immediately, via a safe route, to the Emergency Control Point (Fire Indicator Panel). If not safe to proceed to the Emergency Control Point, proceed to the Assembly Area
- ensure appropriate emergency services and UOW Security is notified
- delegate tasks to building wardens and collate information regarding areas checked, amount of people still occupying building and location of mobility impaired persons
- liaise with UOW Security and Emergency Services personnel upon arrival. Provide as much information as possible about the type and location of the emergency, relevant hazards on-site and the progress of the evacuation or other initial response
- remain available to assist Security and Emergency Services personnel
- assist Security and Emergency Services personnel to announce when the scene of the emergency is clear for re-entry
- conduct a debrief meeting with building wardens
- complete Evacuation Debrief Report and recommended response changes as a result of shortcomings identified during the emergency.

5.1.3 Building Wardens

Upon hearing the alert tone or as instructed by another Building Warden to evacuate the building:

- put on the orange vest
- commence sweeping of area. Enter each accessible room (including toilets) and direct occupants to leave the building via the nearest fire exit. Do not open doors which have hot handles or smoke coming from under door
- use a calm voice and smooth and commanding hand signals
- conduct second sweep of area if safe to do so, instructing any remaining occupants to proceed to the nearest fire exit
- assist any occupants and visitors with a disability to the nearest fire exit. Ensure someone is able to stay with the person in accordance with their personal emergency evacuation plan.
- close doors when exiting rooms
- if an emergency is discovered, remove persons from the immediate danger area if safe to do so
- report back to the Chief Building Warden at the Emergency Control Point (Fire Indicator Panel) of the status of the evacuation, any disabled persons and any signs of smoke, fire or

- other emergency
- prevent any person from re-entering the building, unless authorised to do so by the Chief Building Warden, UOW Security or Emergency Services Officer
- undertake duties as directed by the Chief Building Warden.

5.2 Partial Evacuation

In instances where only a partial evacuation of the building is required, e.g. localised flooding, the following procedure is to be enacted.

- occupants of the affected area are to evacuate the building via the nearest fire exit and proceed to the assembly area
- building Wardens for the affected area shall ensure that occupants and those with disability evacuate the building
- the Chief Building Warden shall proceed to the Emergency Control Point (Fire Indicator Panel) and wait further instructions from Emergency Services or UOW Security
- other building wardens shall be apprised of the situation and anticipate implementation of full evacuation procedures.

5.3 Occupants with a Disability

Any occupant within the building that has a disability is required to have a Personal Emergency Evacuation Plan (PEEP). Refer to the [PEEP Template](#) for further guidance.

All PEEP's developed for occupants of the building shall be issued to the Chief Building Warden, building warden for the area and a copy kept at the fire alarm panel.

Where the need is identified in a PEEP, stairway evacuation devices shall be utilised for people who use wheel chairs or who would otherwise need to be carried down the stairway. This should be conducted by persons with appropriate training.

Visitors to the building with a disability shall be escorted to the nearest fire exit. A building warden or delegate should wait with the person until Emergency Services arrive or the 'all clear' is given.

5.4 First Aiders

First aid officers should take a portable first aid kit with them if safe to do so when evacuating the building.

5.5 Lifts

Lifts shall not be used while the building is being evacuated in an emergency situation.

5.6 Personal Effects

When being evacuated, occupants and visitors may be asked to take their immediately available personal effects such as handbags, wallets and car keys if it is safe to do so.

5.7 Vehicle Movement

While the building is being evacuated no vehicular movement is permitted around the building.

5.8 After Hours Procedures

In the case that the building is required to be evacuated out of normal hours, UOW Security will act as the Chief Building Warden upon arrival to the Building.

6. Air Supply Contamination

Innovation Campus has a number of buildings where central air conditioning facilities are provided. These systems are connected to building fire detection systems, so that in the event of a fire alarm these systems are shut down to prevent the spread of heat and smoke throughout a building.

There is a possibility that the external environment of a building may be exposed to pollutants or fumes that may enter the building via these systems thus contaminating the fresh air within the building.

Effects of air supply contamination may include smells and air quality that induce illness or, in extreme cases, vomiting and unconsciousness.

6.1 Notification and Response

Building occupants must ensure that the following are notified:

- UOW Security on 4221 4900
- Chief Building Warden.

UOW Security will notify the following groups:

Group	Action
Emergency Management Coordinator	<ul style="list-style-type: none"> • Attend emergency site as a required, assess situation and instigate necessary actions to minimize further risk or loss.
Emergency Services: <ul style="list-style-type: none"> - NSW Fire and Rescue - Ambulance Service NSW 	<ul style="list-style-type: none"> • Attend emergency site and treat affected persons. • HAZMAT unit may be required. • Shutdown air circulation systems.
Maintenance Controller	<ul style="list-style-type: none"> • Shutdown air circulation systems.
Manager WHS	<ul style="list-style-type: none"> • Attend as required and assist Emergency Management Coordinator. • Assess and report to authorities i.e. SafeWork NSW.
Incident Assessment Team/ Crisis Management Team	<ul style="list-style-type: none"> • Informed of emergency. At minimum: <ul style="list-style-type: none"> - Chief Operating Officer - Director Facilities Maintenance Division - Media and Corporate Communications Manager • Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate.

6.2 General Procedure

- It may be necessary for the affected area or the building to be evacuated. In some cases it may be sufficient to contain an area and prevent access until the room can be ventilated.
- Response to this type of incident should consider any immediate danger to persons or the comfort of individuals and procedures to ensure effective containment and clean up.
- Material that caused contamination should be identified and notification of all relevant key personnel and authorities should occur.

7. Aggressive / Assault

Act of aggression may be feelings of anger or antipathy resulting in hostile or violent behaviour; readiness to attack or confront. Where an act of aggression or assault has occurred and is witnessed or reported to a staff member, it must be reported to UOW Security. If Police attendance is warranted then the staff member should advise this when notifying the UOW Security. If the situation is in progress then this should be conveyed to the UOW Security.

7.1 Notification and Response

Depending on the severity of the event, building occupants are to ensure that the following are notified:

- UOW Security on 4221 4900.
- Supervisor.

Security will notify the following groups:

Group	Action
Security Supervisor	<ul style="list-style-type: none"> • Respond as team leader and take action.
Emergency Management Coordinator	<ul style="list-style-type: none"> • Notified based on severity of the event and liaise with UOW Security and Emergency Services. Attend site as required, assess situation and instigate necessary actions to minimize further risk or loss. EMC will investigate, assess, record and make a report.
Emergency Services: <ul style="list-style-type: none"> ▪ Police ▪ Ambulance Service NSW 	<ul style="list-style-type: none"> • Attend if circumstances warrant and severity of the event. Police intervention or assistance e.g. if victim has desire for Police action, persons seriously injured.
Counselling	<ul style="list-style-type: none"> • Contact Manager WHS or Manager Staff Services to coordinate counselling with appropriate provider.
Incident Assessment Team/ Crisis Management Team	<ul style="list-style-type: none"> • Informed of situation at minimum: <ul style="list-style-type: none"> - Chief Operating Officer - Director, Facilities Management Division - Director Student Services if students involved - Media and Corporate Communications Manager • Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate.
Student Services	<ul style="list-style-type: none"> ▪ Inform and enact critical incident procedures.
WHS	<ul style="list-style-type: none"> ▪ Notified Safety net report completed.

7.2 General Procedure

What to do if YOU are a victim or nearby the situation:

1. If person is able to be reasoned with, ask them to **leave the room** and take a break, then see or phone UOW Security immediately.
2. If the person cannot or will not leave the room - Clear the rest of the class and yourself from the area, then see or call UOW Security immediately.
3. If the situation is dangerous, clear the rest of the class and yourself from the area.

Use SAFE ZONE app and press HELP or EMERGENCY. UOW Security will call your mobile immediately.

They can provide advice, either call Triple Zero 000, initiate lockdowns and contact Campus

- Staff should report all incidents of assault regardless of whether the victim wishes to pursue Police action or not.
- The victim should be seen by a UOW Security Officer to ascertain the circumstances of the incident.
- If there are any witnesses to the incident then these persons should be asked to remain with the victim until the arrival of Police or the UOW Security Officer. If they are unable to stay staff should obtain their particulars.
- The UOW Security Officer responding to the incident will obtain all relevant information of the incident for the submission of the following:
 - UOW Security Incident Report, and
 - Hazard and Incident Report via SafetyNet.

8. Active Armed Offender

An active armed offender may involve one or more individual's intent on causing physical harm to staff, students or visitors through the use of a firearm, prohibited weapons (knife, sword) or an improvised weapon which could cause physical harm where force is used. Active armed offender may include situations like a Hold up, Hostage taking, a Hostile motor vehicle attack or an armed Intruder.

It is important that staff and students are aware of these procedures. An armed offender may target staff who may be directly involved in operations where cash is handled, stored or perceived to be stored. Staff should take precautions and be alert for any activity that may lead to their business or unit being targeted. An armed offender may have other criminal intentions to coerce or cause fear to targeted person to or behave in manner as to cause serious alarm to the campus community by randomly attacking any person nearby.

8.1 Notification and Response

In an attempt to hold up a business for cash held on premises, many core or retail businesses on campus handling cash will have armed hold-up procedures and training.

If an armed offender is intent on targeting a specific person or engaged in randomly attacking people you will need to refer to the General procedures below on what actions to take. For example follow the Escape, Hide, Tell procedures for a random attacker.

Building occupants must ensure that the following are notified:

- Police: Call Triple Zero 000
- UOW Security: 4221 4900

When communicating with Police or UOW Security ensure you clearly describe what is happening, how any offender is behaving and how they are armed.

UOW Security who will notify the following groups:

Group	Action
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified and liaise with Chief Controller, UOW Security and Emergency Services. Attend site as required, assess situations and instigate necessary actions to minimise further risk or loss. ▪ Alerted to alarmed condition.
Emergency Services: - Police - Ambulance	<ul style="list-style-type: none"> ▪ Implement Emergency Management Procedures ▪ Attend the scene and take required action.
Incident Assessment Team/ Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Vice-Chancellor ○ Chief Operating Officer ○ Director Facilities Management Division ○ Media and Corporate Communications Manager ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate.

8.2 General Procedures

Armed Hold Up

What to do if YOU are a victim or nearby the situation:

- stay calm, obey the person's instructions.
- don't be heroic - no amount of money is worth a human life.
- do only what you are told and nothing more. Do not volunteer information.
- do not stare at the person as they might think you recognise them. Remember that some offenders are under the influence of drugs and may be irrational.
- if you are ordered to hand over money, be deliberate in your actions e.g. do not hesitate or attempt to stall.

- if you can leave the building with safety, do so and raise the alarm.
- if you are not involved in the incident, stay away and out of danger.
- Observe as much as possible about the person - in particular, note speech, mannerisms, clothing, scars or tattoos. Record these observations in writing as quickly as you can after the hold-up.

Police response

In an Active Armed Offender scenario a police officer's priority is to protect lives. One of their priority actions to achieve this will be to locate the offender and effectively manage that threat as quickly as possible, which could mean initially moving past people who need help.

As more police resources become involved they will attempt to quickly provide support and guidance to persons affected by the incident.

At some stage they will conduct a 'clearance' search of the location to ensure that all persons involved or impacted by the incident are located, and the scene is made safe.

Please remember:

- Upon arriving at the scene, it is possible police officers may initially not be able to distinguish you from the offender(s);
- Police officers will be armed and could point guns in your direction;
- Avoid quick movements or shouting and keep your hands in view;
- They may initially move past you in search of the offender/s;
- Be aware that police may enter your location at some stage to secure the building and locate people that have hidden from the threat; and
- Promptly follow any instructions given by emergency responders.

Hostage Taking or Active Armed Offender – What to do if YOU are a victim or nearby the situation:

ESCAPE	HIDE	TELL
<p>Your priority action should be to remove yourself and others from close proximity to the offender/s, or areas that they might reasonably access. The following actions may influence the decisions you make in safely assessing your available options:</p> <p>Under immediate attack</p> <ul style="list-style-type: none"> • Take cover initially, but attempt to leave the area as soon as it is safe to do so. • Leave most of your belongings behind (except for mobile phone). • Do not congregate in open areas or wait at evacuation points. • Provide guidance to people that might be unfamiliar with the area. • Make good use of available cover and concealment opportunities. • Consider (only as a last resort) options for arming yourself with improvised weapons to defend yourself in the event that you are located by the offender. <p>Nearby attack</p> <ul style="list-style-type: none"> • Leave the area immediately and move quickly from where the attack is located, but only if it is safe to do so. <p>Cover from gunfire</p> <ul style="list-style-type: none"> • brickwork or concrete walls • vehicles (engine block area) • large trees and fixed objects • earth banks/hills/mounds. <p>Concealment from view (in addition to above options)</p> <ul style="list-style-type: none"> • building walls and partitions (internal and external) • vehicles • fences and other large structures • blinds/curtains. 	<p>If you don't believe you can safely evacuate, then you may need to consider sheltering in place. Constantly re-assess the situation and your options based on the best available information.</p> <ul style="list-style-type: none"> • Avoid congregating in open areas, such as corridors and foyers. • Consider locking or barricading yourself and others in a room or secure area. • Secure your immediate environment and other vulnerable areas. • Move away from the door, remain quiet and stay there until told otherwise by appropriate authorities, or you need to move for safety reasons. • Silence mobile phones and other devices that may identify your presence. • Try to contact police (000) or others to advise of your location and situation. • Assess and re-assess better options for sheltering in place either within your current location or at an alternative location. • Choose a location which may enable access to a more secure area. • Consider (only as a last resort) options for arming yourself with improvised weapons to defend yourself in the event that you are located by the offender. 	<p>The more information you can pass on to the police or owners and operators the better, but NEVER at the risk of your own safety or the safety of others. If it is safe to do so, think about obtaining the following information:</p> <ul style="list-style-type: none"> • exact location of the incident • description of the offender/s and whether they are moving in any particular direction • details of any weapons being used • number of people in the area and any that have been injured • the motive or intent of the offender/s (if known or apparent). <p>Provide this information immediately to the police via 000 if this can be achieved safely. You may be asked to remain on the line and provide further that the operator requests or if the situation changes. Consider providing information and advice to others that may be in your area that may be unsure of the current location of the threat and what they should do. Whether you are able to safely do this, and the communication methods available to you, will be determined by the circumstances and your own assessment of the situation.</p>

9. Biohazardous Material Spills or Leaks

AIIM uses biohazardous materials on-site, including genetically modified organisms (GMO's). In accordance with legal requirements, all biohazardous materials should be recorded, approval obtained for their use, and a register kept of their location. A copy of the UOW Gene Technology Review Committee application which includes emergency procedures should be available for all substances in a proximal location. A copy should also be held with the central register of biohazardous material in the Research Services Office location for this information referenced and all staff educated on this issue.

In the event that a biohazardous material leaks or spill occurs, a number of actions will be required. Emergency Procedures in this case should consider the immediate danger to persons and procedures to ensure effective containment and clean up, appropriate disposal of waste material and notification of all relevant authorities.

9.1 Notification and Response

Building occupants must ensure that the following are notified:

- Building Wardens
- UOW Security on 4221 4900
- Supervisor.

UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Attend emergency site as required, assess situation and instigate necessary actions to minimise further risk or loss.
Emergency Services: <ul style="list-style-type: none"> - Fire and Rescue (HAZMAT) - Ambulance Service 	<ul style="list-style-type: none"> ▪ Attend scene and take required action.
Institutional Biosafety Committee Chair	<ul style="list-style-type: none"> ▪ Called to attend: contact details ▪ Assess and report appropriate authorities e.g. OGTR.
Manager WHS	<ul style="list-style-type: none"> ▪ Call to attend ▪ Assess and report appropriate authorities e.g. SafeWork NSW. ▪ In consultation with the Gene Technology Review Committee Chair (where appropriate) prepare reports for: <ul style="list-style-type: none"> ○ Gene Technology Review Committee ○ WHS Committee ○ SafeWork NSW (if required)
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate

9.2 General Procedure

Procedures for managing a biohazardous spill are outlined in the [University Biosafety Manual](#).

10. Building Collapse / Structural Failure

Aside from the impact of an earthquake which is specifically covered in Section 15, there is a remote possibility that building collapse or structural failure may be attributed to an unforeseen building defect or may arise from an explosion or collision by a vehicle or aircraft.

10.1 Notification and Response

Building occupants must ensure that the following are notified:

- UOW Security on 4221 4900.
- Chief Building Warden

UOW Security will notify the following groups:

Group	Action
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Attend emergency site, assess situation and instigate necessary actions to minimise further risk or loss.
Emergency Maintenance Team: <ul style="list-style-type: none"> - Innovation Campus Operations and Facilities Manager - FMD 	<ul style="list-style-type: none"> ▪ Attend emergency site, assess damage and building works to minimise further collapse. ▪ Call for specialist builders or engineers as required.
Emergency Services <ul style="list-style-type: none"> - Fire and Rescue - Ambulance Service - Police 	<ul style="list-style-type: none"> ▪ Attend dependent upon severity of collapse and threat to life.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Inform of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director Facilities Management Division ○ Media and Corporate Communications Manager ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate

10.2 Procedures – Building Wardens

- Activate R.A.C.E.
- Building Wardens and UOW Security notified and attend site.
- Wardens and UOW Security should not enter unsafe areas. Hard Hats should be worn in or near affected areas.
- Do not use lifts.
- Do not smoke and avoid ignition sources in this area.
- Emergency Maintenance team should isolate any gas and electrical services.

10.3 Procedures – Building Occupants

- There may be no warning of a building collapse or structural failure. Individuals should seek a safe place. Options may include taking cover in sturdy doorways with good overhead protection, cover under furniture e.g. tables.
- If practical leave the building. Caution should be adopted as you may be struck by falling debris
- Remain calm.
- Do not move from safe cover.
- If trapped inside raise alarm if possible using phone, voice or other means of communication and wait to be rescued.

11. Bushfire

While remote, there is a possibility of an ember attack should a fire progress from the escarpment or originate from Puckeys Estate Reserve.

This threat will be generated by the presence of burning debris or ash fallout from bushfires carried by high winds across the Campus which may cause secondary fires. This may include areas where there are combustible materials present e.g. skylights, vegetation in gutters, landscaped and garden areas around buildings or car parks.

11.1 Bushfire on UOW Property

11.1.1 Notification and Response

Where a bush fire is discovered upon UOW property, staff should notify:

- UOW Security on 4221 4900
- Chief Building Warden of building and nearby buildings

The UOW Security will notify the following groups:

Group	Action
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Attend emergency site, assess situation and instigate necessary actions to minimise further risk or loss.
Emergency Services <ul style="list-style-type: none"> - Fire and Rescue - Bushfire and Rescue - Ambulance Service - Police 	<ul style="list-style-type: none"> ▪ Attend and attempt to minimise risk of fire ▪ Treat injured or ill persons ▪ Coordinate traffic minimisation
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Inform of emergency at minimum: <ul style="list-style-type: none"> ○ Vice-Chancellor ○ Chief Operating Officer ○ Director Facilities Management Division ○ Media and Corporate Communications Manager ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate. ▪ Close campus.

11.1.2 General Procedure

- Fire reported on UOW property should be classified at “Red Alert” warning stage. See Bushfire off campus for alert levels applied to monitoring impact of bushfires in the community adjacent to Campuses.
- Remove persons in immediate danger if safe to do.
- Attempt to extinguish the fire only if you are trained and it is safe to do so.
- Obey directions of Building Wardens, South Coast Security or Emergency Services.

11.2 Bushfire Off Campus

11.2.1 Notification and Response

Where a bushfire is located near or adjacent to UOW property the Security Operations Centre (SOC) will:

- Monitor commercial radio and media sources for information from Rural Fire Service (RFS) that may affect UOW property
- Consult with the Rural Fire Service about its information reports and their effect on the campus

- Report to the Emergency Management Coordinator and advise of developments and any alerts
- Notify Chief Building Wardens of nearby buildings and place the Security Officers on alert or on a level of readiness and delegate specific duties to members.

The SOC will coordinate with the following groups:

Group	Action
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Review information provided by Rural Fire Service and other authorities. ▪ Coordinate operations ensuring level of readiness ▪ Dispatch Security Officers on precaution patrols
Emergency Services <ul style="list-style-type: none"> - Fire and Rescue - Rural Fire Service 	<ul style="list-style-type: none"> ▪ Liaise with UOW Security and provide regular updates on situation ▪ Coordinate traffic minimisation
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Inform of emergency at minimum: <ul style="list-style-type: none"> ○ Vice-Chancellor ○ Chief Operating Officer ○ Director Facilities Management Division ○ Media and Corporate Communications Manager ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate. ▪ Conduct threat assessment as outlined in procedures below to ensure safety of staff and students.

11.2.2 Monitoring Procedures

The EMC (UOW Security) is responsible for monitoring the Bureau of Meteorology (BOM)/RFS websites for fire weather conditions, fire weather ratings and reported fires within 50kms of the regions that our campuses are located within. The EMC will raise awareness and report to the Incident Assessment Team/Crisis Management Team and Campus Managers any of the following conditions:

- days where weather ratings of extreme or catastrophic levels are declared
- any relevant fire activity e.g. within 50kms
- upon any advice provided by Rural Fire Service, NSW Police or Local Emergency Management Committees (eg. Illawarra).

The EMC will provide a Bushfire Activity Situation Report for distribution that outlines the current bushfire situation as outlined above.

Campus Managers are encouraged to monitor the Rural Fire Service Website or 'App' during periods of heightened awareness on these extreme days.

11.2.3 Bushfire Alert Levels and Response Actions

Bushfire alert levels have been developed to provide guidance into what action UOW should implement in coordination of UOW activities in conjunction with community emergency combat agencies advice and alerts. The nature of an alert may not necessarily reflect that a campus is to be impacted directly by fire but recognise other factors including is it safe for staff and students to travel to campus or will there be factors that will increase difficulty in staff and students starting homeward journey towards the end of the normal working day, which may impact UOW emergency management having to develop strategies to manage staff and students displaced. Careful consideration about different impacts events may induce should be given consideration.

For each bushfire alert level the EMC (in consultation with the Incident Assessment Team/Crisis Management Team) will conduct an assessment using the assessment tool to determine appropriate response. Emergency response actions will be communicated to the campus community via the following but no limited to:

- mass notification system (Wollongong Campus)
- email
- briefings of Chief Controllers or building wardens by EMC of respective Campuses who will communicate to staff within their facilities/buildings
- digital signage network (Wollongong Campus).

Bushfire Alert Status	Bushfire Status	Required Action EMC	Required Action Other
NSW RFS LEVEL: <i>Not Applicable</i> UOW ALERT LEVEL: White - Normal Operations	<ul style="list-style-type: none"> No immediate threat, any bushfire greater than 50kms from a UOW Campus Fire Danger Rating 'Extreme' or 'Catastrophic' Fire bans in place for UOW Campuses. 	<ul style="list-style-type: none"> Emergency Management Coordinator (EMC) alerted. EMC determines level of response from monitoring Fire Danger Rating and local conditions. Items which impact UOW community may include: <ul style="list-style-type: none"> road closures transport links or hubs closed or disrupted delayed start of homeward journeys persons likely to be displaced Monitor and determine impact of any fire within 50-75km radius a UOW campus Stand down after threat of Bushfire has passed. 	All: <ul style="list-style-type: none"> Observe any directions as per NSW Fire Danger Rating and Fire Bans as communicated.
NSW RFS LEVEL: Advice UOW ALERT LEVEL: White - Normal Operations	<ul style="list-style-type: none"> A bushfire has started within 15-50km radius of a UOW campus however there is no immediate danger. 	<ul style="list-style-type: none"> As above. Monitor RFS/NSW Police and Local Emergency Committee – follow directions and requests. Prepare and issue Bushfire Activity Situation Reports as per procedure and information becomes available. Continue to monitor and maintain awareness. Advance to Yellow alert based on RFS information such as strong likelihood of impact of fire or an ember attack to campus. Incident Assessment Team/Crisis Management Team convened and consider: <ul style="list-style-type: none"> Campus communication and directions e.g. via email and digital signage network Security Officers and Maintenance Emergency Team (MET) placed on alert. Incident Assessment Team/Crisis Management Team notified and updated regularly by EMC. Stand down after threat of Bushfire has passed. 	Incident Assessment Team/Crisis Management Team: <ul style="list-style-type: none"> Briefed on developments by EMC. Accommodation Services Director/Campus Controllers: <ul style="list-style-type: none"> Briefed on developments by EMC.
NSW RFS LEVEL: Advice Watch and Act UOW ALERT LEVEL:	<ul style="list-style-type: none"> There is a heightened level of threat. Conditions are changing and action needs to be taken now to protect persons and property. 	<ul style="list-style-type: none"> As above. Enact Fire Emergency Procedures if indicated. EMC determines what staffing resources may be required. EMC determines what Emergency groups or tasking groups eg. UniCentre, Accommodation 	Incident Assessment Team/Crisis Management Team <ul style="list-style-type: none"> Incident Assessment Team/Crisis Management Team meet and consider evacuation options as outlined below: <ul style="list-style-type: none"> full evacuation and site closure partial evacuation

<p>Yellow – Heightened Level Of Readiness/Students or Staff Impacted</p>	<ul style="list-style-type: none"> ▪ A bushfire has started or is likely to be within 10- 15km radius of a UOW campus. ▪ Significant local road or major arterial road closures ▪ Transport links closed with significant impact e.g. roads to Sydney closed, trains to Sydney stopped. ▪ Need for 100 people or more likely to be displaced or unable to start homeward journey and may require temporary support. ▪ Note: A fire may not be directly impacting Campus. However a large number of students and staff may not be able to commence their homeward journeys due to road closures eg. Mt Ousley, northern suburbs or stoppages of trains and bus transport towards Sydney. UOW may need to monitor emergency services requests 	<p>Services, others may need to consider level of readiness or implementation of local plans</p> <ul style="list-style-type: none"> ▪ Assess level of safety for persons remaining on campus. ▪ Students and Staff may need to shelter in place or be directed based upon prevailing circumstances ▪ If decided, evacuation directions communicated to campus via email, building notification system and digital signage network ▪ Establish a temporary support centre or utilise external evacuation centre ▪ Stand down after threat of Bushfire has passed. 	<ul style="list-style-type: none"> - no evacuation (shelter in place). ▪ Assessment of the following to help determine actions: <ul style="list-style-type: none"> - Is there an active fire - Probable impact of an active fire - Level of Fire Danger Rating - Weather conditions - Instructions from emergency services - Travel options for staff/students - Traffic/road closures - Campus activity e.g. examinations ▪ Forecasting and monitoring of conditions will require careful ongoing assessment by Incident Assessment Team/Crisis Management Team. This status will require consideration between RFS Levels of Watch and Act and an Emergency warning and the location of any active fire. ▪ High risk group assessment may be required. eg Kids Uni. <p>Accommodation Services</p> <p>- Campus East</p> <ul style="list-style-type: none"> ▪ If this level of alert is applied it will be due to assessment that a fire may impact Innovation Campus, the General Manager AS should arrange for AS staff to make “preparatory arrangements” with student residents. Occupants should be placed on stand- by to prepare personal effects pack per local plans in case evacuation is warranted. Students should put together “essential items”, personal effects and clothing for
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	<p>and support students and staff impacted temporarily in this type of situation.</p>		<p>overnight stay away from their facility.</p>
			<p>Managing Displaced Persons</p> <ul style="list-style-type: none"> ▪ Staff and students may not be able to commence a homeward journey due to transportation links disrupted by fire, road closures affecting travel to Sydney or northern Suburbs of Wollongong or generally travel away from campus. In this instance the following target groups may be required to implement support. <p>WHS Unit</p> <ul style="list-style-type: none"> ▪ Coordinate availability of staff to register temporary evacuees. Draw on staff resources from any Administration Division. Unit ensures any persons arriving at University Hall for support are registered. Where practicable provide advice and information on when or how persons can travel. Monitor availability of community evacuation points relevant to individual home destinations, where extended or overnight support may be necessary.

<p>NSW RFS LEVEL: Emergency Warning</p> <p>UOW ALERT LEVEL: Red – Campus Under Threat</p>	<ul style="list-style-type: none"> ▪ Bushfire within 10Kms of UOW Campus or ember attack imminent. ▪ Persons may be in danger and need to take action immediately. Any delay now puts life at risk. 	<ul style="list-style-type: none"> ▪ As above. Note: when a fire starts it may have occurred with no previous Advice or Watch and Act notifications. ▪ Assess location of fire/smoke plume, wind direction and path of fire, or ash fallout and/or ember attack ▪ Enact Fire Emergency Procedures including evacuation of any persons in immediate danger and assess where to evacuate to or how to shelter in place ▪ Provide support to high risk groups eg Kids Uni, Accommodation Services ▪ Liaise with Incident Assessment Team/Crisis Management Team and provide information and advice e.g. site closure should be considered based upon assessment of the following: probable impact of an active fire, level of Fire Danger Rating (FDR) – (Catastrophic, Extreme), fire weather condition, instructions issued by emergency services. ▪ Stand down after threat of Bushfire has passed. 	<p>Emergency Services</p> <ul style="list-style-type: none"> ▪ May issue an emergency alert via SMS or other means ▪ Will provide assistance and information on evacuation and containment. <p>EMC</p> <ul style="list-style-type: none"> ▪ Alert Police to temporary activation of facility for displaced persons who are unable to commence homeward journeys or normal transportation is not immediately available. ▪ Liaise with emergency agencies where continuance of arrangements required or alternative community centres may be preferred. <p>Incident Assessment Team/Crisis Management Team</p> <ul style="list-style-type: none"> ▪ Convened and alert target groups to requirement and support required. ▪ Level of evacuation or campus closure assessed. <p>Accommodation Services</p> <ul style="list-style-type: none"> ▪ Incident Assessment Team/Crisis Management Team makes assessment of continued occupation of AS Facilities nearest Robsons Road. Determine whether evacuation is warranted or occupants should shelter in place. ▪ Students can be evacuated to Campus East by bus. AS arrange buses for transportation. <p>UOW Pulse</p> <ul style="list-style-type: none"> ▪ Support displaced persons
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			<p>temporarily, University Hall, provide bottled water to evacuees and if practical maintain opening of commercial food outlet/s. (Note: <i>Retention of staff may require careful consideration if staff families or homes are impacted.</i>)</p> <p>WHS</p> <ul style="list-style-type: none">▪ Manage register of displaced persons. <p>ARD</p> <ul style="list-style-type: none">▪ Initiate critical incident procedures.
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12. Civil Disorder / Demonstrations

Demonstrations or protests by interest-motivated groups are not an unusual occurrence on campus. Generally these demonstrations/protests are peaceful and civil. On most occasions these activities are planned and promoted and involve liaison with UOW Security.

However, on rare occasions some groups are intent on causing disruptions to services by undertaking illegal occupancy or through other means set out to cause a civil commotion that may unsettle staff, other students or visitors which may attract media attention.

12.1 Notification and Response

Building occupants must ensure that the following are notified:

- UOW Security on 4221 4900
- Supervisor.

UOW Security will notify the following groups:

Group	Action
Security Supervisor	<ul style="list-style-type: none"> ▪ Respond as team leader and take necessary action to reduce risk of injury, illness or further unrest.
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Called to site where there is risk of injury or escalation of unrest.
Emergency Services - Police	<ul style="list-style-type: none"> ▪ Attend and remove persons if required.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Inform of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director Facilities Management Division ○ Media and Corporate Communications Manager ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate. ▪ May meet protestors or see delegation.

12.2 General Procedure

In the event occupants experience any disturbance in a building that arises from a group of protestors, they are to do the following:

- remain calm
- lock offices and secure documents, valuables, equipment, cash, etc.
- turn off computers, ensure password access is in place
- withdraw staff if necessary.

UOW Security will determine whether Police should be called. Unless there is an apparent need for Police (e.g. assault or violence) arises before Security Officers can attend staff should leave this decision to the UOW Security.

13. Communicated Threat or Suspicious Object

A communicated threat may involve a threat being conveyed through a telephone call, postal mail, email, and social media or through a public broadcaster or local authorities. A threat may encompass a suggestion of either the presence of a bomb or other article likely to cause disruption or harm to an individual or organization.

A threat may also arrive as a suspicious letter or postal item. Suspicious mail or other items may contain a biological threat or could contain an explosive device.

UOW Security will seek assistance from Emergency Services whenever such an item is discovered.

13.1 Notification and Response

A person answering a telephone call, receiving a written threat or finding a suspicious item must immediately ensure that personnel identified in the table below are notified. A person answering a telephone call where a reference is made to a bomb will also need to complete and follow the directions outlined in the UOW [Telephone Bomb Threat Form](#).

Receiving a threat over the telephone will complicate this process as it will be difficult for that person to communicate verbally with anyone else. The person may need to use an alternative means of communication such as sending an email to notify another colleague or building warden about the threat and to request that they take on the duty of notifying those listed below.

Campus/Area	UOW Security	Campus Head / Manager	Local Security
Innovation Campus	(02) 4221 4900	Emergency Management Coordinator	UOW Security

If the threat is located inside or within close proximity of a University building, then the Chief Building Warden from that building also needs to be notified about the threat. The Chief Building Warden should ensure that they are available to assist with a building evacuation when it is has been determined that this is a necessary course of action.

For more information – 4 Emergency Telephone Numbers.

After being notified about the threat the Emergency Management Coordinator will organise for a [Threat Analysis Checklist](#) to be completed using the information collated within the UOW Phone Bomb Threat Checklist as a reference. The completion of the Threat Analysis Checklist will determine what action is taken in relation to the communicated (bomb) threat.

The Emergency Management Coordinator and Emergency Services may want to interview the person who took the call, received the threat in writing, or found the suspicious item to assist with the assessment of the Phone Bomb Threat Checklist.

UOW Security will notify the follower groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified and liaise with UOW Security and Emergency Services. Attend site as required, assess situation and instigate necessary actions to minimise further risk or loss.
Emergency Services: <ul style="list-style-type: none"> - Police - NSW Fire and Rescue - Ambulance Service 	<ul style="list-style-type: none"> ▪ Attend scene and take required action.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate
Wollongong Hospital	<ul style="list-style-type: none"> ▪ Placed on alert

Note: Bomb threat checklist and analysis forms should be available at call centres and central telephone numbers for all Units.

13.2 Telephone Bomb Threat Procedures

A bomb threat most likely will be directed over a telephone by the caller to the place of business where the threat is intended to cause disruption. Other threats may be received in the written form or via electronic mail. In either case the procedures for responding will be similar, but careful evaluation of when the message was sent should be reviewed.

When a telephone threat is received the person answering the call must remain calm and try to establish where the caller has placed the bomb and when the bomb is likely to detonate.

For questions to ask caller, refer to the [Telephone Bomb Threat Form](#).

13.3 Threat Assessment

Threats may be categorised as:

- Specific threat: Where the caller will provide more detailed information which could include statements describing the device, why it was placed, its location, the time of detonation and other details. Although less common the specific threat is the more credible.
- Non-specific threat: A caller may make a simple statement to the effect that a device has been placed. Generally very little, if any, detail is provided before the caller terminates the call.

After careful evaluation and analysis of the threat a decision will be made that may involve some of the following steps:

- take no further action
- conduct search without evacuation
- evacuate and search, or
- evacuate (without search).

Suspicious mail or other articles

Below is a list of suspicious characteristics related to letters and parcels:

- they are unexpected or from someone unfamiliar to you
- addressed to someone no longer working with the University or notably outdated
- have no return address
- unusual weight for the size of the envelope
- lopsided or oddly shaped
- marked with restrictive endorsements e.g. “personal” or “confidential”
- shows a city or state in the post mark that does not match the return address
- spelling of the addressee’s particulars may be incorrect
- there may be wires protruding from the article or strange odours or stains.

Below is a list of suspicious characteristics related to a biological threat:

- presence of an unexplained powdery substance when article is opened
- present of a note or letter threatening chemical contamination.

Procedures for Staff

- Assess the threat.
- If decided the item is suspicious, leave it where you first discovered it, even if the item has been partly opened.

If you have partly opened a suspicious mail item, there may or may not be evidence of particles or dust, you should immediately wash thoroughly your hands and then rinse your face.

13.4 Evacuation

If the decision is made to evacuate, people should be requested to remove all personal belongings e.g. handbags, shopping or carry bags when evacuating. This will facilitate the identification of suspect objects.

Prior to evacuation it will be necessary to check that evacuation routes are safe and that paths and gardens outside the facility to be evacuated are clear of any suspicious items or devices. Check routes and assembly areas before evacuating occupants to a safe area.

13.4.1 Limitations of Total Evacuation

Evacuation procedures for a bomb threat are different to a fire, e.g. doors and windows should be opened to lessen the blast effect, and not closed as in the case of a fire. Additionally, there are significant safety and economic factors associated with a bomb threat, which may weigh against an immediate evacuation, as follows:

- *Risk of injury*: as a general rule, the easiest area in which to plant an object is in the shrubbery sometimes found outside a building, an adjoining car park or in an area to which the public has the easiest access. Immediate evacuation through these areas might increase the risk of injury and car parks should not normally be used as assembly areas.
- *Response limitation*: total and prompt evacuation will remove personnel who may be required to make such a search.
- *Panic*: a sudden bomb threat evacuation may cause panic and unpredictable behavior, leading to unnecessary risk of injury.
- *Essential services*: Some evacuations may be precluded by the essential nature of the operations conducted within the building.
- *Loss to business services*: while the protection of life should outweigh any economic loss, repeated threats may increase loss of business and interruption of services to an unacceptable level.

13.4.2 Partial Evacuation

An alternative to total evacuation is partial evacuation. This response is particularly effective when the threat includes the specific or general location of the placed object or in those instances where a suspect object has been located without prior warning.

Partial evacuation may reduce risk of injury by removing non-essential personnel. Personnel essential to a search may remain, critical services may be continued and, in cases of repeated threat, loss of output will be minimised. A partial evacuation requires a high degree of planning, training, supervision, coordination and rehearsal.

13.5 Search

White level inspection – daily routine

As part of staff normally daily routine when first arriving at work. Staff should conduct a white level inspection of their normal surroundings, office and workstation. Staff should satisfy themselves that their work space is normal and that there are no unusual or unexplainable items within your space and that your work space is undisturbed.

At the time a communicated threat is received it will be necessary to conduct a new white level inspection. The most appropriate personnel to carry out a search, in any given area, are then the occupants of the building, structure or workplace because they have the knowledge of 'what belongs' or 'what does not belong' in a location at any time.

This white level inspection is an inspection by all staff of their respective workplaces for any articles that are unusual, suspicious or unable to be accounted for. White level inspections are conducted so there is confidence that the workplace is secure.

The aim of a search is to identify any object that is not normally found in an area or location, or for which an owner is not readily identifiable or becomes suspect for any other reason, for example –

- a suspiciously labeled object
- an object similar to that described in the threat
- an object of unusual size, shape and sound, or
- the presence of pieces of tape, wire, string or explosive wrappings or other unfamiliar materials.

13.5.1 Search Sequence

General priorities for searching should follow the following sequence:

- outside areas including evacuation assembly areas
- building entrances and exits and particularly paths people will use to evacuate.
- Public areas within buildings. **Note:** most buildings contain public areas that are accessible for the placement of an 'object'. These areas usually provide a means of exit, which evacuees have to pass through, or be in proximity to during an evacuation.

Before conducting any search or an evacuation consider the following steps:

- check evacuation routes and for a safe place to assemble (at least 100 metres away)
- if conducting a search that involves all building occupants, it is likely that evacuation of the facility may be necessary to prevent occupants from being distressed
- how will occupants be requested to leave
- establish search teams and area of responsibility
- issue clear instructions to searchers that the search is a visual inspection of the facility
- building wardens and other staff may be asked to assist UOW Security in a visual inspection of the facility

- or Police who have been instructed and assigned a search area, have occupants check their work stations and immediate areas for anything unusual or suspect
- once occupants have satisfied searchers that their area is clear, searchers should request occupants to take personal belongings e.g. hand bags, brief cases, shopping or carry bags, etc. Then direct occupants to safe exit
- searchers should then complete the search of their assigned area and once satisfied that their area of responsibility has been thoroughly searched, leave the area and report to the Emergency Management Coordinator
- Care should be exercised with mobile phones, radio sets, wireless technology transmission and any other equipment producing electromagnetic radiation in situations where improvised explosive devices are suspected. Such equipment should not be used until clearance is given by the attending bomb technicians.

13.5.2 Suspicious Device or Item Located During Search

- On locating a suspect object, search personnel should not touch, cover or move it. Notify UOW Security immediately on 4221 4900.
- The location should be conspicuously marked, for example, a paper trail to the nearest exit is most suitable. After ensuring there are no other suspect objects in the vicinity, the area should be evacuated and isolated. Search of other areas should continue to ensure that there are no other suspect objects.
- Continue search to ensure that there are no secondary devices.
- Ensure all searchers are accounted for and safe.
- The Emergency Management Coordinator will ensure assistance with Police and other arrangements for safety of evacuees and site management procedures are put into place.

13.6 Maintenance Emergency Team

- On request from the NSW Fire and Rescue Senior Fire Officer or the Emergency Management Coordinator, members of the Maintenance Emergency Team should be alerted to attend the emergency site and when directed by the NSW Fire and Rescue disconnect or isolate services as required.
- The Maintenance Emergency Team may be called upon to attend the site with ladders for searching out-of-reach areas or maintenance-specific areas such as plant rooms.

13.7 Stand Down

- At the conclusion of the incident or when the threat has passed, stand down all services which were placed on alert.

14. Death on Campus

Where a person has been found to be deceased, it is important that this situation be reported immediately to UOW Security.

14.1 Notification and Response

Building occupants must ensure that the following are notified:

- UOW Security on 4221 4900
- Building First Aid Officer
- Supervisor.

UOW Security will notify the following groups:

Group	Action
Security Supervisor	<ul style="list-style-type: none"> ▪ Respond as team leader and take necessary action which may include checking signs of life, isolating others from the area.
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Attend site, liaise with Emergency Services and Incident Assessment Team / Crisis Management Team.
Emergency Services <ul style="list-style-type: none"> - Police - Ambulance 	<ul style="list-style-type: none"> ▪ Attend and take required action.
WHS Unit	<ul style="list-style-type: none"> ▪ Coordinate employee assistance program or student counselling.
Incident Assessment Team/ Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Vice-Chancellor ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications ○ Manager Academic Registrar ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate
Academic Registrar (if student related)	<ul style="list-style-type: none"> ▪ Enact critical incident procedures if student related.

14.2 Procedures for Staff

- Call Security on 4221 4900
- Seek building First Aid Officer
- If safe to do so check for signs of life, administer first aid if appropriate.
- If person is deceased secure area and isolate others until UOW Security arrive.
- Do not disturb area, do not move or touch anything.
- Record particulars of all persons who have entered area and provide to UOW Security on arrival.

14.3 Critical Incident Guidelines

The [Critical Incident Guidelines](#) are to be followed for the death of a student death either on or off campus

15. Earthquake / Building Collapse

It is likely and largely dependent upon the severity of the tremor or quake that a variety of different problems will arise. These may involve damaged or collapsed buildings or sections of buildings, burning fires, damaged or exposed electrical or gas services, large numbers of injured people and potential fatalities.

In addition it is likely that the rest of local community would be affected. In this type of disaster the Campus may not be able to rely upon the early arrival of emergency services or sufficient services.

15.1 Notification and Response

Building occupants must notify the following:

- UOW Security on 4221 4900
- Chief Building Warden.

UOW Security will notify the following groups:

Group	Action
Security Supervisor	<ul style="list-style-type: none"> ▪ Respond as team leader and take necessary action which may include checking signs of life, isolating others from the area.
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Attend site, liaise with Emergency Services and Incident Assessment Team / Crisis Management Team.
Emergency Services <ul style="list-style-type: none"> - Police - Ambulance - Fire and Rescue - Rescue Services 	<ul style="list-style-type: none"> ▪ Attend and take required action.
Emergency Maintenance Team	<ul style="list-style-type: none"> ▪ Access damage and take action as required to help gain access to damaged buildings or prevent further risk of collapse.
Incident Assessment Team/ Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Vice-Chancellor ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications ○ Manager Academic Registrar ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate

15.2 General Procedure

- Activate Standard Fire Orders (R.A.C.E.).
- Building Wardens and UOW Security should be notified and attend site.
- Building Wardens and UOW Security should not enter unsafe areas. Hard Hats should be worn in or near these areas.
- Assist and guide emergency services personnel on their arrival.
- Do not use lifts.

- Do not smoke and avoid ignition sources in this area.
- Emergency Maintenance Team should isolate any gas and electrical services.

In the event that a tremor or quake of some magnitude was to occur, the following actions should be considered in the different stages of such an emergency.

15.3 Actions for Individuals during an Earthquake

There is usually no warning of an earthquake and it may last for seconds or a minute. The following actions should be taken by individuals during an earthquake or tremor:

- remain calm, do not panic
- take decisive action to protect yourself:
 - in buildings: move away from glass windows and walls. Move into a sturdy doorway with good overhead protection. Seek cover under furniture e.g. tables
 - in the open: keep away from the buildings that are likely to collapse, or where falling debris such as glass or tiles may land. Be careful of fallen power poles or cables. Treat all fallen cables as being electrically live.

15.4 Actions for Individuals After an Earthquake

The following actions should be taken after an earthquake has occurred:

- inside a building, caution should be exercised when moving around. Assess the area you are in. If there are obvious building structural problems, evacuate from the building. As you go keep a look out for exposed electrical wiring and circuits, badly damaged structures that pose a danger. If you are able to help other disorientated or injured people from the building, do so
- if you are able to assist, liaise with first aiders and provide assistance. If the quake has caused substantial destruction then it may take some time to organise assistance. Remain calm
- do not use telephones unless it is an absolute emergency, for example a serious fire or persons trapped. Remember that these services may be damaged and operational facilities will be needed by UOW Security and Emergency Services to coordinate external assistance
- send someone to the Security office to relay messages/obtain assistance
- cars should not be driven, unless it is an emergency. If any roads are clear they should be available for Emergency Services vehicle access and egress. If you have an operational commercial radio, listen for messages from authorities and news reports on the extent or seriousness of the emergency
- stay in a safe area - this may be inside or outside.

16. Fire

Fire emergency procedures are provided for the safety of staff, students and visitors.

Wardens should be familiar with the fire detection and response systems that are appropriate to their particular building.

The following procedures outline the steps that should be followed when a fire alarm sounds, or an Emergency Warning Intercommunication System (EWIS) is activated, or where an actual fire is reported.

16.1 Notifications and Response

Building occupants must ensure that the following are notified:

- UOW Security on 4221 4900
- Building Wardens.

UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Attend site, liaise with Emergency Services and Incident Assessment Team / Crisis Management Team
Emergency Services: <ul style="list-style-type: none"> - NSW Fire and Rescue - Ambulance Service 	<ul style="list-style-type: none"> ▪ Attend scene and take required action.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate

16.2 Fire Procedures

The "R.A.C.E" acronym has been adopted as the UOW standard fire orders and is outlined below:

Steps to follow in a fire emergency:

R	Rescue	Any person/s in immediate danger if safe to do so.
A	Alarm	Raise the alarm. Contact UOW Security on extension (0) 4221 4900 or alternatively contact Emergency Services on (0) 000. Activate break glass alarm.
C	Contain	Close doors to contain the fire.
E	Extinguish / Evacuate	Attempt to extinguish a fire only if you are trained and it is safe to do so. Evacuate according to UOW procedure.

The standard fire orders are included in evacuation diagrams through University buildings.

16.3 Detection of External Fire

An external fire either on or near the building may not activate the internal fire detection system or sprinklers unless it breaks into the building. Detection of the fire is likely to be through the observation of a person external to the building. Therefore, it is important upon notification of a fire on the external of the building the following are to be notified:

- UOW Security - 4900
- Chief Building Warden
- Building Wardens.

Procedure:

- Activate the Building Occupant Warning System using a manual call point (break glass alarm) to commence an evacuation
- Appointed building wardens to determine safe exits proceed to their nominated fire stairs or egress doors to determine if the exit is safe to use. The observance of smoke and/or flames will indicate that the fire exit is unsafe to use and should be avoided
- If fire exit is unsafe to use the building warden shall re-direct occupants to an alternative fire exits while it is safe to do so. This may require occupants to return back up the fire stair to re-enter the 1st floor and proceed to the one of the other fire stairs
- Once the evacuation is complete the building wardens shall proceed to a safe exit and leave the building and report to the Chief Building Warden.

16.4 Fire Extinguishers

Fire extinguishers should only be used when it is safe to do so. When using a fire extinguisher there are some basic principles which can be easily remembered from the acronym PASS:

- Pull
- Aim
- Squeeze
- Sweep.



- Before attempting to extinguish a fire always raise the alarm and seek assistance.
- When attempting to fight the fire ensure you have a safe means of exit. Never let the fire get between you and the exit.
- There are different classes of fire extinguishers that are to be used on different types of fires. In an emergency this information is labeled on the fire extinguisher.
- The table below outlines the appropriate types of fire extinguishers for different types of fires:

Type of extinguisher		Type of Fire, Class and Suitability						Comments (Refer Appendix B)
Colour scheme	Extinguishant	A Wood, paper, plastics, etc	B Flammable liquids	C Flammable gases	E Energized electrical equipment	F Cooking oils and fats	D** Metal fires	
AS/NZS 1841 -1997 AS 1841 -1992	Water							Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires
	Wet Chemical							Dangerous if used on energized electrical equipment
	Foam***							Dangerous if used on energized electrical equipment.
	Powder	ABE 						Special powders are available specifically for various types of metal fires (see **).
		BE 						
	Carbon Dioxide							Generally not suitable for outdoor use. Suitable only for small fires.
	Vaporizing Liquid							Check the characteristics of the specific extinguishant.
	Fire Blanket							

* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have a limited extinguishing capability.
 ** Class D fires (involving combustible metals). Use only special purpose extinguishers and seek expert advice.
 *** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

Fire Extinguisher Compatibility Guide (Reference AS:2444)

16.5 Hose Reels

When using a hose reel to extinguisher a fire follow these principles:

- Do not use hose reels on electrical fires.
- If possible, two people should unroll a hose reel – one to control the nozzle and the other to ensure the hose runs freely and is not caught around doors or corners.
- Remember to turn the water supply on at the hose reel before running out the hose.
- Check the water is able to be turned on and off at the nozzle.

17. Food Poisoning

Where it becomes evident that people have been adversely affected by the same original food source (more than 2 separate but related incidents) from Campus facilities the matter should be referred to the Workplace Health and Safety Unit on 4221 3931.

Symptoms of food poisoning range from mild to very severe. Symptoms usually take between a few hours to a few days to begin and may last for a few days, depending on the type of pathogen. Symptoms often include one or more of the following:

- nausea
- stomach cramps
- diarrhea
- vomiting
- fever
- headaches.

17.1 General Procedure

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Attend site, liaise with Emergency Services if required ▪ Notify Emergency Management Group if serious.
Emergency Services: – Ambulance Service	<ul style="list-style-type: none"> ▪ Attend scene and take required action.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate
Manager WHS	<ul style="list-style-type: none"> ▪ Attend site and assess situation ▪ Record information of callers and complaints ▪ Establish if investigation is warranted ▪ Report to NSW Food Health in accordance with any legislative compliance requirements

18. Gas Leak

Innovation Campus uses gas services in a number of buildings across campus. The University has experienced both major and minor gas leaks that have required emergency procedures to be implemented and assistance from emergency services has been necessary in most cases.

Most emergencies associated with gas leaks have involved building sites where excavation has ruptured concealed pipe work. The size of the damaged or ruptured pipe will generally dictate the extent of the area to be evacuated. The risk of an explosion and fire are the major concerns when confronting a gas leak. Thus the presence of ignition sources is a major concern.

In addition to the fire risk the emergency procedures must also address the evacuation of the fallout area where the released gas is drifting. Building Wardens and UOW Security will need to take into account the prevailing winds and where the fallout zone is when assembling evacuees and when closing access to pedestrian footpaths. The risk of smokers walking through affected areas outdoors will be a major concern.

18.1 Notification and Response

Building occupants must ensure that the following are notified:

- UOW Security on 4221 4900
- Chief Building Warden.

UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Attend site, liaise with Emergency Services if required.
Emergency Services: <ul style="list-style-type: none"> - Fire and Rescue (HAZMAT) - Ambulance Service (if cases of exposure notified) 	<ul style="list-style-type: none"> ▪ Attend scene and take required action. ▪ Measure gas levels
Maintenance Emergency Team	<ul style="list-style-type: none"> ▪ Shutdown of air movement systems may be required. ▪ Coordinate repair of cause of gas leak.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate
Manager WHS	<ul style="list-style-type: none"> ▪ Contact SafeWork NSW

18.2 Procedures

18.2.1 Occupants

Upon discovering a gas leak:

- Notify UOW Security and Chief Building Warden
- Remove people from immediate danger and gas leak area - if safe to do so
- Prevent access to affected area until UOW Security arrives
- Limit potential ignition sources.

18.2.2 Chief Building Warden

Actions for Chief Building Warden if evacuation warranted:

- communicate emergency to Building occupants using the Public Address (PA) and Emergency, Warning, Intercommunication System (EWIS)
- follow evacuation procedures
- seek assistance from trained staff, UOW Security, First Aiders and Building Wardens.

18.2.3 UOW Security

Actions for UOW Security attending emergency site:

- liaise with Building occupants and assess the extent of the gas leak and limit potential ignition sources
- liaise with Emergency Services and/or Facilities Maintenance Division upon arrival
- establish safety perimeter and restrict access.
-

18.3 Potential Ignition Sources

Reducing potential ignition sources are vital to reducing the risk of an explosion when there is a gas leak. The following procedures apply in the affected area to reduce the potential for explosion:

- do not allow persons to smoke
- do not allow motor vehicles to be started
- do not allow ignition sources to be used (such as electric powered tools)
- do not use mobile telephones
- do not transmit on two-way radios in the affected area. Only use for reception only.

19. Hazardous Material Spills or Leaks

AllIM is the primary user of hazardous chemicals and materials at Innovation Campus. In accordance with legal requirements, all hazardous chemicals are recorded in ChemAlert and each one requires a Safety Data Sheet (SDS).

Emergency Procedures in this case should consider the immediate danger to persons and procedures to ensure effective containment and clean up, appropriate disposal of waste material and notification of all relevant authorities.

19.1 Notification and Response

Building occupants must ensure that the following are notified:

- UOW Security on 4221 4900
- Chief Building Warden.

UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Attend site, liaise with Emergency Services if required.
Emergency Services: <ul style="list-style-type: none"> - Fire and Rescue (HAZMAT) - Ambulance Service (if cases of exposure notified) 	<ul style="list-style-type: none"> ▪ Attend and take required action.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate
Manager WHS	<ul style="list-style-type: none"> ▪ Attend, assess and report to SafeWork NSW if required.

19.2 General Procedure

- DO NOT smoke, and avoid ignition sources in this area.
- DO NOT use mobile telephones. Turn mobile phones off.
- DO NOT transmit on two-way radios in the affected area. May use for reception only.
- Isolate individuals contaminated and treat.
- Persons in affected area separated and kept on site.
- Persons not involved in contamination vacate area.
- If the contamination is due to a container spill of liquid, and the hands are protected, right the container.
- If the spill is on the skin, flush thoroughly with water, taking care not to spread contamination to the eyes or mouth.
- Discard any clothing (including shoes) which may be contaminated and leave the areas, closing the door behind you.
- Syringe disposal if appropriate.

19.3 Atmospheric Contamination

There are various types of atmospheric detectors installed where there is a risk of contamination e.g. laboratories. This includes low oxygen, LEL (lower explosive limit), and detectors for specific gases.

Fixed detectors are set to activate at specific points determined by the areas, e.g. low oxygen level maybe set 19.5%.

Regardless of the type of alarm, all response to atmospheric detector alarms should be treated with care. Local area knowledge is important for the determination of the appropriate response to the alarm.

19.3.1 Procedures for Responding to Gas Alarms

- Do not enter room if detector is in alarm.
- Determine the type of contaminant (product) and the level of contamination (alarm).
- If required evacuate the area and building immediately.
- Verify level of contamination by conducting a gas test with portable gas detection instrument.
- Extreme caution is required to ensure that the rescuer does not become a victim themselves – determine if oxygen level is low or if carbon monoxide is present using portable gas detector before taking action.
- For low O₂ and high CO₂ - ventilate room to return to safe atmospheric levels prior to entering the room.

20. Intruders

Staff and students may observe or encounter intruders upon Innovation Campus property or discover that intruders have been upon Innovation Campus property.

In the case that intruders are still on premises this should be immediately communicated to UOW Security. If intruders have left the scene you should advise this.

20.1 Notification and Response

Building occupants must ensure that the following are notified:

- UOW Security on 4221 4900.

UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified, attend if necessary
Emergency Services: <ul style="list-style-type: none"> - Police - Ambulance Service 	<ul style="list-style-type: none"> ▪ Attend and take required action.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate

20.2 General Procedure

- Notify UOW Security on 4221 4900.
- Seek safe refuge if possible.
- Avoid confrontation with intruder.

21. Lift Breakdown – Persons Trapped

There are a number of lifts installed in each building on the Innovation Campus. Although these lifts are regularly maintained, occasions do arise where lifts malfunction and persons may be trapped in the lift.

When a lift breaks down with people inside, it is important that steps are taken to ensure that the lift is returned to service and any persons trapped on board are released as soon as possible. As lifts may often be used by mobility impaired persons or by persons with pre-existing health conditions, it is important that checks are made about the welfare of the persons trapped.

Facilities Maintenance Groups who monitor emergency phones, must ensure that UOW Security is notified as soon as they are aware of persons being trapped inside a lift. The facilities maintenance team will be responsible for coordinating the lift service company response.

21.1 Notification and Response

Building occupants and facilities maintenance teams are to notify:

- UOW Security on 4221 4900.

UOW Security will undertake the following actions:

- Respond to location
- Confirm persons trapped
- Notify Fire & Rescue NSW
- Ensure maintenance team have contacted lift service company to respond
- Request ambulance, if warranted

UOW Security will notify the following groups/personnel:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified, attend if necessary
Facilities Maintenance Division	<ul style="list-style-type: none"> ▪ Attend ▪ Ensure Life Service company called ▪ After event, report incident to Innovation Campus Operations and Facilities portfolio
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate

21.2 General Procedure

Procedures for person trapped inside lift:

- Stay calm and use lift emergency telephone to contact the facilities maintenance team and report the location of the lift eg building number and information from inside panel.
- Wait for assistance

Procedures for finding a lift malfunctioning:

- Stay calm and use lift emergency telephone to contact facilities maintenance team
- If persons trapped inside, comfort and re-assure persons, let them know help is on the way
- Continue to monitor the health, safety and welfare of the persons trapped
- Wait for UOW Security to arrive

Signs must be posted to all levels of a lift, where the lift is shut down for an extended period.

22. Loss of Power Supply

The loss of power supply may affect the safety of people moving freely and safely through the campus. The scope and impact of this event will be determined by:

- the time of day and amount of natural light entering the building
- the extent of the loss of power and what building systems have been affected, and
- how many buildings are involved, the more buildings that have been affected the greater chance the duration of power loss will be longer.

The need to evacuate should be established from the above criteria. If the event occurs around dusk or after dark or critical building systems have shut down then it may be necessary to take immediate action to ensure the safety of staff, students and visitors.

22.1 Notification and Response

Building occupants must ensure that the following are notified:

- UOW Security on 4221 4900
- Chief Building Wardens.

UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified, attend if required
Emergency Services: <ul style="list-style-type: none"> - Police - Fire and Rescue - Ambulance Service 	<ul style="list-style-type: none"> ▪ Alerted to emergency placed on standby and contacted should there be need for further assistance.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ If serious injury occurs, Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate

22.2 General Procedure

During normal business hours:

- FMD will advise the campus community about the duration of the loss of supply
- Emergency procedures may be implemented by Emergency Management Coordinator and the Incident Assessment Team/ Crisis Management Team if power cannot be restored before end of daylight hours.

Building Wardens are to:

- Assess the situation in consultation with the Chief Building Warden and determine the need to evacuate the building or affected area.

Note: the following are some points to be considered:

- it may not be necessary to immediately evacuate a building as in most cases emergency lighting and fire detection systems are available for up to four hours

- the power outage may only be for a short period; in some instances, people may be safer in a building dependent upon the outside environmental conditions e.g. raining or able to stay out of summer heat, etc
- when emergency evacuation systems are no longer available due to loss of battery supply the building should not be occupied
- laboratory areas need to be urgently assessed especially those with ventilation systems and fume cupboards which may have stopped operating. Labs may be required to stop experiments or close access until power is restored
- where lifts are out of action it will be necessary to reassure and assess persons who are mobility impaired to determine if they should be evacuated
- if the decision to evacuate has been made inform UOW Security on 4221 4900 and the WHS Unit on 4221 3931 and request assistance
- if safe to do so, check lifts for trapped persons

After dark:

- emergency lighting will be activated. Emergency lighting should be available for up to 4 hours
- follow instructions of Building Wardens and UOW Security.

23. Loss of Water Supply

The loss of water supply may affect the safety of people moving freely and safely through building/s. The scope and impact of this event will be determined by:

- length of time of loss
- the extent of the loss of water across facilities
- how many buildings are involved.

The loss of water supply for an extended period will raise concerns about:

- hygiene
- lack of drinking water
- increased fire risk
- loss of firefighting systems e.g. sprinkler systems, fire hose reels
- fire hydrant supplies if affected.

23.1 Notification and Response

Building occupants must ensure that the following are notified:

- FMD on 4221 3217 during business hours
- UOW Security on 4221 4900 outside business hours.

The Facilities Management Service Centre will alert UOW Security if water loss will be for extended period and of services affected.

Facilities Management will provide an assessment of any loss that will cause concerns for fire risk and hygiene to the Emergency Management Coordinator and the Incident Assessment Team/Crisis Management Team.

UOW Security will notify or coordinate the following groups and actions:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified, attend if necessary.
Emergency Services: <ul style="list-style-type: none"> - Police - Fire and Rescue - Ambulance Service 	<ul style="list-style-type: none"> ▪ Alerted to emergency placed on standby and contacted should there be need for further assistance.
Emergency Maintenance Team: <ul style="list-style-type: none"> - Innovation Campus Operations and Facilities Manager 	<ul style="list-style-type: none"> ▪ Assess cause of water outage and liaise with Sydney Water
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ If serious injury occurs, Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Consideration may be given to: <ul style="list-style-type: none"> ○ Closing facilities ○ Media announcement ○ Temporary procedures to address fire risk and essential plant.

23.2 General Procedure

- Chief Building Warden alerted to increased fire risk, prepare evacuation if necessary.

24. Medical Emergency

While this procedure may cater for a casualty, it is intended that this procedure be activated in the event that a medical emergency arises where multiple casualties result through circumstances other than those emergencies listed in these plans.

Caution should be exercised when approaching a site with multiple casualties. Rescuers and first aiders should first try to establish the nature or cause of the incident to ensure that they do not become affected by that which has already affected the casualties.

24.1 Notification and Response

Building occupants must ensure that the following are notified:

- UOW Security on 4221 4900
- Local First Aiders
- Chief Building Warden.

UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified, attend if multiple casualties or serious injury.
Emergency Services: <ul style="list-style-type: none"> - Police - Fire and Rescue - Ambulance Service 	<ul style="list-style-type: none"> ▪ Attend and take required action.
Injury Management Coordinator	<ul style="list-style-type: none"> ▪ Attend to assist with transfer to appropriate medical provider.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ If serious injury occurs, Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate.

24.2 General Procedure

Follow the procedure below for medical emergency.

DANGER

- Check for danger: To self, bystanders or casualty. Remove any hazards.

RESPONSE

- Check for response of casualty.
- Ask: Can you hear me? What's your name? Open your eyes. Squeeze my hand.

SEND

- Send for help by calling UOW Security on 4221 4900 or Emergency Services on (0) 000.

AIRWAY

- Open airway.
- Check and clear mouth (on side if drowning or blocked).
- Tilt head and lift chin.

BREATHING

- Breathing normally?
- Yes, place in recovery position.
- No, commence CPR.

CPR

- Commence CPR/30:2.
- 30 chest compressions:
 - Locate compression point on centre of chest
 - Place heel of hand on compression point, with the other hand on top
- 30 compressions delivered at a rate of 100 per minute
- Compression to 1/3 of the chest depth
- Rescue Breaths:
 - Tilt head and lift chin to open airway
 - Give 2 rescue breaths. Allow for chest to rise and fall
- Continue CPR at 30 compressions: 2 rescue breaths until normal breathing or responsiveness returns
- Recovery Position:
 - If normal breath returns, place casualty on their side and maintain clear airway

DEFIBRILLATION

- Attach defibrillation (AED) as soon as available - access via UOW Security
- Follow AED prompts.

25. Missing Child

Generally, unless other information is available to the contrary, a missing child on campus under the age of 14 years will be categorised as “missing – concerns held for welfare”. As children in this age group are sometimes targets for abductions or other serious crimes, UOW security has specific procedures to implement in these particular times.

25.1 Notification and Response

Persons who identify that a child is missing on campus should ensure that the following are notified:

- UOW Security on 4221 4900.

UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified and attend site. ▪ Implementation of security procedures.
Emergency Services: – Police	<ul style="list-style-type: none"> ▪ Attend and take required action.
Injury Management Coordinator	<ul style="list-style-type: none"> ▪ Attend to assist with transfer to appropriate medical provider.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ If serious injury occurs, Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate.

25.2 Procedures for UOW Security

Procedures to be taken by UOW Security include:

- relative or parent should be identified and contacted
- relative or parent should be asked to remain in location until UOW Security arrive
- establish description of child
- establish last known location
- establish time elapsed since child was last seen
- reassure parent/s or relative
- liaise with Police and assist with search.

26. Missing Person

Missing persons who are in their teens or are of adult age often go missing of their own volition. However, on some occasions missing persons are victims of more serious criminal acts. The circumstances surrounding a person's disappearance will often determine the course of action that is initiated and may even prevent the ease of sharing of information about a person's whereabouts because of privacy provisions.

26.1 Notification and Response

Missing person report must be notified to:

- UOW Security on 4221 4900, or
- NSW Police.

UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified and attend site. ▪ Implementation of security procedures.
Emergency Services: – Police	<ul style="list-style-type: none"> ▪ Attend and take required action.
Injury Management Coordinator	<ul style="list-style-type: none"> ▪ Attend to assist with transfer to appropriate medical provider.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ If serious injury occurs, Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate.
Academic Registrar (if student)	<ul style="list-style-type: none"> ▪ Enact critical incident procedure if necessary.

26.2 General procedure

- Where the missing person is a student, then the Academic Registrar's Division must be notified in accordance with its Critical Incident Intervention procedures.
- Where the missing person is a staff member, the following groups will be informed:
 - Faculty or Unit the staff member is attached to
 - Human Resources Division
 - where investigations reveal concerns held for welfare of missing person, the UOW Security will co-operate with Police investigation.
 - Privacy Officer located in Legal Commercial Unit notified.

27. Prowler

Where students or staff experience any situation that involves unknown person/s prowling other business unit areas of UOW property, the student or staff member concerned should immediately alert UOW Security.

27.1 Notification and Response

Building occupants must ensure that the following are notified:

- UOW Security on 4221 4900.

UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified and attend site.
Emergency Services: - Police	<ul style="list-style-type: none"> ▪ Attend and take required action.
Injury Management Coordinator	<ul style="list-style-type: none"> ▪ Attend to assist with transfer to appropriate medical provider.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ If serious injury occurs, Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate.

27.2 General Procedure

If you encounter a prowler or suspicious person:

- remain calm, do not approach the person and contact UOW Security as soon as practical
- keep office, room or premises secure or locked and close curtains or blinds if possible
- alert neighbouring residents inside complex
- don't alert offender that authorities have been called.

28. Public Health Issue

Public health issues may include outbreaks of infectious diseases including influenza, measles, whooping cough and meningococcal disease. This procedure is to be followed when there is a known public health issue identified by NSW Health e.g. SARS, COVID-19. When a public health issue has not been identified the Medical Emergency Procedure should be followed.

28.1 Notification and Response

Where a person identifies with symptoms similar to that of the identified public health issue and is on campus they should contact:

- UOW Security on 4221 4900.

UOW Security will undertake the

following:

- Respond and assess case to determine appropriate action.
- If assessment indicates symptoms or history in accordance with public health issue contact Public Health Unit for instructions or follow established guidance from NSW Health.

UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified and attend site as required. Implement Pandemic Emergency Response Guidelines if appropriate.
Emergency Services: <ul style="list-style-type: none"> – Public Health Unit (1300 066 055) or Wollongong Hospital (after hours 4222 5000). 	<ul style="list-style-type: none"> ▪ Seek advice and take appropriate action which may include transport to Wollongong Hospital via patient transport or Ambulance NSW.
Injury Management Coordinator	<ul style="list-style-type: none"> ▪ Attend to assist with transfer to appropriate medical provider.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ If serious injury occurs, Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate.

28.2 General Procedure

Staff and students should appraise themselves of the information on the public health issue via NSW Health as well as the Department of Health websites.

Where the University may be impacted by the public health issue it will provide information as guided by NSW Health via communication channels such as the UOW website, Universe and email.

To avoid the spread of infectious diseases, staff and students should follow these steps:

- Wash your hands with soap and water or alcohol based hand-rub after coughing or sneezing into hands or tissues

Cover your mouth and nose with tissues when coughing, sneezing, blowing

- and/or wiping your nose
- Dispose of tissues in the nearest waste bin after use
- If no tissues are available, cough or sneeze into your inner elbow rather than your hand
- Persons who are unwell and display symptoms may be asked to put on a face mask to protect others
- Staff and students who develop symptoms should consult their doctor or the Emergency Department of the nearest hospital and follow medical advice.

29. Radiation Incident

A radiation incident is defined as any uncontrolled or non-approved release of radioactive material into the environment, or, contamination/exposure of personnel.

Significant accidental exposure to radiation is extremely rare. Possible radiation incidents and emergencies may include:

- loss of a radioactive source
- loss or damage to the shielding of a radiation source
- loss of containment causing a major spill or release of radioactivity
- unintentional exposure of part or all of the body to a radiation beam, and/or
- unintentional exposure of part or all of the body to radioactivity.

Certain occurrences are designated as reportable (that is reportable to the relevant authority) radiation incidents under the NSW Radiation Control Act and Regulation. These are outlined in the [Radiation Safety Guidelines](#).

With radiation accidents involving spills (the most common form of incident) there are two levels of response determined on whether the accident is classed as a minor or major accident. It should be noted that the dividing line between major and minor incidents is not so sharply defined. Circumstances at the time of the incident will have to be taken into account; if there is any doubt, the incident should be classified as major.

29.1 Notification and Response – Major Incident or Spill

Building occupants must ensure that the following are notified:

- Building Wardens
- UOW Security on 4221 4900

UOW Radiation Safety Advisor on ext.
3931. UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified and attend site as required.
Emergency Services: <ul style="list-style-type: none"> - NSW Fire and Rescue (HAZMAT) - Ambulance 	<ul style="list-style-type: none"> ▪ Attend and take required action.
Manager WHS	<ul style="list-style-type: none"> ▪ Notified and contact University Radiation Safety Advisor and External Radiation Safety Consultant (if required). ▪ Report incident to NSW EPA (13 15 55), SafeWork NSW (13 10 50). ▪ Lead incident investigation post emergency.
University Radiation Safety Advisor (and External Radiation Safety Consultant if required)	<ul style="list-style-type: none"> ▪ Attend and assess level of spill/incident ▪ Isolate individuals contaminated ▪ Implement risk controls so that risk of contamination is low ▪ Assist with incident investigation post emergency ▪ Assistance to shutdown plant that may spread contamination.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ If serious injury occurs, Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate.

29.2 Definitions

Radiation Incident Radiation Incident is defined as any uncontrolled or non-approved release of radioactive material into the environment, or, contamination/exposure of personnel.

Major Incident A major incident is legally defined as a spillage equal to or greater than that level listed for the radioactive substance in Schedule 1 of the Radiation Control Regulation and Regulation (2013) if wet, and 10% of this level if a dry powder and/or any release of a gaseous or volatile radioactive substance.

Minor Incident A minor incident is defined as any spillage where the activity is less than that of a major spill and only a small radiation or contamination hazard to personnel exists.

Refer to table 1 Properties and spill criteria of some commonly used radionuclides.

Nuclide	Radiotoxicity group	Half-life	Max. energy of main beta ray MeV	Main gamma ray energy MeV	Minor wet spill MBq	Major wet spill MBq
³ H	4	12.3y	0.018		<40	≥40
¹⁴ C	4	5730y	0.156		<4	≥4
³² P	*3	14.3d	1.700		<0.4	≥0.4
³³ P	3	25.4d	0.249		<4	≥4
³⁵ S	*3	87d	0.167		<0.4	≥0.4
⁴⁵ Ca	2	163d	0.260		<0.4	≥0.4
⁹⁹ Mo	3	2.8d	1.210	0.740	<4	≥4
^{99m} Tc	4	6h		0.140	<40	≥40
¹²⁵ I	2	60d		0.027	<0.4	≥0.4
¹³¹ I	2	8d	0.610	0.360	<0.4	≥0.4
¹³⁷ Cs	3	30y	0.510	0.660	<0.4	≥0.4

Table 1: Properties and Spill Criteria of Some Commonly Used Radionuclides

***Note:** Although both ³²P and ³⁵S are group 3 isotopes, the level for a major and minor spill of these has been set as for group 2. This is due to the high specificity these isotopes have for their target organs in the body.

29.3 Minor Incident Procedure

In the event of a minor spill, the operator shall proceed as follows wearing the minimum PPE of laboratory coat, face shield, fully enclosed appropriate shoes, and gloves.

29.3.1 Wet Spill

1. Monitor the spill area to define the extent of the spill and the level of contamination. Appropriately mark or define the contamination area.
2. The liquid should be absorbed by using paper toweling, tissues or similar material and these disposed in accordance with the UOW [Radiation Waste Disposal Guidelines](#).
3. Wash with water and dry with paper toweling or similar material, again disposing as radioactive waste.
4. Monitor the spill area. If points 2 and 3 were effective repeat steps 2 to 4 until the affected area has returned to background and go to step 7. If still ineffective go to step 5.
5. Wash with suitable detergent and dry with paper toweling or similar material, again disposing as radioactive waste.
6. Monitor the spill area. If this is effective repeat steps 5 to 6 until the affected area has returned to the local background count or dose rate. If ineffective do not attempt any further decontamination. Isolate the affected area by erecting a temporary barricade and proceed to treat the incident as a major spill.

29.3.2 Dry Spill

1. Monitor the spill area to define the extent of the spill and the level of contamination. Appropriately mark or define the contamination area.
2. Carefully wipe up the material with paper toweling or tissues moistened with water.
3. Wash with water and dry with paper toweling or similar material.
4. Monitor the spill area. Repeat until the affected area has returned to background.

After completion of all decontamination operations the area must be checked with radiation monitoring equipment, or in the case of materials such as ¹⁴C and ³H, with a standard wipe test.

29.3.3 Major Incident Procedure

In the case of a major incident, the immediate emergency actions are as follows:

- The laboratory or area shall be evacuated at once but contaminated, or suspected contaminated persons should not proceed far into an inactive or safe area until they have been monitored.
- If safe to do so, turn off all laboratory services including fume cupboards and close all doors and windows.
- Isolate the affected area by erecting a temporary barricade and placing radioactive warning signs (these should be kept in the local area radiation emergency spill kit).
- Immediately report the situation to the Chief Building Warden, UOW Security and the Radiation Safety Advisor.
- The treatment of serious injury must take precedence over decontamination and containment.

In the case of personnel contamination, the immediate emergency actions are as follows:

- Isolate individuals contaminated and treat.
- Contaminated personnel are to remain in the radiation laboratory or area and call for assistance, if there are no phones in the immediate area organise another person to call for assistance or move to the closest phone. If possible do not leave the work area and risk spreading the contamination.
- Monitor the whole body and clothing using a suitable contamination monitor.
- If skin or eyes are contaminated follow the first aid procedures from the SDS. If SDS unavailable wash under running water until assistance arrives.
- If clothing is contaminated, remove garments and leave in contaminated work area. Remain close to the contaminated work area Do not proceed into an inactive or safe area until monitored.
- The treatment of serious injury must take precedence over decontamination and containment.
- Immediately report the situation to the WHS Unit on one of the Emergency Response Contact Numbers.

The legal contamination levels are defined in table B2 Derived Working Levels for Surface Contamination in AS2243.4-2018: Safety in Laboratories – Part 4: Ionising radiations:

Radio-toxicity Group	Maximum levels within laboratory (Bq/cm ²)		Maximum levels on skin or items leaving laboratory (Bq/cm ²)	
	Emitters	Non-emitters	Emitters	Non-emitters
Group 1	0.1	1	0.05	0.5
Group2	1s	10	0.1	1
Group3	10	100	1	10
Group 4	100	1000	10	100

Certain occurrences are designated as reportable (that is reportable to the relevant authority) radiation incidents under the NSW Radiation Control Act and Regulation. These are outlined in the [Radiation Safety Guidelines](#).

30. Serious Traffic Incident

Road accidents can occur on the internal roads of the Innovation Campus, however the majority of these will be minor in nature.

30.1 Notification and Response

Any member of the campus community witnessing a traffic accident where persons may be injured should ensure that the following are notified:

- UOW Security on 4221 4900.

UOW Security will notify the following groups:

Group	Action Required
UOW Security	<ul style="list-style-type: none"> ▪ Attend and assist. ▪ Alert emergency services if persons injured. ▪ Provide first aid.
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified and attend site if serious incident.
Emergency Services: <ul style="list-style-type: none"> - Ambulance (injured persons) - NSW Fire and Rescue (fire, entrapment) 	<ul style="list-style-type: none"> ▪ Attend and take required action.
Injury Management Coordinator	<ul style="list-style-type: none"> ▪ Attend to assist with transfer to appropriate medical provider.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate. ▪ Authorise closure of areas in consultation with Emergency Management Coordinator.

30.2 General Procedures

- Determine whether people are injured and/or trapped and whether there are any fatalities.
- Accident site hazards should be carefully noted, e.g.: risk of fire, leaking fuel, LPG present, nature and type of goods being carried. This information should be advised to UOW Security or Emergency Services.
- Assist injured persons until arrival of UOW Security and Emergency Services personnel.

31. Sexual Assault

This procedure is designed to address the emergency response to a report of Sexual assault. Where an assault has either just occurred or has occurred a short time ago, after the event and the victim requires medical assistance for any injuries, or the personal safety of a victim is still being threatened or victim is feeling threatened.

Staff should be aware that initially it may not always be clear that a sexual assault incident has taken place, but it is evident from observations that a victim requires medical aid and support.

Police and ambulance should be called via triple zero 000. UOW Security should be called to support.

For reports that do not constitute an emergency the university has an array of procedures for victims of sexual assault and sexual harassment where there is no immediate medical emergency and no ongoing threat from a perpetrator.

These resources can be found on the:

- [Safe & Respectful Communities web pages](#) and
- [Counselling webpages](#)

Victims of sexual assault are assured of complete confidentiality when making a report and will be provided with appropriate professional assistance and support.

31.1 Notification and Response

Staff and students should seek medical aid via Ambulance for victim reporting sexual assault. In confidence notify:

- Police/Ambulance Triple zero 000
- Manager Security on 4221 4556.

The Manager Security is in an emergency to ensure Police/Ambulance are called and attending to victim's needs.

Manager Security is to notify UOW Security who will notify the following groups while ensuring that the victim's name(s) is not released:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified and attend site if serious incident.
Emergency Services: <ul style="list-style-type: none"> - Ambulance - Police 	<ul style="list-style-type: none"> ▪ Attend and provide medical assistance. ▪ Attend and take details for Police report in accordance with instructions from the victim,
Injury Management Coordinator	<ul style="list-style-type: none"> ▪ Attend to assist with transfer to appropriate medical provider.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate. ▪ Victims confidentiality is to be protected. ▪ Implement Critical Incident Procedures for student.

31.2 Procedures for Staff

- In an emergency ensure welfare of the victim first.
- Call Police/Ambulance via triple zero (000) to obtain medical aid and ensure victim is safe.

32. Storm and Flood

32.1 Notification and Response

Building occupants must ensure that the following are notified:

- Building Wardens
- UOW Security on 4221 4900

Building Wardens and UOW Security will respond to protect life and seek appropriate assistance from Emergency Services:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified and attend. ▪ Coordinate response upon arrival including establish shelter for persons affected. ▪ Liaise with Emergency Services. ▪ Collect information on status of all UOW properties adjacent to campus. ▪ Alerted if fire detection systems affected.
UOW Security	<ul style="list-style-type: none"> ▪ Attend and assist. ▪ Alert emergency services if persons injured. ▪ Provide first aid.
Emergency Services: <ul style="list-style-type: none"> – NSW Fire and Rescue – Ambulance – Police 	<ul style="list-style-type: none"> ▪ Attend and provide medical assistance if persons injured.
FMD	<ul style="list-style-type: none"> ▪ Attend, assess and respond ▪ Activate Maintenance Emergency Team (MET).
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate. ▪ Authorise closure of areas in consultation with Emergency Management Coordinator. ▪ Arrange recovery, building cleaning teams, groups cleaning teams.

32.2 General Procedures

- Notify affected area to your Building Warden or report to UOW Security.
- Staff and students should avoid water covered floors.
- Turn off equipment if operating when threat arises.
- Do not touch electrical switches if covered by water, or if you are standing in water.
- Move to a dry location.
- Don't attempt to drive from campus unless it is safe to do so.
- Go to emergency shelter.

32.3 Other Considerations

When raining heavily:

- listen to your local radio station (97.3FM) for warnings and advice
- check that others have heard the warnings
- if water might enter your work area, secure your valuables. Raise anything you can onto tables and benches.

After flooding has begun:

- avoid driving or walking through flood water. Don't drive on roads that have been closed
- if you are at work, stay there until advised otherwise
- if you are at work, don't try to return home until you are sure it is safe
- keep listening to your local radio station (97.3FM)
- avoid using electrical or gas appliances
- never eat or drink food that has been in contact with flood water
- keep in touch with your colleagues in case they need help
- wear shoes and gloves while cleaning up, and use a strong disinfectant.

During thunderstorms it is possible to suffer an injury from using a phone or other electrical equipment. In extreme cases this may be fatal. Therefore persons should not use a phone during a thunderstorm. If you must use your phone during a thunderstorm because of an emergency, then to reduce the risk:

- keep the call as brief as possible
- do not touch electrical appliances, metal fixtures or brick or concrete walls
- do not stand in bare feet on uncovered concrete floors.

33. Tsunami (Tidal Wave)

There is a remote risk of a tsunami hitting the Illawarra coastline. However, if such an event did occur the Innovation Campus given its close proximity to the coast could be under threat.

33.1 Notification and Response

UOW Security will notify the following groups:

Group	Action Required
Emergency Management Coordinator	<ul style="list-style-type: none"> ▪ Notified of warning. ▪ Assess situation severity of any tsunami warning and respond as appropriate, for example: <ul style="list-style-type: none"> ○ Alert General Manager Accommodation Services ○ Alert Deas and Department Heads of Science Faculty to identify any affected coastal fieldtrips.
Incident Assessment Team / Crisis Management Team	<ul style="list-style-type: none"> ▪ Informed of emergency at minimum: <ul style="list-style-type: none"> ○ Chief Operating Officer ○ Director, Facilities Management Division ○ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate ▪ Media and Corporate Communications Manager to liaise with EMC and brief media as appropriate.

33.2 General Procedure

- In the case of a tsunami warning any activities in low lying coastal situations shall be evacuated to higher ground.
- In the rare event of an emergency caused by a tsunami emergency procedures are to be undertaken in line with storm/flood.

34. Offsite Emergencies Affecting UOW Staff and/or Students

34.1 Background

There are a number of events external to UOW that have the potential to affect staff and/or students. Whilst there may be no direct threat to safety of those on campus, the welfare of staff and students will need to be confirmed as soon as possible, and assistance provided as necessary. It is also unlikely in this type of event that there would be any effect on the physical environment at the UOW, hence all communication facilities would be available.

The first step in dealing with such an event is to clarify the scope of the event, determine what activities were planned on the Campus that day and then ascertain the likelihood that UOW staff or students are potentially involved. Note that the scope of the event may change over time and both flexibility in approach and diligence in monitoring will be required by the UOW.

The second step will be to review the extent and size of the event and review the number of telephone calls being made to the UOW from outside by family, relatives and friends of staff and students. It may be necessary for the Academic Registrar and the Director Human Resources to allocate sufficient resources to handle and record all telephone inquiries about the welfare of staff and students.

All telephone records should be listed to a database with a structured template generated to ensure that adequate information is recorded at the time of the call and contact details and the relationship of the person making the inquiry are recorded.

34.2 Roles and Responsibilities

34.2.1 UOW Security

- UOW Security will monitor and report any external event that may impact upon the campus community e.g. train crash or multiple vehicle motor vehicle accident on freeway, etc.

34.2.2 Emergency Management Coordinator (Security Manager) / Emergency Task Force

- Establish nature of event/incident.
- Establish a Situation Room including telephone and radio communications, personal computer with intranet and internet access, and whiteboard.
- Establish a Director with the Academic Registrar or Senior Business Solutions Manager, Human Resources Manager and Media and Corporate Communications Manager.

34.2.3 Coordination Sub-group

- Assess and monitor any impact on UOW and brief Emergency Coordination Group.
- Determine contact numbers for information on road closures, Hotlines to police for emergency.
- Notify Community Emergency Service Agencies usually Police of telephone contact numbers for UOW Coordination Group and continue contact at regular intervals throughout emergency.
- Put procedures in place for continued monitoring of event and publish information to UOW Web page to assist with domestic and international communication issues for families of students.
- Monitor and develop impact upon organisation (Determine extent of event, planned activities and likelihood of staff or student involvement).
- Alert and Issue instructions to following areas:

- ITS Switchboard supervisor
- Director Student Services, Counselling
- Manager Accommodation Services
- UniAdvice Service Centre
- Email Campus Community about event and instruct community to forward all external calls about students or staff welfare to the respective groups e.g. ARD for students and Human Resources for staff. Provide contact numbers.
- Review and determine any accommodation requirements. If identified refer to General Manager Accommodation Services.

34.2.4 Academic Registrar / Senior Managers Business Solutions

- Ensure that procedures are available and templates for databases are in readiness for any external emergency affecting UOW students.
- Initiate Student Critical Incident Procedures notifying Critical Incident Group;
- Check class rolls for absenteeism. Coordinate with general staff and UOW Security to visit classrooms where involved students would have been expected to attend in order to ascertain absentees from class lists.
- Develop a list that will provide information of absenteeism and may help to identify students at risk or potentially involved in the event.
- Be the internal contact for any enquiries regarding students.
- Registrar to advise Emergency Coordination Group of any confirmed student deaths or injuries.

34.2.5 Media and Corporate Communications Manager

- Establish a media post.
- Issue media releases, cleared through the Incident Assessment Team/Crisis Management Team for matters arising that affect activities on campus e.g. road closures, cancellation of lectures, exams or other activities etc.

34.2.6 Director Human Resources

- Ensure that procedures are available and templates for databases are in readiness for any external emergency affecting UOW employees.
- Be the contact for any concerns regarding staff (4221 3267).
- Advise Emergency Coordination group any confirmed staff deaths or injuries.
- Referral to be made to WHS Unit for workers compensation and injury management assistance where appropriate.

34.2.7 Emergency Call Centre and Counselling

- To coordinate incoming telephone calls about the emergency and direct them as outline above.
- To provide counseling services. A counselling officer may be required at the telephone reception locations in ARD or Human Resources Offices.
- To coordinate short-term welfare and trauma matters arising from any emergency.

34.2.8 WHS Manager

- Organise counselling services as required.

35. Related Documents and References

- [Emergency Management Plan](#)
- [Standard Fire Orders](#)
- [Emergency Procedures Guide](#)
- [Communication of Emergency Procedures to Students](#)
- [Building Warden Guidelines](#)
- [Building Warden Contact List](#)
- [First Aid Guidelines](#)
- [First Aid Contact List](#)
- [Incident Management and Reporting Guidelines](#)
- [Telephone Bomb Threat Form](#)
- [Threat Analysis Checklist](#)
- [WHS Communication Guidelines](#)
- AS3745: Planning For Emergencies in Facilities
- [Illawarra Local Emergency Management Plan](#)

36. Version Control Panel

Version Control	Date Released	Approved By	Amendment
1	March 2013	Manager WHS	New document created.
2	May 2013	Manager WHS	Minor changes required.
3	June 2013	Manager WHS	Inclusion of Science Centre
4	February 2014	Manager WHS	Bushfire and Radiation Incident sections and updated
5	June 2014	Manager WHS	Bomb Threat Notification and Response Procedures Updated.
6	February 2016	Manager WHS	Aligned with Emergency Management Plan revisions.
7	December 2018	Manager WHS	Updated buildings, contacts and alternate assembly areas for SBRC and Science Space. Sections removed, replaced or retitled, armed hold up, bomb threat, hostage situation/armed intrusion, suspicious postal item. New and revised sections including, aggression, active armed offender, communicated threat. Armed intruder changed in response to National Guidelines for active armed offender.
8	May 2019	Manager WHS	Addition of section 31 Sexual Assault
9	March 2020	Manager WHS	Public Health Protocol added. Lift Breakdown (persons trapped) protocol updated. Changes made to align with Emergency Management Plan revision. References to Workcover replaced with SafeWork NSW. Updated Radiation Incidents to reflect updated AS 2243.4.
10	June 2021	Ryan Cole – WHS Officer	Removed references to Resolve FM and replaced with FMD.
11	Feb 2022	Ryan Cole – WHS Advisor	Updated buildings, titles and contacts for Building Wardens and First Aid Officers.