



Emergency Response Training

Facilities and Services
Mark Pritchard

Why do we have a Warden Team?

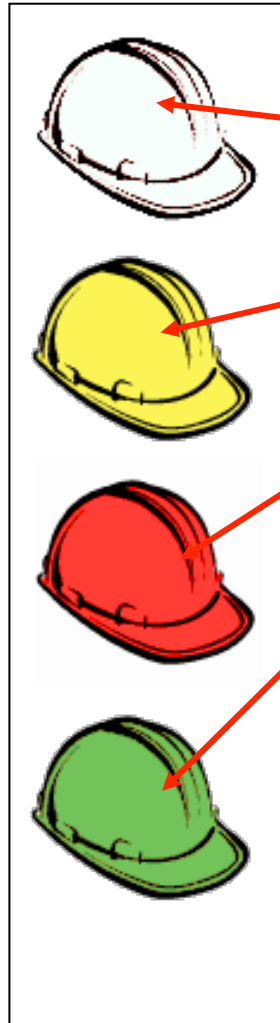
- **Statutory requirement Australian Standards AS3745**



What do they do?

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

ECO – Emergency Control Organisation



- Chief Warden / Deputy

- Floor Warden / Deputy

- Wardens

- First Aid Officers

- Security

- Fire Brigade Officers



ECO Roles

- **Chief Warden**
 - Coordinates the ECO team
 - Takes control of the building (includes personnel and property)
 - Mans and operates the EWIS system (if installed)
- **Floor Wardens**
 - Manage Wardens on the floors
- **Wardens**
 - Evacuate people from building
 - Conducts search and clearances
 - Runners
 - Man doors

What are the priorities

- 1 Life safety
- 2 Raise the alarm
- 3 Evacuate the building
- 4 Extinguish the fire



Emergencies can include

- **Fire**
- **Chemical spill**
- **Bomb Threat**
- **Suspicious package**
- **White powder incident**
- **Failure of building services or building structure**
- **Active Shooter**
- **Medical**

External incident

Internal incident

Campus
wide incident

Crisis Management
Team

ECO teams

ECO teams

ECO teams

ECO teams



On average in 2009 the ANU Campus had 1 fire alarm every 2.8 days

Halls and Colleges 48% (from only 9 buildings)

Workman 20%

Coombs





BOZO



BOZO



BOZO





Australian Phenomics Facility





Bruce Hall



Garden Bed











Toad Hall



Fenner Hall





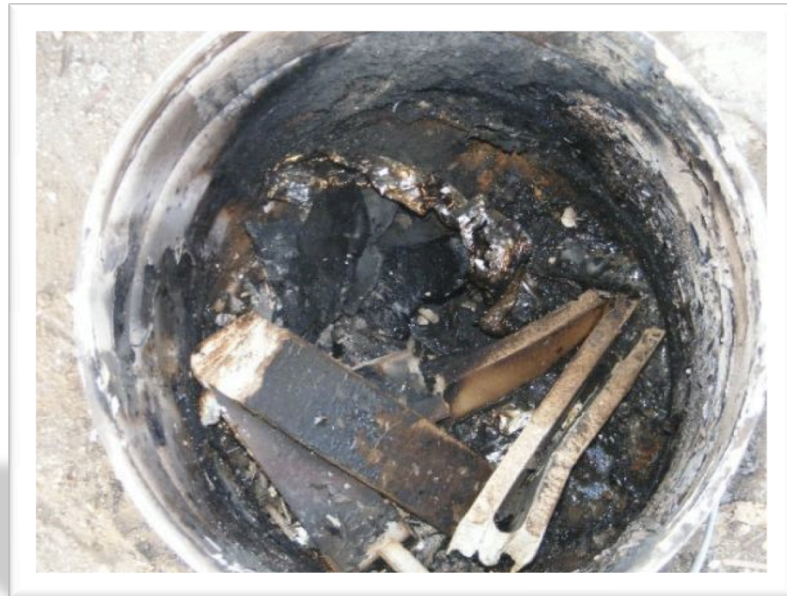
Copland Archway





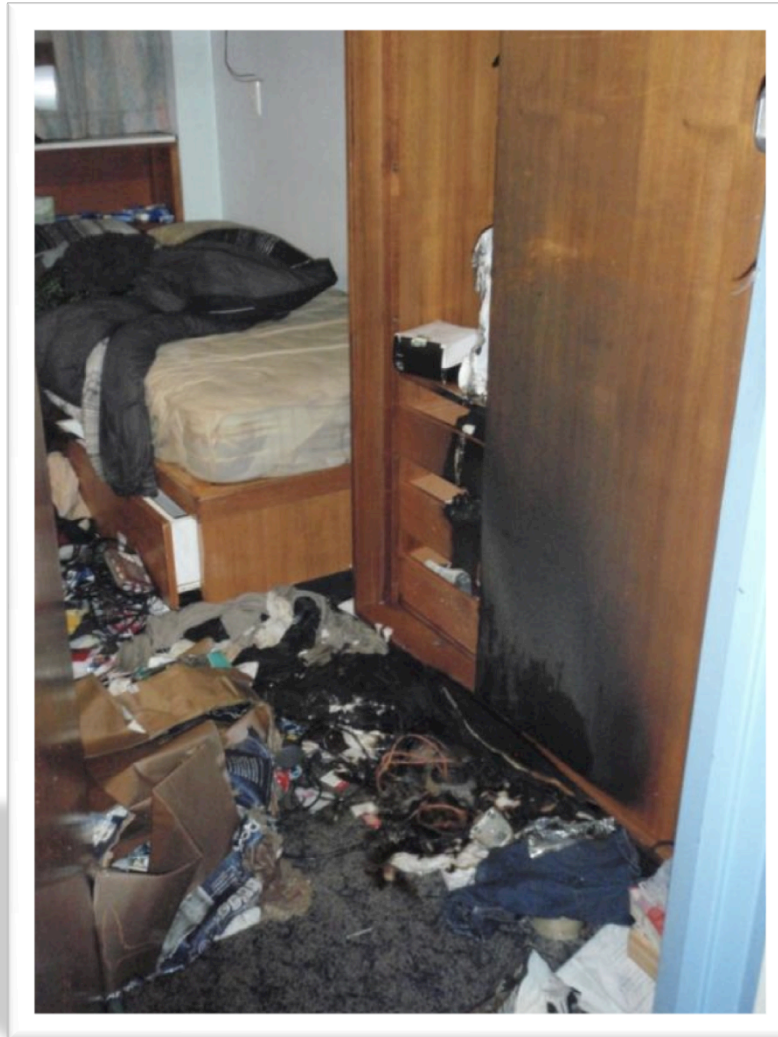


Jaeger 5





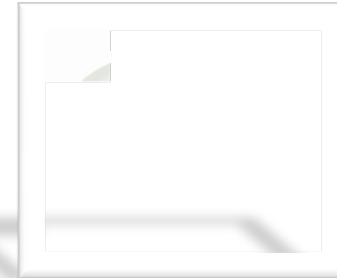
Fenner Hall







- **Fire Alarm System components**
 - **Smoke / heat detectors**
 - **Sprinkler system**
 - **Fire Indicator Panel (FIP)**
 - **Emergency Warning System (EWS)**
 - **Fire alarm break glass panels on walls**



Fire Indicator Panel

- Connects all DRY and WET components to the Fire Alarm System
- Activates the EWS panel
- Indicates where the activation is
- Contacts ANU Security and the Fire Brigade

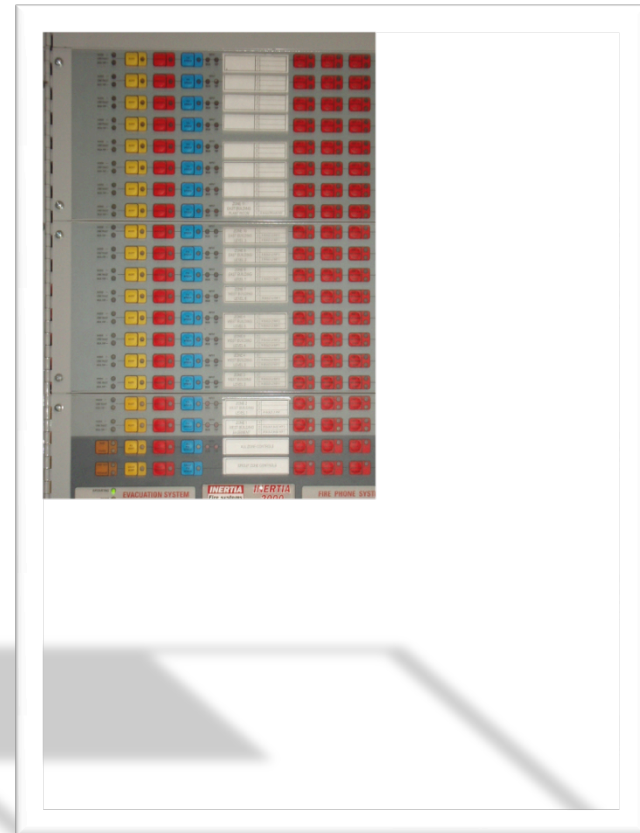


Emergency Warning System

OWS – Occupant warning system

EWIS – Emergency Warning & Intercommunication System

- Alert stage
- Evacuation stage
- PA ability
- WIP phones
- Automatic or can be manually overridden



ALERT



EVACUATION

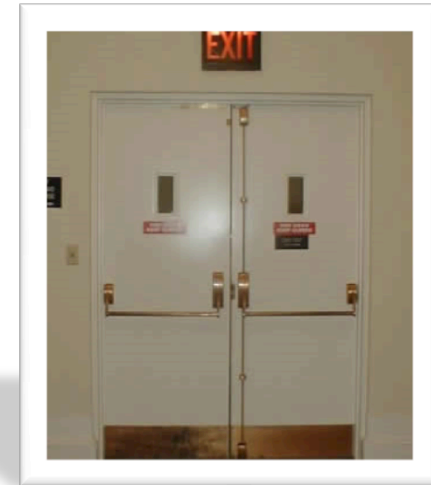
Emergency Lighting

- **Emergency lighting system**
 - Exit signs above exits
 - Ceiling lighting

- **Maintenance**
 - Tested every 6 months



- **Fire compartments**
 - Fire doors
 - Smoke doors
- **Fire rated construction**
 - Minimum fire rating
- **Maintenance**
 - Checked every 12 months





Immediate Evacuation

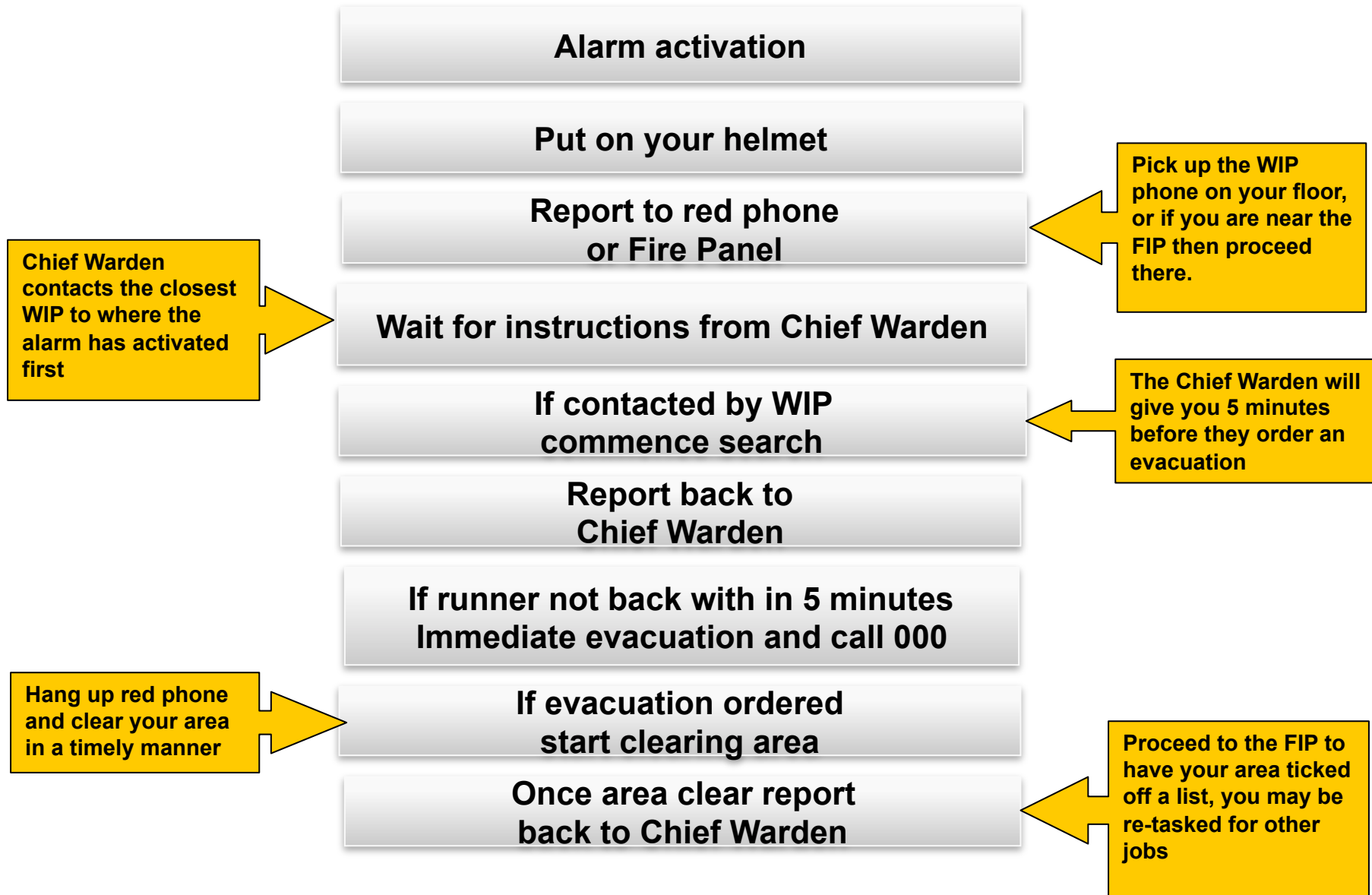
Alarm activation

Put on your helmet

Start evacuating area

**Once area cleared
report back to
Chief Warden**

Investigate first



Sent as a runner to investigate

- **You only have 5 minutes to investigate and get back to the Chief Warden**
- **Check areas for signs of smoke and fire or burning smell**
- **Check doors for signs of heat (back of hand)**
- **Don't get distracted**
- **Walk quickly, don't run**
- **Advise Chief Warden what you have discovered**

False Alarm

- **Detector in alarm has been located**
- **Check for signs of smoke and fire or burning smell**
- **Advise the chief warden**
- **Chief Warden may turn off the alert siren**
- **Wait for the Fire Brigade to arrive and give the “all clear”**



During the clearance stage

- **Knock on all locked doors including toilets and showers**
- **People may have mp3 or iPods on**
- **If you have a master key then open the doors to check for people.**
- **Advise people to leave – give them directions to the nearest exits**
- **Under the ACT Emergencies Act you have the power authority to evacuate people from buildings**



Your options if people don't leave

- **Advise them they are breaking the law if they do not leave**
- **Record their name and room number**
- **Inform the Chief Warden or the attending Security Officers**
- **Inform the Fire Brigade when they arrive, more than likely they will have severe words with the person**

Move on –

“help the most number of people, in the shortest possible time”

Possible actions they could face

- Fire Brigade, Security or Fire Safety Officer will talk to them with the Chief Warden present
- Could be fined by the ACT Fire Brigade (up to \$5,000)
- ANU Code of Conduct breach

Misconduct

- 68.3 (b) failure to comply with a reasonable instruction given by a person in the line management of the staff member;
- (e) an action of the staff member which is prejudicial to the health or safety of other staff, students or members of the public;

- Formal letter placed on their personnel file
- Possible removal from Hall, College or University

Other emergencies which may involve the warden team



Chemical Spills

- **Budget unit responsible to clean up the spill**
- **For larger spills contact ANU Security – we have large spill kits**
 - **For spills over 20 litres the ACT Fire Brigade need to be contacted**
- **Warden Team could be asked to:**
 - **Inform the building of the incident**
 - **May need to evacuate the building**
 - **Evacuation route and exits**
 - **New congregation point**

Bomb Threat

General come in two types

- **Non Specific - General area / no real reason**
 - **Specific - Exact location / reason / timing**
-
- **Stay calm and contact ANU Security**
 - **You will be asked a series of questions**
 - **Start our bomb threat procedure**
 - **We will automatically contact the Police**

Bomb Threat

- **Warden Team may be asked to:**
 - **Open all doors in area effected**
 - **Conduct a small search of your immediate area**
 - **Inform the building of an incident**
 - **Evacuate building to a different congregation point**



Suspicious Object

WARNING

If a suspicious object is found follow the golden rule

Do Not Touch

**Clear people from away from the immediate vicinity
and secure the area**

Inform Security ASAP

Suspicious Object

Looks suspicious

- **Smell of fuel or accelerant**
- **Oily residue coming through packaging**
- **Wires protruding from object**
- **Ticking or audible noise**



Suspicious Object

Contact ANU Security

- **Ask you a whole heap questions to work out why it is suspicious**
- **Start our suspicious object procedure**
- **Officers will respond to investigate**
- **If we believe it to be suspicious we will automatically contact the Police**
- **May need to evacuate the building**



Suspicious Object

If a evacuation is necessary

- **Security will search externals of building**
- **Warden team to open all doors in area effected if possible**
- **Inform the building of an incident**
- **Evacuate building to a different congregation point**
- **The fire alarm will not be activated**



White Powder Incident

- **Contain the powder – use waste paper bin upside down.**
- **Wash hands and face if possible**
- **Do not come into contact with other people**
- **Contact ANU Security**
- **ANU Security will contact Fire Brigade & Police**
- **Lockdown could take up to 4 – 6 hours**
- **Air handling units turned off**
- **Doors will be manned by Police or Security Officers**

White Powder Incident

- **ACT Fire Brigade procedures:**
 - **Set up control point and decontamination area**
 - **Take the sample in a Hazmat container**
 - **Decontaminate the outside of the container**
 - **Place in a Police car and rushed to Canberra Hospital**
 - **Tested for Anthrax**
 - **Results returned**
 - **Name and contact number recorded**
 - **Issued with a hospital band**



Failure of Building Services or Structure

- **Contact ANU Security**
 - **Start our response procedure**
 - **Call ACT Fire Brigade**

- **Warden Team will:**
 - **Inform the building of a incident**
 - **May need to evacuate the building**
 - **Check evacuation routes and exits before evacuating**



Active Shooter

Call 000 and ask for Police

- **Advise them of what has happened, currently happening, where you are.**

Second call if possible to ANU Security

- **Start the response procedure**

Protect yourself

- **Take cover**
- **Barricade yourself in an office**
- **Stay where you are until the all clear is given by Police**

Contact ANU Security for a Active Shooter awareness presentation

General Duties Police



Special Response Squad





Medical Emergency

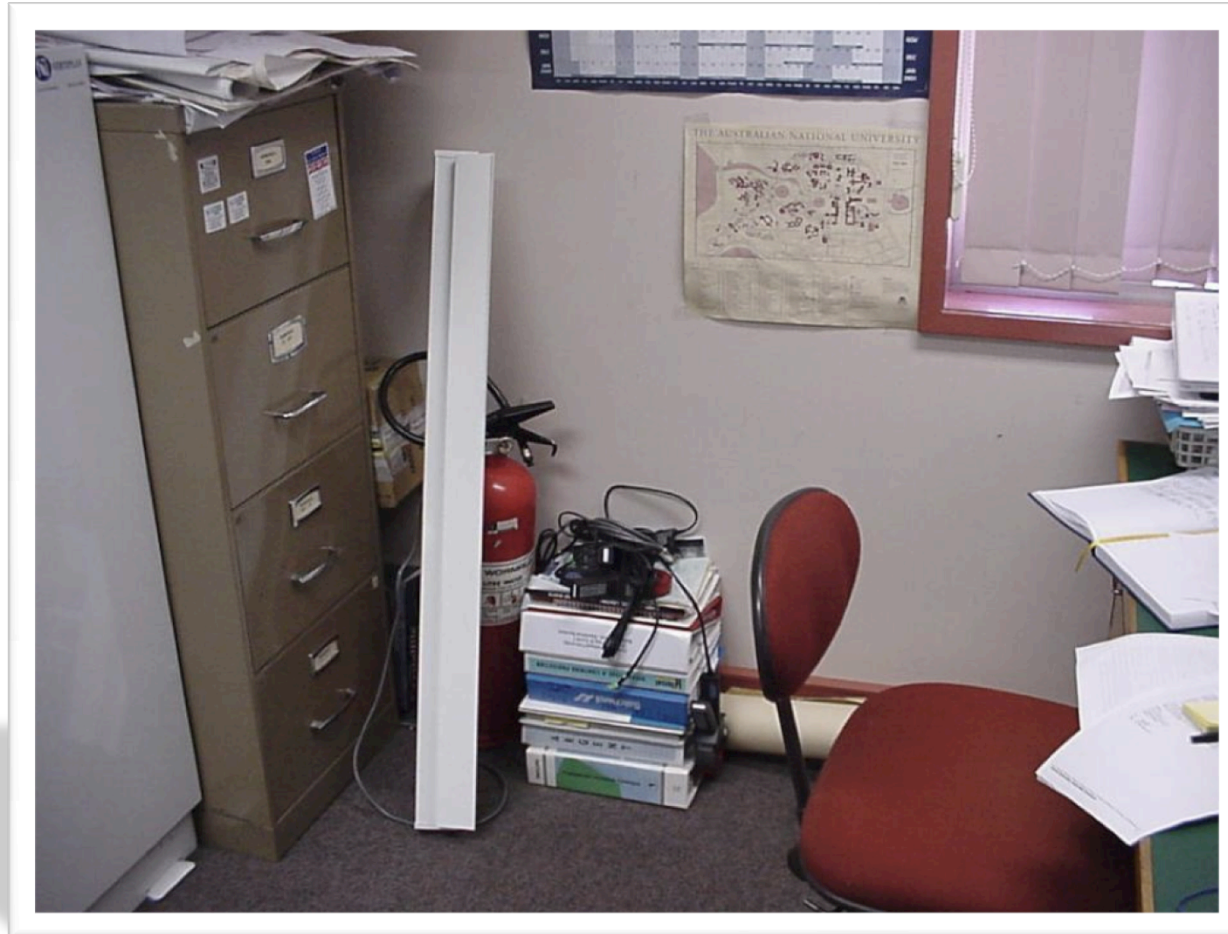
- **Call 000 and ask for the Ambulance**
- **Second call to ANU Security**
 - **Start our response procedures**
 - **All officers trained in First Aid**
- **Warden Team can:**
 - **Help First Aid officer**
 - **Guide Ambulance to location**

Preventing Emergencies

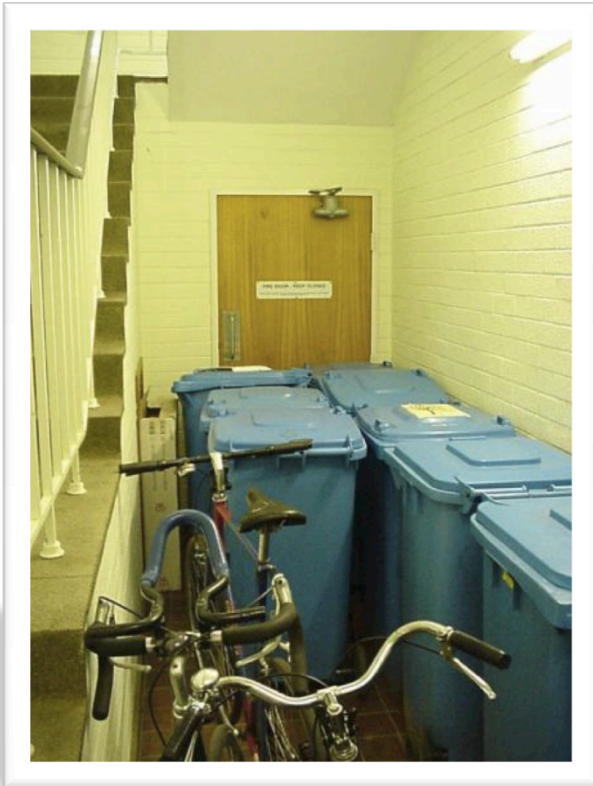
- **Correct or report problems which lead to emergencies.**
 - **Improper work methods**
 - **Damaged equipment**

- **Report problems which may prevent an emergency being safely handled.**
 - **Broken or locked fire exit doors**
 - **Empty fire extinguishers**
 - **Obstructed exits and corridors**

Keep an eye out for



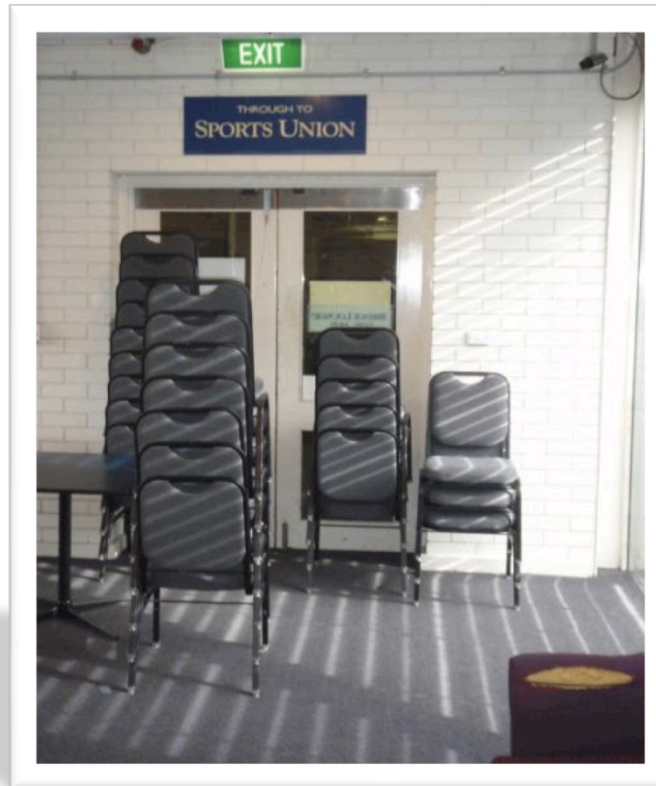
Keep an eye out for



Keep an eye out for



Keep an eye out for



EMERGENCY PROCEDURES

For DANGEROUS GOODS, FIRES, SPILLS & LEAKS

1

Assist persons in immediate danger -
ONLY IF SAFE TO DO SO.



2

Restrict the danger area/s.



3

RAISE THE ALARM - Ensure the emergency services have been contacted...
Ring the **FIRE BRIGADE, POLICE or AMBULANCE** on **000** and ANU Security on **612 52249**.



4

Attend to the emergency -
ONLY IF SAFE TO DO SO.



5

Evacuate to the nominated assembly area remaining clear of the danger area.



6

Remain at assembly area until the **ALL CLEAR** is given by the **ACT FIRE BRIGADE, the CHIEF WARDEN or ANU SECURITY.**





How to report problems

- **Manager / Supervisor**
- **Chief Warden**
- **Building Manager**
- **Building Custodian**
- **ANU Fire Safety Officer**
- **OHS Unit**

Conclusion

- Be familiar with your Emergency Procedures
- Know the location /operation of safety equipment

In emergencies call

1. Emergency Services on 0-000 or 112 (mobile)
 2. Security ext 52249
- If an evacuation is ordered, respond promptly, search and clear all areas

Questions?