

Emergency Response Procedures

Mt Stromlo Observatory

October 2020

These procedures are based upon AS 3745 – 2010 Planning for emergencies in facilities

EMERGENCIES

For life threatening emergencies dial



From an internal phone dial 0-000

Tuggeranong Police Station 0-6256 7777



ANU Security can be reached by dialing 0-612 52249

Press **1** for emergencies Press **2** for all other enquires

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Site - Emergency Control Organisation (ECO)

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Warden #16

David Brodrick

Housing

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1. INTRODUCTION

The objectives of the emergency response procedures are to familiarise all members of the Mt Stromlo Observatory Emergency Control Organisation (ECO) with the procedures in place to facilitate safe, orderly and timely evacuation when it is necessary. This manual has been written to reflect Australian Standard 3745-2010.

An emergency which may affect a facility can develop from a number of causes. The development and implementation of emergency response procedures are essential for the effective and efficient management of any emergency.

An evacuation may be implemented as a result of fire, gas leak, bomb threat, explosion, armed intruder or natural disaster. Therefore it is of vital importance that all members of the ECO are familiar with the procedures.

This Site Emergency Plan shall support other Building Emergency Plans on site.

2. EMERGENCY CONTROL ORGANISATION (ECO)

An Emergency Control Organisation (ECO) is a structured organisation of persons to organise and supervise the safe movement of occupants of a facility or a group of facilities in an emergency.

At the Australian National University, the ECO consists of the Site Chief Warden and Deputy Chief Wardens assisted by a number of Wardens.

2.1. Responsibilities, authorities and duties

The Emergency Control Organisation (ECO) has been established to deal with all emergency incidents that may affect the safety and wellbeing of staff, students and members of the public. The specific roles for each position are detailed in this section.

Traumatic incidents can overwhelm a person's ability to cope. Different people have different reactions, and the degree to which they are affected and for how long will depend on many factors. The greater the significance of the incident to a person, the more likely the person is to suffer some effects.

People react in different ways:

- a) Ignore the alarm in the hope that it will go away
- b) Complete what they are doing
- c) Locate any family or friends before evacuating
- d) React in a similar way to others around them
- e) Most will not panic this only occurs if they think they have no way out of a dangerous situation
- f) Stay calm and wait for someone in authority to tell them what to do

It is the last feature that enables members of the ECO to control crowds and implement an appropriate response provided the ECO emergency response procedures are followed.

2.2. Responsibilities of the Emergency Control Organisation

The Emergency Control Organisation is comprised of wardens drawn from the occupants of the facility. The responsibilities of the ECO during an emergency are to:

- Conduct an orderly evacuation of the facility's occupants, including members of the public who may be in the facility at the time, to a safe place of assembly;
- Assist the Emergency Services;
- Operate portable firefighting equipment if trained to do so as long as it is safe to do so.

IT SHOULD BE CLEARLY UNDERSTOOD THAT THE PRIMARY DUTY OF WARDENS IS NOT TO COMBAT EMERGENCIES BUT TO ENSURE, AS FAR AS PRACTICABLE, THE SAFETY OF STAFF, STUDENTS & MEMBERS OF THE PUBLIC AND THEIR ORDERLY EVACUATION FROM THE FACILITY

2.3. Site Chief Warden

The Site Chief Warden is responsible for:

- 1. The co-ordination of evacuation exercises;
- 2. Accurately logging the performance of evacuations and problems encountered during the exercise;
- 3. Conducting a debriefing after any evacuation;
- 4. Continually striving to improve the effectiveness of these procedures;
- 5. Housekeeping checklists; and
- 6. Co-ordinating and scheduling ECO meetings and organising site specific training if required.

On hearing the fire alarm sounding or becoming aware of an emergency the Site Chief Warden and Deputy will immediately:

- 1. Proceed to the fire indicator panel;
- 2. Take control of the situation;
- 3. Coordinate the ECO team;
- 4. Evacuate the facility/site if required;
- 5. Reassure staff/students that the alarm is being investigated;

2.4. Deputy Site Chief Warden

The Deputy Site Chief Warden will assume the duties and responsibilities of the Site Chief Warden whenever that person is absent from the premises. If both are absent from the facility a Warden will act as Site Chief Warden.

Should both the Site Deputy Wardens be on the premises when an alarm is activated the Deputy Site Chief Warden will assist the Site Chief Warden.

2.5. Communications Officer

The Communications Officer will assume the duties of passing messages from the Site Chief Warden to the occupants of the facility. This may include using the PA, activating the Alert and Evacuation tones. They will also be responsible of compiling and maintain logs during evacuations.

2.6. Wardens

On hearing an alarm or on becoming aware of an emergency shall take the following actions:

- 1. Implement emergency response procedures for their floor or area;
- 2. Ensure the appropriate emergency service has been notified;
- 3. Direct Wardens to check the floor or area for any abnormal situations;
- 4. Check to ensure fire/smoke doors are properly closed;
- 5. Commence evacuation if the circumstances on their floor or area warrant this;
- 6. Search the floor/area to ensure all occupants have evacuated;
- 7. Ensure orderly flow of occupants into protected areas;
- 8. Assist occupants with special needs;
- 9. Act as leader of groups moving to nominated assembly areas;
- 10. Communicate with the Site Chief Warden by whatever means available and act on instructions;
- 11. Co-opt persons as required to assist Warden during emergency;
- 12. Advise Site Chief Warden as soon as practicable of the circumstances and the actions taken; and
- 13. Assist Site Chief Warden as required.

2.7. First Aid Officers

The First Aid Officer/s will assume the duties and responsibilities of managing the treatment of any injuries to occupants until emergency services arrive.

2.8. Authority

During emergencies, instructions given by the Emergency Control Organisation (ECO) personnel shall take precedence over the usual management structure.

NOTE: This authority will ensure that, during an emergency situation, life safety takes precedence over asset protection, environmental considerations, production, operations and business continuity.

2.9. Indemnity

All ECO personnel shall be indemnified by their employer against civil liability resulting from all activities pertaining to the development and implementation of the emergency management plan, where the personnel act in good faith and in the course of their emergency management duties.

3. HIERARCHY AND IDENTIFICATION

The control of emergencies will be greatly assisted if key personnel can be quickly identified by staff, students, visitors and officers of all emergency services.

Red

Wearers Title	Vest / Cap colour
Site Chief Warden or Deputy	White
Communications Officer	White

3.1. Equipment Issued For Members of the ECO Team

• Vest/Cap with wearers identification

Warden

- Floor plan of facility identifying the following features:
 - Location of exits
 - Location of firefighting equipment
 - Location of Fire Panel (FIP)
 - Evacuation assembly areas-
 - Area between Directors Residence and CSO for Fire Evacuations
 - Area between CSO and Workshop for all other Emergencies.
- 003 Key to open the OWS / EWS / EWIS

4. EMERGENCY AND EVACUATION PROCEDURES

4.1. Evacuation drills

Evacuation drills will be arranged by the Site Chief Warden in conjunction with Site Tenants at a frequency of at least one complete evacuation every 12 months, to practice the facilities emergency response procedures. A de-briefing of the Emergency Control Organisation to identify any deficiencies in the procedures should follow each exercise. Participation in these exercises will assist managers in meeting some of their obligations under the WHS Act.

4.2. Evacuation Procedures

As a general rule, when an evacuation is initiated as a result of a genuine emergency situation or as a drill, the ECO should clear the facility by directing staff, students and visitors to their designated assembly area as quickly and calmly as possible. ECO members should then report to the Site Chief Warden advising that their area is cleared, then move to their designated locations and await further instructions from the Site Chief Warden / Security or Emergency Services.

All other staff and students should report to and remain at the designated assembly area until the situation is cleared by the emergency services.

4.3. In an evacuation the following points should be borne in mind:

- 1. Arrange assistance for mobility impaired persons;
- 2. Secure cash and valuable documents (if safe to do so);
- 3. In a fire situation, evacuate with minimum of personal material. In a bomb threat situation, take all your personal material;
- 4. Where it is possible in a fire situation, shut all doors and windows on leaving. In a bomb threat situation, open all doors and windows;
- 5. Prevention of panic is paramount;
- 6. Obey directions given by Wardens / Security and Emergency Services Personnel;
- 7. Keep all exits / entrances clear at all times;
- 8. Do not allow anyone except Emergency Services personnel to re-enter the facility while the alarm is sounding; and
- 9. Proceed directly to the designated assembly areas, which are highlighted on Plans in the foyer of site buildings.

4.4. Types of evacuations

- a) Full site evacuation where the whole site is evacuated for an emergency.
- b) Partial This measure is an alternative to a total evacuation in some cases. Partial evacuation may involve evacuation of individuals or several buildings
- c) Shelter in place This measure is an emergency response option that allows occupants and visitors to remain inside a facility on the basis that an evacuation to an external building location might reasonably expose evacuated people to a greater level of danger.
 The Integration Hall (Wombat) is the designated safe zone at RSAA.

4.5. Staff members and Visitors

At all times during an emergency follow the instructions of the Emergency Wardens

- 1. On hearing the alert alarm "**beep beep**", immediately prepare to leave the facility secure confidential materials and valuables, collect immediate personal belongings, shut down experiments, switch off computers, electrical appliances, equipment and machinery.
- 2. If the evacuation alarm "whoop whoop" sounds continuously, or if instructed to do so by a Warden, leave the facility by the nearest and safest exit route. Close, but do not lock, all doors behind you as the ACT Fire & Rescue may require access.
- 3. If possible, take hand held personal belongings (such as handbags and briefcases) with you when you leave. Do not return to collect belongings.
- 4. Assist any person with a disability to leave the facility, or to the nearest fire isolated stairwell or fire safe haven for multi-storey facilities. Do not attempt to carry people down stairs. Using an office chair to wheel a person out via a flat external exit is considered reasonable.
- 5. Walk quickly and calmly to the designated assembly area for your facility Ref 4.4 point (C) for locations, or as advised by a Warden

Do not use the lifts - (AITC1/ CSO Library Building)

- 6. Remain at the assembly area (in groups) until instructed to leave by a Warden or ACT Fire & Rescue Officer.
- 7. Do not re-enter the facility until informed that it is safe to do so by a Warden or ACT Fire & Rescue Officer.

Café- Visitor Centre / Duffield Theatre / Public Venues

Persons responsible for the area are to take responsibility and provide information to patrons during emergency situations and evacuations.

4.6. Assembly Areas

Each facility has an emergency assembly area (refer to Evacuation Diagrams in buildings for exact location).

The site Assembly points: CSO, Duffield and Woolley Buildings – area between CSO and Director's Residence AITC – grassed area between AITC and Faulkner Court Workshop – gravel carpark above workshop Faulkner Court – grassed area at top of carpark

Notes:

- 1. Ideally the areas selected should be sheltered from the affected facility and should allow further movement away from the hazard
- 2. Alternative assembly area(s) may be necessary if the nominated assembly area is unsuitable. These are marked on Evacuation Diagrams
- 3. Assembly areas should be accessible by a route suitable for people who walk with difficulty or use mobility aids, including wheelchairs, walking frames or any other means of getting around
- 4. The movement of large numbers of people has its inherent risks, particularly in heavy traffic. Careful thought should be given to determine the safest route from the structure to the designated assembly area (s), including alternatives, and to ensure access for emergency vehicles is not hindered.

4.7. Communication during an emergency

Where installed, the primary means of communication during an emergency will be the use of the facilities emergency/occupant warning system (known as OWS). Where this system is not installed in facilities other suitable devices as loud halers / speaker may be used.

During an emergency, occupants of the facility must listen closely to any tones and follow directions from the warden team.

The RFS has a SMS system set up to alert occupants via SMS of bushfire emergencies or incidents at the Mt Stromlo Observatory.

The site grounds staff also have a number of hand-held radios to be used in coordinating emergency response procedures.

Other ways to communicate emergencies are via voice message on office phones and an all staff email. (These two methods require occupants to be in the facility and near a phone or a computer)

4.8. Occupants and visitors with a disability

People who have a disability or have a chronic medical condition that may impact on their safe and speedy evacuation have an obligation to communicate the nature of their condition to their Warden prior to any event that may require the person's evacuation.

The procedure for helping a person with a disability or chronic medical condition should be discussed by the Warden with the individual concerned, before any event requiring the person's evacuation.

Occupants with a disability shall have a personal emergency evacuation plan. This document outlines the methods of contacting them during an emergency and procedure for evacuating them from the facility.

All people who have a disability or chronic medical condition should be guided to a pre-arranged evacuation point and the Site Chief Warden notified. The Site Chief Warden will arrange priority evacuation with the Emergency Services.

Once all occupants have been evacuated, then anyone with a disability or medical condition may be placed on the landing in the fire stairs with a Warden, or a competent person, to provide comfort and reassurance, or they may be evacuated by lift under the guidance of the Emergency Service.

4.9. Persons in Charge of a Workplace

Any person in charge of a workplace (e.g., class or meeting) is responsible for the safe evacuation of that workplace.

4.10. Person Refusing to Comply With Wardens Directions

Should a person refuse to comply with the directions given by a Warden, from the Facility's Emergency Control Organisation, the Warden should:

- 1. Ensure the person has been clearly advised (twice)that they are required to evacuate the facility because of an emergency situation.
- 2. Notify the Site Chief Warden, who shall advise the Senior Emergency Services Officer who, at their discretion, may take the appropriate action under law to remove the person.

NB: It is advisable to have a witness to confirm any refusals. Document any such incidents. Do not start an argument; just report it to the Site Chief Warden.

4.11. Personal effects

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

4.12. All Clear

Under no circumstances should staff members or students be permitted to go back into the facility or work area for any reason, until they have been advised that it is safe to do so by the Senior Emergency Services Officer present, who will declare the all clear.

5. PRIMARY ROLES AND DUTIES

5.1. Pre Emergency

- a) Site Chief Warden
 - i. Maintain a current register of ECO members
 - ii. Replace ECO members when a position becomes vacant
 - iii. Conduct regular exercises
 - iv. Ensure the emergency response procedures are kept up to date
 - v. Attend meetings of the EPC, as appropriate
 - vi. Ensure personal ECO identification is available
- b) Communications Officer
 - i. Ensure personal proficiency in operation of the facility communications equipment
 - ii. Maintain records and logbooks and make them available for emergency response
 - iii. Ensure that ECO members are proficient in use of the facility communications equipment
 - iv. Ensure the emergency communication contacts are up to date
 - v. Attend training and emergency exercises, as required by the EPC
- c) Area warden:
 - i. Confirm sufficient wardens for area of responsibility
 - ii. Coordinate the completion of PEEP documentation
 - iii. Report on deficiencies of emergency equipment
 - iv. Ensure that wardens have communicated the emergency response procedures to all occupants within their nominated areas
 - v. Ensure that occupants are aware of the identity of their wardens
 - vi. (vi) Coordinate safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish) by wardens throughout their area of responsibility
 - vii. Attend training and emergency exercises, as required by the EPC
 - viii. Ensure personal ECO identification is available
- d) Wardens:
 - i. Ensure that all occupants are aware of the emergency response procedures.
 - ii. Carry out safety practices e.g., clear egress paths, access to first-attack equipment and disposal of rubbish.
 - iii Ensure personal ECO identification is available.
 - iv. Attend training and emergency exercises, as required by the EPC.

5.2. Emergency

The actions to be undertaken by the ECO in the event of an emergency shall include, but not be limited to, the following:

- a) Site Chief Warden On becoming aware of an emergency, the chief warden shall take the following actions:
 - (i) Respond and take control, as appropriate
 - (ii) Ascertain the nature of the emergency and implement appropriate action
 - (iii) Ensure that the appropriate Emergency Service has been notified
 - (iv) Ensure that area wardens are advised of the situation, as appropriate
 - (v) If necessary, after evaluation of the situation and using all of the information and resources available, initiate an action plan in accordance with the emergency response procedures and control entry to the affected areas
 - (vi) Monitor the progress of the evacuation and record any action taken in an incident log with the Communications Officer.
 - (vii) Brief the Emergency Services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.

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- (viii) Any other actions as considered to be necessary or as directed by Emergency Services.
- b) Deputy Site Chief Warden The Deputy Site Chief Warden shall assume the responsibilities normally carried out by the Site Chief Warden if the Site Chief Warden is unavailable, and otherwise assist as required.
- c) Communications Officer The Communications Officer, on becoming aware of the emergency, shall take the following actions:
 - (i) Ascertain the nature and location of the emergency
 - (ii) Confirm that the appropriate Emergency Service has been notified
 - (iii) Notify appropriate ECO members
 - (iv) Transmit instructions and information
 - (v) Record a log of the events that occurred during the emergency
 - (vi) Act as directed by the Chief Warden
- d) Area Wardens On hearing an alarm or on becoming aware of an emergency, the Area Wardens shall take the following actions:
 - (i) Implement the emergency response procedures for their floor or area
 - (ii) Ensure that the appropriate Emergency Service has been notified
 - (iii) Direct wardens to check the floor or area for any abnormal situation
 - (iv) Commence evacuation if the circumstances on their floor or area warrant this
 - (v) Communicate with the Chief Warden by whatever means available and act on instructions
 - (vi) Advise the Chief Warden as soon as possible of the circumstances and action taken
 - (vii) Co-opt persons as required to assist a warden during an emergency
 - (viii) Confirm that the activities of wardens have been completed and report this to the Chief Warden or a senior officer of the attending Emergency Services if the Chief Warden is not contactable.
- e) Wardens- Persons selected as wardens shall carry out activities as set out in the emergency response procedures and as directed by the floor or area warden. Wardens' activities may include the following:
 - (i) Act as floor or area wardens.
 - (ii) Operate the communication system(s) in place.
 - (iii) Check that any fire doors and smoke doors are properly closed.
 - (iv) Close or open other doors in accordance with the emergency response procedures
 - (v) Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated
 - (vi) Ensure orderly flow of people into protected areas, for example, stairways
 - (vii) Assist occupants with disabilities
 - (viii) Act as leader of groups moving to nominated assembly areas
 - (ix) Report status of required activities to the floor or area warden on their completion

5.3. Post-emergency

The actions to be undertaken by the ECO after an emergency should include, but not be limited to, the following:

- a) Site Chief Warden:
 - (i) When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members to have occupants return to their facility, as appropriate.
 - (ii) Organise a debrief with ECO members and, where appropriate, with any attending Emergency Service.
 - (iii) Compile a report for the EPC and RSAA management
- b) Communications officer -Collate records of events during the emergency for the debrief and ensure they are secured for future reference.
- c) Area wardens and wardens Compile a report of the actions taken during the emergency for the debrief.

NOTE: The re-entry and post emergency actions should be done in collaboration with ANU Facility and Services, Site Tenants, RSAA executive and managers, occupiers and employees.

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6. MEDIA RESPONSE

All media requests directed to the University are handled through the Director Strategic Communications and Public Affairs.

The contact details Media Office main number 02 612 56125 or 6125 5001

In some cases the emergency services will provide a media liaison officer to coordinate and speak to the media.

7. AFTER HOURS

As the Mt Stromlo Observatory is generally operational outside normal business hours, there are usually staff on site. In the event of fire threat outside normal business hours, the daytime fire procedures will be followed. At Mt Stromlo there are residential buildings, and after hours wardens and Senior First Aid staff are part of the ECO. In the event of no staff present on the mountain the Code Red will be used to deal with a fire emergency.

8. Pre-Season and Seasonal Actions

- MSO site manager will ensure that a pre-season check of the site is conducted.
- Is there any combustible material being stored under or next to buildings?
- Are all the gutters clean of debris?
- Has all ground debris been cleaned up?
- Has all the grass been mown?
- Are there any trees overhanging buildings?

The University Fire Safety Officer will also conduct an annual bushfire risk assessment of the site.

9. Staff Training

A full evacuation drill will also be conducted at least once per year. This drill will be done in consultation with the management of Facilities & Services and the RSAA executive or the other stakeholders at the Mt Stromlo Observatory.

MSO Manager to liaise with the Universities Fire Safety Officer regarding the training needs for the on-site and the best strategy to implement the training. MSO training has been completed in Senior First Aid (September 2020) and Fire Wardens in January 2019.

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1.1. Fire

Prevention of fire is as important as the development of efficient means of fighting it. To this end the wardens, and all occupants, should be acutely aware of the need to avoid dangerous practices and the danger to life and property in the event of an out of control fire.

All staff should follow these directions when confronted by a fire

- 1. If safe to do so ensure the immediate safety of, and alert anyone within the vicinity of the fire.
- 2. Raise the alarm if not already sounding, using a break glass alarm panel or by shouting 'Fire, Fire, Fire' if a panel is not available. The alarm system automatically notifies the Fire Brigade and Security.
- 3. Ring
 - ACT Fire & Rescue NSW from mobile phone 000, internal phone 0-000
 - Give your name, address

Mt Stromlo Observatory, Cotter Road, Weston Creek- , building name, level, room number, type and extent of the fire / smoke.

- Second call is to Phone ANU Security 612 52249 (this will start the ANU notification process).
- 4. Obey all instructions from Wardens.
- 5. Evacuate the immediate area and go to emergency congregation area between CSO and Directors Residence.

If a fire has been discovered the Site Chief Warden must:

- 1. Evacuate the area in alarm immediately (if this is not already underway)
- 2. Commence evacuation of entire building, wardens to direct occupants to the site assembly point near Directors Residence.
- 3. Contact Emergency Services on 0-000
- 4. Meet the Emergency Service on their arrival and inform them of the situation, type of incident (if known), status of the building and the location of any impaired or other persons requiring assistance.

If no fire is found, the Site Chief Warden must:

- 1. Cancel Code Red alarm to Monitoring Centre.
- 2. Conduct top to bottom check of building, identify the detector in alarm.
- 3. Reset fire alarm system See appendix 4
- 4. Reset the fire pumps near the SLR.

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If the Fire Alarm sounds

- 1. The Chief Warden and Wardens respond to the Main Fire Indicator Panel (FIP) located at Reception in the CSO Administration Building.
- 2. The location of the primary fire alarm is indicated on the LCD display of the FIP
- 3. 2 runners are sent to the investigate the alarm and report back to the Chief Warden

If the fire is real

- 1. Call 0-000 and requests the Fire Brigade,
- 2. Inform the MSO Site Manager and the other ECO members,
- 3. The MSO Site Manager informs the Director of Facilities & Services and ANU Security,
- 4. Only attempt to extinguish the fire if it is very small and safe to do so,
- 5. Ensure any personnel or visitors are congregated at the evacuation point,
- 6. Follow the directions of emergency services once they arrive.

If it appears to be a false alarm

- 1. Area double checked for signs of smoke / smell / flames
- 2. Wait for the Chief Warden or the Deputy Warden to arrive.
- 3. Chief Warden may give the all clear, return to building/s
- 4. Advise F&S Technical Services Manager-Fire of the event.
- 5 Record Incident.

1.2. Bushfire

A bushfire management plan has been developed for the Mt Stromlo Observatory site. This plans outlines prevention, preparedness and evacuation. See appendix 1 for details

The Fire Danger Rating is determined by the Bureau of Meteorology <u>http://www.bom.gov.au/nsw/forecasts/bushfire.shtml</u> and is published around 4pm each day of bushfire season.

Bushfire Preparedness Matrix – Site Closure

Action	Low/Mod	High	Very High	Severe	Extreme	Catastrophic Fire Area 13 or 14
Bushfire Danger Sign adjusted daily in Bushfire Danger Season	Yes	Yes	Yes	Yes	Yes	Yes
Site Chief Warden to monitor RFS website for incidents			Minimum 1pm, 3pm	Minimum 11am, 1pm & 3pm	Hourly from 9am to 7pm (or more frequently if fire event locally)	Hourly from 9am to 7pm (or more frequently if fire event locally)
Maintain Register of all persons present on site, including daily movement plans and point of contact				Yes	Yes	Yes
Check for fires from several locations around the site			2 times per day	3 times per day	hourly	hourly
Visitor Restrictions				Close to visitors	Close to visitors	Close to visitors
Observatory Closure			Monitor Fire Area 14	Monitor Fire Area 14	Monitor Fire Area 14 Alert staff to possible evacuation if fires occur	Close to all staff, residents encouraged to leave. Alert residents to possible evacuation if fires occur.
Prohibit use of open fire, or other potential ignition causes				Yes	Yes	Yes

Bushfire Evacuation

Action	Low/Mod	High	Very High	Severe	Extreme	Catastrophic Fire Area 13 or 14
Fire predicted to impact site or egress	Evacuate, if safe to do so	Evacuate, if safe to do so	Evacuate, if safe to do so	Evacuate, if safe to do so	Evacuate, if safe to do so	Evacuate, if safe to do so
Time to fire impact < time required to evacuate	If required go to site assembly area AITC1	Go to site assembly area AITC1	Go to site assembly area AITC1	Go to site assembly area AITC1 and await further instruction. NSW RFS or NSW Police to provide advice re evacuation	Go to site assembly area AITC1 and await further instruction. NSW RFS or NSW Police to provide advice re evacuation	Go to site assembly area AITC1 and await further instruction. NSW RFS or NSW Police to provide advice re evacuation
Fires exist within 50km radius, but no risk to site				No visitors to enter site Consider evacuation of non-essential staff (determined internally by organisation management) and visitors	No visitors to enter site Consider evacuation of non-essential staff (determined internally by organisation management) and visitors	No staff or visitors to enter site. Chief Warden to order residents to leave site
No fires				Close site to visitors forecast period	Close site to visitors forecast period	Close site to all and forecast period

When a bushfire threat is identified nearby the site

- 1. Call Emergency Services on 0-000 and report a fire
- 2. Notify
 - The MSO Chief Warden and Deputy Chief Wardens
 - All building Wardens
 - House tenants
 - Temporary Accommodation tenants
- 3. The Chief Warden to contact ANU Security who will contact
 - The Facilities & Services Director
 - ANU Crisis Management Team
 - ANU Fire Safety Officer
- 4. The Chief Warden in consultation with the Deputy Warden and with information or advice from the RFS and other emergency organizations ascertain whether the site needs evacuating
- 5. Keep RFS updated of developments.
- 6. When the Emergency Services arrive they may decide to set up a command post. (CSO Building)

See 1.3 Stage evacuations on evacuation process

1.3. STAGED EVACUATIONS

Once a credible bushfire threat has been identified and confirmed with the local Rural Fire Service and National Parks and Wildlife, the Chief Warden will implement a three-staged evacuation procedure.

Stage 1: This stage is primarily designed to initiate the evacuation of all visitors to the site, including visitors at the MSO Café and Visitor Centre.

The Chief Warden decides there is a threat to the site, after a reported smoke sighting and liaison with the relevant authorities; The Chief Warden will then:

- 1. Advise the F & S Director of the intention to close the site to visitors;
- 2. Co-ordinate the removal of visitors from the site by wardens and MSO Site Officer;
- 3. Close the boom gate at the entry. (Barricades may need to be established);
- 4. Direct Deputy Fire Wardens to all areas of the site to instruct visitors to leave the area, reinforcing that there is no immediate danger, to prevent visitors panicking;
- 5. Assemble in Possum Hall and address staff, guests and residents and brief them on the situation, giving them an opportunity to leave at this time if they wish and to be on standby to leave;
- 6. Instruct all available personnel to go around the site and secure the buildings, remove any combustibles that have been left around, move bins away from building etc.;
- Contact the local authorities and ANU Security to provide details of the actions taken to date;
- Continue to monitor the bushfire threat and remain in contact with Rural Fire Services,
 ACT Emergency Services Agency and the ANU Fire and Safety Officer. In the event that the threat level increases, the Chief Warden will implement Stage 2 of the evacuation procedures.

(Note that where the emergency occurs after hours, the role of Chief Warden may be filled by a Deputy Fire Warden, who will then become responsible for coordinating the evacuation and other related activities)

Stage 2: This stage is designed to initiate the evacuation of all non-essential staff from the site.

Once the Chief Warden perceives the threat to be more imminent, stage 2 of the evacuation process will be implemented:

Allow the local authorities to set up a command post onsite.

- 1. The Chief Warden will instruct all non-essential staff to leave the site.
- 2. Deputy Fire Wardens will manually activate the warning systems within the buildings and physically check all areas where staff may be working and proceed to the emergency assembly point to be checked off.
- All residents may be requested to leave the site. This will be at the discretion of the Chief Warden / ACT RFS and will be based on an assessment of the likely threat to their lives and property.
- 4. Any "essential" staff member, who wishes to leave the site, will be given the opportunity to do so.
- A record of all personnel (and current locations) remaining on site will be compiled by the Chief
 Warden or his appointee and sent to the Director of RSAA, and Director Facilities and Services
 Division, ANU and the ACT Rural Fire Service.

Stage 3: This stage relates to the site being under direct threat.

The Chief Warden will:

- 1. Contact the Rural Fire Service (RFS) to advise them of the current situation (assuming that they are not already on site).
- 2. Seek advice from the Rural Fire Service regarding the evacuation of remaining staff on site.
- 3. Assuming that it is not possible to evacuate the site safely, coordinate (with the assistance of other wardens) the movement of all remaining personnel to Integration Hall (Wombat), as the "designated safe area". The Chief Warden or nominee will insure that all personnel are present. If anyone is missing, the Chief Fire Warden will inform the MSO Manager and the ACT Fire & Rescue immediately.
- 4. Wait for formal advice from the Rural Fire Service that it is safe to leave the site.

1.4. ARMED INTRUDER – HOLD UP

BASIC PRECAUTIONS

- Keep cash, drugs, vital records, information and valuables secured and to a minimum.
- Do not discuss activities, vital records, and amounts of cash or security procedures in public.
- If you are suspicious of the behaviour of any person/s notify the Police on **0-000**

IF CONFRONTED

- Try to remain calm or appear to be calm.
- Don't make any sudden movement or take any action to excite intruder/s.
- Be courteous, converse with and answer questions asked by the intruder/s.
- Obey all instructions given by the intruders.
- Hand over valuables cash drugs on request.
- Take a mental note of:
 - Gender
 - Age
 - Height
 - Build
 - Weight
 - Colour of hair
 - Colour of eyes
 - Unusual mannerisms
 - Every movement intruder makes

- Scars or other markings
- Complexion
- Speech
- Weapons carried
- Dress Shoes Gloves
- Language
- Impediments
- Items touched by intruder
- Carry bags

WHEN INTRUDERS HAVE DEPARTED

- Ring Police on 0-000 or Tuggeranong Police Station 0- 6256 7777.
- Alert Security on 0- 612 52249, and dial 1
- Complete Offender Details Checklist.
- DO NOT discuss your version with others
- Remain in same location

EMERGENCY CONTROL ORGANISATION MEMBER OR SENIOR PERSON PRESENT

When notified of emergency:

- 1. Ensure Police are notified
- 2. Notify ANU Security
- 3. Ensure anyone injured is attended to
- 4. Stop unauthorised entry to incident location
- 5. Ensure no item in vicinity is touched or moved
- 6. Request witnesses to remain at the scene.
- 7. Stay with casualties or distressed persons if required
- 8. Ensure Offender Details Checklist is individually and independently completed by those involved in the incident
- 9. Await arrival of police

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(Circle choice)

NUMBER OF INTRUDERS:

DESCRIPTION	ALCOHOL	LANGUAGE	VOICE	POSSIBLE NATIONALITY	GRAMMAR
Male	Drunk	Obscene	Loud	Australian	Fast
Female	Slurred	Courteous	Soft	Asian	Slang
Adult	Elated		Deep	European	Normal
Elderly		-	Husky	American	Cultured
Child			Nasal	Other	
Youth			Drawl		-
	_		Disguised		
			Flat		
			Cough		
			Stutter		
				1	

Lisp

Catch Phrases

PERSONAL PARTICULARS (DESCRIBE)

Hair Colour	Length	Shape
Eyes	Height	Weight
Build	Posture	Walk
Scars	Tattoos	Hands/Gloves
Footwear	Clothing	Carry Bags
Disguised		· · · ·

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VEHICLES

Vehicle Type	Make	
Model	Colour	
Registration No.		

WHICH WAY DID THEY GO?

OFFENDER DETAILS (Circle choice)

Type of weapon/s	Gun	Knife	Other	Not Sure
Handheld	Revolver	Automatic Pistol		Not Sure
Shoulder weapon	Rifle	Shotgun	Small	Not Sure
Size / Weight (Estimate)	Heavy/Big	Light/Small	Sawn Off	
Size of muzzle	Shotgun	.22	Other (Draw)	
Colour of weapon	Metal	Woodwork	Sling (if any)	

HAND OFFENDER DETAILS TO POLICE

ADMINISTRATIVE DATA (completed by victim of offence)

Name (Printed)	Position
Section	Signature
Date	Time

ACTIONED BY

Name (Printed)	Position
Name (Finiteu)	FUSICION
Department	Signature

1.5. BOMB THREATS

Bomb or substance threats are usually a form of communication, written or verbal, delivered by electronic (email, fax, etc.), oral (telephone, tape recording), or other medium (letter) which are frequently used to disrupt business or cause alarm. These procedures are designed to help people respond to and deal with a threat in accordance with current directions provided by Australian Federal Police and AS 3745-2002

Because each threat is different, it is almost impossible to have a detailed procedure for each contingency. These procedures are designed to help you assess the level of the threat and, on the information available, decide on a course of action.

Telephone Bomb Threat

Until proven otherwise, all threats are to be treated as real. During working hours, the Site Chief Warden should along with management evaluate the threat and consider evacuation. This may be done in conjunction with the Police if they are available.

The following points provide an overview of the initial actions to take when a threat is received:

- 1. Keep calm. If possible attract the attention of a fellow worker
- 2. Keep the caller on the line as long as possible to gather information
- 3. Use the threat checklist provided (see schedule 1) this check list can be used as evidence against the perpetrator of the threat in any subsequent legal proceedings.
- 4. Obtain as much detail as possible about the bomb and its location
- 5. Listen carefully for any background noises, speech mannerisms, accents or any other details that might give a clue to the age, sex, identity and location of the caller
- 6. **DO NOT** discuss the call with other occupants
- Immediately after the threat contact the Site Chief Warden, ANU Security 0 612 52249, RSAA Executive and notify the Police 0-000 or Tuggeranong Police Station 0-6842 7299
- 8. Complete the threat check list and hand it to Site Chief Warden or Security

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Evaluating the Threat

Following the receipt of a threat the Site Chief Warden must consider the level of threat and decide on the appropriate action, using the threat report, results of searches by the Emergency Control Organisation and information obtained from building occupants and the Police.

The threat may be assessed as:

• NON SPECIFIC THREAT OR LOW RISK

For example a call made by a child and/or with childish laughter in background or where little detail is received

• SPECIFIC THREAT OF MUCH GREATER RISK

For example a call made in a calm deliberate manner where greater detail regarding timing, location or type of device is given.

To help determine the level of threat from a suspect item found during a search, consideration must be given to:

- whether the item was hidden;
- is it obviously a device;
- is it similar to the original threat description;
- is it typical of all other items in the area;
- has there been a report of unauthorised persons being on site;
- is there evidence of forced entry;

Other factors that may provide assistance are:

- a threat is only that until something obvious is found;
- a perpetrator will infrequently give warning of an attack;
- the consequence for issuing a threat is not as severe as the placement or initiation of a device.

Search Procedure

The Police will often request the building occupants to conduct a search. All Wardens should be instructed in bomb and substance threat strategy during their routine training. Police will not usually search a building following receipt of a threat because:

- Police are unlikely to know the layout of the premises and the various places in which a device can be concealed
- Police will not know what should be in a particular place and what should not. Staff should know and be able to search more thoroughly.

Note: Places of public assembly such as lecture rooms, assembly halls, and auditoriums cannot be searched while students are present.

Detailed searches take a considerable amount of time. Occupants may not be permitted to return for some hours. Consideration should be given to their welfare, for example in summer or wet weather, relocation to a more comfortable location with shade or shelter.

If a search is decided upon, Wardens should be directed to search their floor or area and report the location and appearance of any suspicious item.

Wardens should look for anything:

- that should not be there;
- that cannot be accounted for;
- that is out of place;

If a suspicious object is found:

- No one is to touch or move it;
- Clear people away from the immediate vicinity;
- Secure the area;
- Inform Site Chief Warden;
- Initiate evacuation;
- Leave a trail to the object;
- Inform Police of location.

The evacuation assembly areas should be searched by Wardens nominated by the Site Chief Warden.

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Detailed Room Search

Divide the room into sections, for example halves or quarter's search teams should:

- 1. Listen for any unusual sounds;
- 2. Conduct a passive search only (that is, look without touching);
- 3. Checking the area as follows:
 - Floor to waist level;
 - Waist level to head level;
 - Head level to ceiling.
- 4. Mark the area as clear, using chalk marks, post it labels etc.

Warning: Hand held radio transceivers and mobile phones MUST NOT be used during a bomb emergency because, under certain conditions, transmissions can trigger an electronically- detonated or radio activated bomb

Courses of Action – The decision to evacuate

The Police will normally leave the decision to evacuate to the Emergency Control Organisation or RSAA Executive. The Police may provide advice or make recommendations

Option to do nothing (Disregard Threat)

It may be tempting, when receiving a threat from an intoxicated person or child, to adopt this course of action. The Site Chief Warden must be absolutely sure it is a prank call. If there is the slightest doubt, the Site Chief Warden must adopt one of the other options.

Option to search and evacuate only if a suspicious object is found

This choice means people will be in the building for a longer period if there is a device present. Evacuation will proceed if a suspicious object is found. If nothing is found, and there are no other significant factors, the Site Chief Warden may then consider that the building can be declared safe. The Site Chief Warden may consider this option appropriate if the threat level is assessed as <u>low</u>

Option to search with partial evacuation

When the threat level is considered to be moderate and there is no reason to believe an initiation to be imminent, the Site Chief Warden might consider partial evacuation, retaining essential staff and search teams.

Evacuate immediately without search

In the event of the call that the Site Chief Warden considers to be a <u>high</u> risk there may be a case for evacuation as quickly as possible, without conducting a search, especially where there is a possibility of imminent initiation

When the time of initiation has been disclosed in a threat, the Site Chief Warden must ensure search procedures are terminated well before the deadline, even if the device has not been found. All searching *must cease no later than 20 minutes before the time given*. At the very least, 20 minutes must elapse after

the threatened time of initiation before search teams re-enter the building. The building should be searched prior to re-occupation.

Evacuation

If the evacuation of a floor or complete evacuation of the building is ordered, the procedures are similar to an evacuation for a fire. Wardens are to:

- 1. Direct staff and students to the nearest exit and instruct them to take all personal items with them. Guide them to the nominated assembly area using a path of egress away from the suspect item if the location is known.
- *Note:* In some buildings it may be necessary to direct occupants to use a specific exit or escape route.
- 2. Conduct a final check of all areas including toilets and all other occupied spaces to ensure they are clear of occupants
- 3. Advise the Site Chief Warden when the floor/area has been evacuated. Ensure internal doors, except fire doors, <u>are left open if possible</u>, and that occupants do not re-enter the building
- 4. Proceed to the nominated assembly area and remain there, until directed to return to the building, by the Site Chief Warden, ANU Security or Police

Threat after hours

Should a threat be received outside normal working hours, the recipient should report the matter to **ANU** Security 0-612 52249 and Police 0-000 or alert other occupants occupying the floor/area, and evacuate the building using emergency exits. Do not re-enter the building until advised by Security or Police it is safe to do so.

Mail Bomb

All mail should be checked for suspicious articles. The details of all suspicious letters and parcels, and records of verbal threats should be retained for future reference.

Mail bombs are normally about envelope size. The maximum size of a device is restricted by Australia Post limitations on the weight and dimensions of an article that can be sent through the Australia Post system. Mail bombs could of course be distributed by means other than Australia Post such as couriers. Irrespective of size, mail bombs have the potential to cause death or potential injury.

Mail bombs normally fall into three categories, **HIGH EXPLOSIVE, INCENDIARY** and **NOXIOUS** devices all designed to cause damage, injury or death.

What to look for:

- An envelope that is lopsided or uneven;
- A package that is excessive in weight for its size;
- Excessive tape or other securing material;
- An article from an unknown source;
- Wires or metallic material protruding from the article;
- Postage in excess of what should be required to have the article forwarded.

Courier Delivered Bomb

A courier delivered bomb differs from a mail bomb in that the perpetrator has the ability to set a timer or trip/motion device when it is delivered. This means that a courier delivered device has the potential to detonate without any further intervention by the perpetrator. Once suspicion has been aroused this type of article **MUST NOT** be touched or moved.

Placed Bomb

Placed bombs come to the attention either as an accidental discovery or after a warning and subsequent search. Placed bombs can take on many shapes from the obvious such as a stick of commercial explosive with a burning fuse to the indistinguishable such as a sealed package

Vehicle Bomb

A vehicle bomb is any means used to deliver an amount of explosive usually to the external boundary of a building, structure or workplace.

	HE CALL									
Name (Print)					Signature					
Telephone No, Called		-1	Date Call Receiv	ed			Time Received	<u></u>		_
GENERAL QUESTI What is it?	ONS TO ASK	THE	CALLER							
When is the bomb to e When will the substan	explode? OR									
Where did you put it?	CE DE (ElEBSED)									
What does it look like?	,							_		_
When was it put there	?									- 27
How will the bomb ex	plode? OR									- 22
How will the substanc	e be released?									
Did you put it there?										_
Why did you put it the	re?									
BOMB THREAT QU What type of bomb is	JESTION it?									
What is in the bomb?										
Millacies tri trie porniut										
What will make the bo CHEMICAL/BIOLO	omb explode? DGICAL THRE# The is in it?	NT QU	ESTIONS			_				
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Date: October 2020 Version: 1.1

Wardens to search: Exits - Common Areas – Reception Areas Toilets – Utility Areas – Building exterior

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1.6. EARTHQUAKES

Earthquakes strike without warning. Generally the SAFEST PLACE to be is in the OPEN away from buildings. However, if you are in a building when the earthquake strikes, you should NOT attempt to run from the building. Outside the building you may be met with falling debris and power lines. It is safer for you to remain in the building

Basic guidelines for personal safety are as follows:

- Try to remain calm;
- Move away from windows and outside walls;
- Keep away from mirrors, light fittings, bookcases or other furniture that may fall or slide;
- If possible, take cover from falling debris under a desk or stand within a door frame;
- Don't go sightseeing;
- Don't use telephone immediately, unless for serious injury;
- Be aware of live electrical cables.

REMEMBER DO NOT ATTEMPT TO RUN FROM BUILDING

Once the tremor has stopped, look around for injured personnel and reassure others in your area.

The Site Chief Warden or a Deputy should call the buildings Emergency Control Organisation into action as soon as possible after the earthquake.

Duties of the Emergency Control Organisation include:

- 1. Assessing damage in area;
- 2. Ensuring First Aid is given to those injured;
- 3. Notifying the relevant authorities;
- 4. Switching of power to appliances if safe to do so;
- 5. Initiating controlled evacuation or;
- 6. Conducting a search of the area if it is safe to do so;
- 7. Prevent re-entry to build.

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1.7. CIVIL DISORDER

Usually caused by industrial unrest, emotional international situations or unpopular political decisions may lead to public demonstrations that could threaten the security of the building

Security, Managers and the buildings Emergency Control Organisation should co-ordinate the response to an incident until the arrival of the Police, to whom they should provide as much assistance as required.

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1.8. AIRBORNE CONTAMINANTS

Airborne contaminants that may be encountered may include:

- CHEMICAL
- BIOLOGICAL
- RADIOLOGICAL

These agents often have a legitimate purpose in buildings, structures and work places. They can range from fumes from paints to gas leaks to the most potent of chemical, biological and radiological properties. In all cases, there must be sound and conforming practices and training to facilitate the housing of such goods and these issues are outside the scope of this document.

Accidental Dissemination:

This type of dissemination will usually be caused by some form of industrial accident, poor housing method or an unplanned process. All have the potential to spread an airborne contaminant into the building, structure or workplace. Air conditioning units and other ventilation systems have the capacity to spread the contaminant quickly. One of the more common airborne contaminants that is accidentally introduced is Legionella

Chemical Agents:

Chemical agents may be a solid, liquid or gas and in some cases the agent may be odourless, colourless and tasteless. Chemical agents may be inhaled, ingested or absorbed through the skin and can have immediate or delayed effect.

A chemical agent can be disseminated by a spraying device, leaking package or a container either bursting or exploding. A chemical agent may cause incapacitation, serious injury or death

Biological Agents:

Biological agents are typically non-volatile and are invisible to the naked eye. Biological agents will usually be imbedded in a delivery medium such as powder or liquid. They can be disseminated by a dispersion device such as an aerosol sprayer. Biological agents are normally ingested or inhaled and while they are not absorbed through the skin these agents can penetrate through an open wound.

Radiological Agents:

Radiological agents are likely to be material such as medical or industrial isotopes. However it is important to note that these agents can be combined with an improvised explosive device to form a *"dirty bomb"*. Authorised radiological materials should carry appropriate markings and great care must be taken when handling packages which carry the radioactive markings. In all cases there must be sound and conforming practices and training to facilitate the housing of such goods but these issues are outside the scope of this document.

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1.9. MEDICAL EMERGENCY

In the event of a medical emergency Wardens will:

- 1. Quickly check the situation for danger and assess the person's condition, (DRSABCD). If you assess a situation as life threatening or there is any doubt, phone 0-000 and request an Ambulance
- 2. Advise Senior First Aid officers onsite to attend
- 3. Consider the persons wishes if they are conscious and coherent
- 4. Alert people nearby and enlist their aid
- 5. Administer first aid up to the level of your training

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1.10. GAS LEAK

It is important to know what you are handling in the first place. Only those people trained in the storage and handling of dangerous goods should have access to them.

- Assist persons in immediate danger immediately (only if safe to do so);
- If flammable shut off all ignition sources (only if safe to do so);
- Raise the alarm Notify Fire Brigade on **0-000** and give details of problem
- Evacuate to the designated assembly area DO NOT return to building until advised to do so by Site Chief Warden or ACT Emergency Services;
- Remove any personnel from down wind

An alternative assembly area may need to be used if the weather conditions are transporting vapors toward the primary assembly area. Listen for instructions and take note of unusual smells and conditions.

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1.11. CHEMICAL SPILLS

MAJOR SPILL or ACUTELY TOXIC CHEMICALS

(It is important to know what you are handling in the first place. Only those people trained in the storage and handling of dangerous goods should have access to them)

- Spill or leak;
- Assist person in immediate danger (only if safe to do so);
- Restrict entrance to the danger area by shutting door/s where the spill has occurred (only if safe to do so);
- If flammable shut of all ignition sources (only if safe to do so);
- Raise the alarm notify Fire Brigade 0-000 ask for hazmat unit and give as many details as possible;
- Attend to the emergency (only if trained and it is safe to do so)
- Evacuate to the designated assembly area. Stay there until advised by Site Chief Warden/Security or Emergency Service it safe to return to the building);
- Remove any personnel from downwind.

An alternative assembly area may need to be used if the weather conditions are transporting vapors toward the primary assembly area. Listen for instructions and take note of unusual smells and conditions.

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Schedule 2

DEFINITIONS

ALERT SIGNAL - Is the tone used to indicate to the facility occupants that they must prepare to evacuate the facility The tone is identified by a single level tone that is repeated at intervals, thus – **beep.....beep.....beep.....beep.....beep.....**etc.

ALL CLEAR - Are the words used to indicate that the emergency services have given authority to occupiers to return to their normal duties and that the emergency is over.

APPROPRIATE EXTINGUISHER - *Is the type of portable fire extinguisher that should be used on the type of fire to be extinguished*

AREA WARDEN - Person nominated to perform specific duties in a designated area / floor of a facility

ASSEMBLY AREA - Predetermined external area that is used when one or more facilities are evacuated. This is a designated area for the facility to account for and brief personnel on future actions.

BOMB - Is a device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e. incendiaries, toxic/noxious substances, sharps, animals/reptiles). May be referred to as an improvised explosive device (IED).

BOMB THREAT - Is a threat, written or verbal, delivered by electronic, oral, or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date, place or against a specific person or organization. It is not necessary for any other action to be taken by the offender.

SITE CHIEF WARDEN - Is the person nominated to head the Emergency Control Organisation for their facility

DEPUTY SITE CHIEF WARDEN - Is the person nominated to assist the Site Chief Warden

EGRESS - Is the way out of facilities to the assembly areas

EMERGENCY – Is an event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.

EMERGENCY CONTROL ORGANISATION (ECO) - *Is a structured organisation which will organise an appropriate response to emergency situations*

EMERGENCY PLAN – Is a written documentation of the emergency arrangements for a facility, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

EMERGENCY EVACUATION DIAGRAMS - Are plans that have been erected around the University showing you where you are and where the fire exits are located.. These plans are supplemented by Fire & Evacuation orders mounted in the same frame. These plans are usually found near fire exits and lift foyers.

EMERGENCY SERVICES - Police, Fire Brigade, Ambulance and State Emergency Service.

EMERGENCY WARNING & INTERCOMMUNICATION SYSTEM (EWIS) - This is the system that when activated, automatically warns the occupants of a facility (in sequence) of an impending evacuation. This panel enables the Site Chief Warden to talk to occupants via the PA system or the WIP's. Evacuation tones can also be operated manually from this panel

ESSENTIAL PERSONNEL - ECO team

EVACUATION - is the movement of people in immediate danger to safety in an efficient and safe manner

EVACUATION SIGNAL - Is the tone used to indicate to the facility occupants that they must evacuate the facility under the directions of their Wardens. The tone is identified by a rise and fall tone that is repeated at intervals, thus – **whoop....whoop....whoop.....e**tc.

FACILITY – Is building, structure or workplace that is, or may be, occupied by people (occupants)

FIRE ALARM - Is the alarm activated by various devices throughout the facility. This alarm is sent electronically to the Fire Brigade and also sounds an external bell or sounder outside the facility in alarm. If a EWIS is installed then the Fire alarm sounds it will automatically sound the alert alarm throughout the facility.

MANUAL CALL POINT (MCP) - is a device which when activated, electronically notifies the Fire Brigade and sets of the Fire alarm.

NON-ESSENTIAL PERSONNEL - Visitors, Contractors and Staff who do not form part of the ECO team

OCCUPANT - Is a person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor.

PERSONAL EMERGENCY EVACUATION PLAN - *Is an individualized emergency plan designed for an occupant with a disability who may need assistance during an emergency.*

REFUGE – *Is an area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gases and which provides direct access to an exit.*

VISITOR - Is a person who is within a facility who is temporarily visiting the facility and is not— (a) employed at or for the facility, either on a permanent casual, temporary, contracting basis; (b) a resident/inmate; or (c) studying at the facility. NOTE: Visitors include customers and clients. Appendix 1 Bush Fire Management Plan



. Site details	7. Contacts			Coordination & Control
Name and Location: Mt Stromlo Observatory, Mt Stromlo Road, Mt Stromlo	ACT RFS	9am – 5pm only. Outside	02 6207 8609	 As ANU initiated evacuation will typically be earlier than that ANU staff/contractors etc are to lead communication and evaluation

by emergency service personnel, acuation of the site until otherwise

suildings and infrastructure:

Includes Mt Stromlo Visitors Centre, the Advanced Instrumentation Technology Centre, Duffield and Woolly buildings, workshop, residential dwellings.

Occupants and visitation (number of people):

- Occupants and staff 127 (94 staff, 33 students)
- Visitors range from 15-60 (weekdays) to 50-100 (weekends)

Access:

- Access is via the all-weather 2WD Mt Stromlo Road, off Cotter Road
- Alternate emergency earess is available through Stromlo Forest Park

2. Characteristics of the bushfire risk

- The steep and vegetated slopes surrounding the site could bring extreme bushfires from any direction.
- A bushfire intensity model (see BMP map) indicates that under N-SW winds bushfires under extreme weather conditions on the site (i.e. FDR = 100) will be uncontrollable. The map is also a useful indicator of relative risk with a number of slopes and gullies (particularly to the north of the site) posing the highest risk.
- Fire behaviour (from most direction) will likely include extreme rates of spread, with the potential to prevent timely and safe off-site evacuation.
- Mount Stromlo Road provides the only road in and out. The length of road and its location on steep slopes mean that it is prone to being cut by bushfire or traffic accident prior to fire impacting the MSO. This situation would inhibit timely evacuation and firefighter assistance. It could also result in evacuees being trapped on the road; an extremely dangerous situation.
- The Asset Protection Zones for many buildings are inadequate.
- The current landscaping around many buildings exacerbates the bushfire risk.
- Bushfire fighter assistance cannot be relied upon. Bushfire attack could occur before their arrival or they may not be able to reach the site due to road conditions or they may be fully committed elsewhere
- Fuel accumulation since the 2003 bushfires on the site and in nearby areas is now at a level where similar intensity bushfires could occur.

3. Prevention

- All new buildings or modification to external components of existing buildings or erection of potentially combustible features within the APZ (including landscaping) are to comply with NSWRFS Planning for Bushfire Protection guidelines (including the Appendix 3 approach to AS3959 Construction of Buildings in Bushfire-prone Areas).
- All new buildings or changes to external components of existing buildings are to be assessed by a Bushfire Planning and Design (BPAD) Level 3 Bushfire consultant.
- Any new buildings are to include a site specific bushfire evacuation plan.
- APZ and building maintenance are required annually around all buildings (see ANU Campuses BMP).
- MSO lands are to be managed in accord with their Fire Management Zone objectives and strategies (see map and ANU Campuses BMP). Zones occurring on adjoining lands are provided to facilitate cooperative fire management with neighbours. MSO is only responsible for zones, or portion of a zone, occurring on its lands.
- A strategic pattern of prescribed burning (to compliment APZ works) is proposed between 2014 and 2019 (see map). The burning pattern will help mitigate the intensity of wildfire attack and increase the effectiveness of other bushfire protection measures such as APZ. To safely and effectively implement the burns assistance from fire authorities such as the ACTRFS will be required.
- Regrowth tree thinning practices should be extended to include all of the Central APZ (OPA) and the North West, South West and Central SFAZ. Felled trees should be removed, mulched or burned (if burned, wherever possible include in a scheduled prescribed burn for a zone).

4. Preparedness

See preparedness matrix (see map)

5. Response

- All bushfires are to be reported to 000
- After reporting to 000, notify the Site Manager who is to take the appropriate action under the evacuation matrix (see map). Follow evacuation procedures herein based upon Site Manager or emergency service personnel advice.
- If safe to do so, secure all buildings from burning debris attack, remove combustible material from around vulnerable parts of buildings and secure moveable objects or place them indoors

6. Recovery

See ANU Campuses BMP

Police	Woden Station	02 6256 7777
Ambulance	Woden	000
SES	Majura	132 500
Fire and Rescue ACT	Phillip	02 6207 8530
Other contacts	ANU Technical Services	0438 202 588
	(Fire) Mark Pritchard	02 6125 9717
Stromlo Forest Park		02 6256 6700

8. Evacuation Plan

- Given the bushfire risk at MSO evacuation preparedness is of critical importance.
- Off-site evacuation provides the safest option but in the event of this not being feasible.
- on-site refuge to the AITC building will be required.

Guiding principles

- Every bushfire attack is different. The response to each must therefore be specific and include consideration of the following:
 - Location of fire
 - Fire behaviour; including rate and direction of spread 0
 - 0 Numbers of potential evacuees
 - Current and forecast suitability of Mt Stromlo Road 0
 - Transport
 - Predicted fire weather
- All staff and contractors on site during the Bushfire Danger Period (BDP) are required to obtain a briefing and/or annual 'refresher' on the bushfire evacuation procedures for MSO.
- Visitors during the BDP require specific actions related to the forecast Fire Danger Rating (see
- evacuation matrix on map)
- Maintain daily during the BDP (at least) a Fire Danger Sign at the entrance to the MSO developed area
- Signpost on-site and off-site bushfire evacuation instructions in locations regularly frequented by all staff and contractors
- Maintain a roster of bushfire evacuation decision makers and wardens during the BDP
- Evacuation readiness is 'certified OK' by Site Manager prior to the BDP each year
- The decision to evacuate off-site or to refuge in the AITC building is to be determined by:
 - Instructions from Police, Fire Authority or Site Manager (or delegate).
 - The likelihood of a bushfire impacting the site from an assessment by a person
 - qualified/experienced in fire spread prediction e.g. ACTRFS
- A decision to evacuate off-site or refuge on site is to be communicated to every person known to be present on site. Confirmation of each person's notification is to be documented in an evacuation register by the Site Manager.

Evacuation procedures

Off-site evacuation

- Evacuation to well within the developed area of Canberra (e.g. beyond Weston Creek well in advance of a fire's predicted arrival time is safer than remaining on-site.
- Remaining on-site within the Refuge Areas may be required where it is not possible to evacuate off-site safely
 - The following identifies the order in which notification to evacuate is to occur:
 - The visitor centre who are to ask all visitors to leave the site immediately and proceed by a specified route to beyond Weston Creek or other location identified by emergency services. Visitor centre to advise when all visitors have left the site
 - People furthest from the AITC building. The contacted person in each building ii. is to notify all others in the building and the notifying person when all have left the building.
- If time permits buildings are to be left with all windows and doors closed. Any combustible material or objects able to be blown around stored outside buildings are to be moved inside.
- Any vehicles not driven off site are to be parked as far from the hazard as possible.
- If safe to do so, evacuee vehicles are to be driven by the most direct route to the location specified by emergency services, beyond Weston Creek or their homes
- See guidelines on travel in vehicles in a bushfire affected area in the ANU Campuses BMP. On-site refuge in Advanced Instrument and Technology building (Intergration Hall)
- If it is unsafe, or not possible, to evacuate off-site all people located on the MSO site are to refuge in the AITC building
- Notification of the requirement to seek refuge in the building is to occur in the same order as the off-site evacuation.
- Notified persons are to move to the AITC building ASAP and via the most direct route or a similar one located further from the hazard and/or the direction from which the bushfire is approaching.
- If fire is already on the MSO site or is likely to impact it prior to reaching the AITC building, then alternate refuge will need to be sought in the most fire proof room of the most fireproof building available. DO NOT GET CAUGHT ON FOOT OUTSIDE A BUILDING during the bushfire attack.
- See the ANU Campuses BMP for actions to be taken during a bushfire attack when on foot, in a car or in a building
- The Site Manager is to certify all personnel on site have been notified and arrived in the refuge building. ASAP notify emergency services of the number of people refuging in the building.
- The Site Manager is to liaise with emergency services on the action to be taken post the passage of the fire front. Where it is safe to do so, fires on and adjoining buildings should be extinguished by crew of the on-site bushfire unit.

required by emergency service personnel. Security

- If all personnel have been evacuated off-site a signpost is to be posted on the Mount Stromlo Road notifying that the site is closed to all personnel.
- Security guards or other appropriate personnel are to be dispatched to the site to provide site security as soon as is safe to do so.

9. What to do if caught in a bushfire

The following provide current guidelines from the NSWRFS on what to do if caught in a bushfire in a vehicle. Each requires a different response involving critical decisions for your survival (adapted from NSWRFS bushfire training modules).

What to do if caught in a bushfire IN A VEHICLE

- A vehicle can provide protection when caught in a bush fire
- If caught by a bush fire STOP immediately and look for a clear area, preferably off the road Look for large areas clear of grass or bush as these may not sustain fires of high intensity e.g. places where you can be over 100 m from the trees or thicker bushes
- Look for grazed paddocks, large gravel surfaces or large water bodies
- Avoid sites with dense bush or trees and where the fire can approach uphill toward you
- If you shelter in your vehicle:
- Do not leave your vehicle (until it is safe to do so)
- Drive your car into a bare, clear area well away from surrounding trees
- Determine the direction the fire will approach from, and if you can position your vehicle in the centre of the chosen cleared area and then move slightly further from the centre in the direction away from the approaching fire
- Face in the direction of escape
- Apply the hand brake
- Leave your headlights and hazard lights on, turn ignition off
- Do not lock the doors or remove ignition keys
- Close all windows and shelter below window level
- Close all vents or turn the vents to recycle

What to do if caught in a bushfire ON FOOT

the back of the fire or onto burnt ground

back or on the flanks of the fire

through to the burnt ground beyond

Cover all parts of the body with woollen or cotton blankets to protect all passengers from radiant heat (do not use synthetic blankets)

Try to move on to bare or burnt ground at least 100 m from where fire is likely to burn, if this

Do not run uphill or away from the fire unless you know a safe refuge is able to be reached

Move across the slope out of the path of the fire front and work your way downslope towards

Do not attempt to run through flames unless you can see clearly behind them. This generally

When conditions become severe use every possible means to protect yourself from radiation.

means that the flames are less than 1 metre high and less than 1 to 2 metres deep at the

Lulls in the fire often result in the flames in these parts being low enough to step or run

On bare ground cover yourself, use wheel ruts, depressions, large rocks or logs to give

Take refuge in ponds, running streams or culverts, but behind solid objects such a rock

Remain calm and do not run blindly from the fire. If you become exhausted you are much

more prone to heat stroke and you may easily overlook a safe refuge. Consider an alternative

www.ecoaus.com.au

Drink water frequently

before the fire arrives

protection

course of action

- Stay in vehicle until fire front has passed
- When fire front has passed exit vehicle and inspect for damage If possible report your situation and location to 000

is not feasible find the largest bare or burnt ground possible



Australian National University EVACUATION DIAGRAM **BUILDING M05 - BART BOK ROAD, STROMLO, ACT 2611 COMMONWEALTH SOLAR OBSERVATORY**

BASEMENT LEVEL













<u>ALERT</u> all people nearby. Α **RAISE AN ALARM - DIAL 000**

- **CONFINE the Smoke and Fire,** attempt to EXTINGUISH the fire С if safe and trained to do so.
- EVACUATE the building and Ε proceed to the Assembly Area

ANU Security 6125 2249 (X52249) Then press 1 for emergency priority





Australian National University BUILDING M05 - BART BOK ROAD, STROMLO, ACT 2611 COMMONWEALTH SOLAR OBSERVATORY







EMERGENCY PROCEDURES

R <u>REMOVE</u> people from the immediate danger.

A <u>ALERT</u> all people nearby. RAISE AN ALARM - DIAL 000

- CONFINE the Smoke and Fire, attempt to EXTINGUISH the fire if safe and trained to do so.
- **E** <u>EVACUATE</u> the building and proceed to the Assembly Area

ANU Security 6125 2249 (X52249) Then press 1 for emergency priority

FOR ALL EMERGENCY	FOR ALL EMERGENCIES
SERVICES	CONTACT SECURITY
Dial 000	Dial 52249



LOWER LEVEL









LEGEND www.ferst.com.au DCP FIRE FIRST EXTINGUISHER AID KIT CO2 FIRE EGRESS 1 Í EXTINGUISHER ר ROUTE MAIN ELECTRICAL MĻ SWITCHBOARD **T**EMERGENCY SVR SPRINKLER FIRE PUMP VALVE ROOM GAS 5) DEFIBRILLATOR SHUT-OFF AED FOR ALL EMERGENCIES FOR ALL EMERGENCY SERVICES CONTACT SECURITY **Dial 000** Dial 52249 П

FERST



TO AITC BUILDING

LOWER GROUND LEVEL

CONFINE the Smoke and Fire, attempt to EXTINGUISH the fire if safe and trained to do so.

E <u>EVACUATE</u> the building and proceed to the Assembly Area ANU Security 6125 2249 (X52249) Then press 1 for emergency priority

LEGEND

Dial 000 Dial 52249

Australian National University EVACUATION DIAGRAM BUILDING M012A - BART BOK ROAD, STROMLO, ACT 2611 **WOOLLEY BUILDING**

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Australian National University BUILDING M025 - BART BOK ROAD, STROMLO, ACT 2611 ADVANCED INSTRUMENTATION TECHNOLOGY CENTRE

FOR ALL EMERGENCY SERVICES FOR ALL EMERGENCIES CONTACT SECURITY Dial 000 Dial 52249

LEGEND

AED LOCATED IN POSSUM HALL IN AITC BUILDING 025

FOR ALL EMERGENCY SERVICES FOR ALL EMERGENCIES CONTACT SECURITY

Dial 000 Dial 52249

EMERGENCY PROCEDURES R <u>REMOVE</u> people from the immediate danger.

A ALERT all people nearby. RAISE AN ALARM - DIAL 000

CONFINE the Smoke and Fire, attempt to EXTINGUISH the fire if safe and trained to do so.

E EVACUATE the building and proceed to the Assembly Area

ANU Security 6125 2249 (X52249) Then press 1 for emergency priority

LEGEND

LEVEL

ONE

EVACUATION DIAGRAM BUILDING M028 - BART BOK ROAD, STROMLO, ACT 2611

