

Emergency Procedures



Armed Offender



Bomb or Explosion



Building Evacuation - Office/Teaching



Building Evacuation - Place of Entertainment



Building Evacuation - Residential Colleges



Bushfires



Flood



Gas Explosion



HAZMAT



Mental Health



Motor Vehicle Accident



Pandemic



Sexual Assault and Harassment



Emergency Contacts

Call **Triple Zero (000)** for fire, police, ambulance
Then call **Safety & Security 6773 2099**

Armed Offender

call Police on '000' then Safety & Security on 6773 2099

Escape

Do not bunch together, leave belongings behind, help others and evacuate as soon as possible if safe to do so.

Hide

Only if you can not exit safely

Seek shelter where doors can be locked or barricaded securely

Take Action

This should be a last resort

Tell

'000' then Safety & Security 6773 2099

Give the location of the offender

Description of the offender (including weapons)

Your location and if anyone is injured



Bomb or Explosion

Call '000' then Safety & Security on 6773 2099

If you receive a bomb threat, do not use a mobile phone or set off the fire alarm – they may trigger an explosion

Remain calm	<ul style="list-style-type: none"> • Treat the call as genuine • Attempt to prolong the conversation and do not hang up • Try to distract the attention of a second person to call '000' then Safety & Security on 6773 2099
Be attentive	<ul style="list-style-type: none"> • Note distinguishing background noises, music, traffic etc. • Note voice characteristics • Does caller indicate knowledge of the building or university?
Record	<ul style="list-style-type: none"> • Enter the details immediately on the Bomb Threat Checklist form on the next page
Notify	<ul style="list-style-type: none"> • Ring '000' ask for police • Ring 6773 2099 and state "BOMB THREAT" • Your warden or the Chief Warden
Prepare	<ul style="list-style-type: none"> • To assist in the search if requested • To evacuate if necessary • To follow instructions of wardens, security, police and other emergency services personnel
If object found	<ul style="list-style-type: none"> • DO NOT TOUCH IT • Report that you have found it • Evacuate area to reduce the impact of an explosion
Bomb Threat Checklist Electronic version available on Safety Hub www.une.edu.au/safety/emergency-management	



Bomb Threat Checklist

Exact Wording Of Threat:		Call Details:			
		Time:			
		Date:			
		Duration:			
		Number:			
Questions To Ask:		Callers Voice:			
Q: When is the bomb going to explode?	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Excited		
	<input type="checkbox"/> Slow	<input type="checkbox"/> Rapid	<input type="checkbox"/> Soft		
Q: When did you put the bomb?	<input type="checkbox"/> Loud	<input type="checkbox"/> Laugh	<input type="checkbox"/> Crying		
	<input type="checkbox"/> Normal	<input type="checkbox"/> Distinct	<input type="checkbox"/> Slurred		
Q: When did you put it there?	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Stutter	<input type="checkbox"/> Lisp		
	<input type="checkbox"/> Cracking	<input type="checkbox"/> Deep	<input type="checkbox"/> Ragged		
Q: What does the bomb look like?	<input type="checkbox"/> Throaty	<input type="checkbox"/> Disguised	<input type="checkbox"/> Accent		
	<input type="checkbox"/> Deep Breath	<input type="checkbox"/> Familiar	<input type="checkbox"/> Raspy		
Q: What kind of bomb is it?	Other:				
	Language:				
Q: What will make the bomb explode?	<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Abusive		
	<input type="checkbox"/> Irrational	<input type="checkbox"/> Taped	<input type="checkbox"/> Message Read		
Q: Why did you place the bomb?	Other:				
	Background Noises:				
Q: What is your name?	<input type="checkbox"/> Clear	<input type="checkbox"/> Static	<input type="checkbox"/> Loud		
	<input type="checkbox"/> Street Noise	<input type="checkbox"/> Machinery	<input type="checkbox"/> Airport		
Received By:	<input type="checkbox"/> Voices	<input type="checkbox"/> PA System	<input type="checkbox"/> Traffic		
Name:	<input type="checkbox"/> Café	<input type="checkbox"/> Music	<input type="checkbox"/> Office Noise		
Position:	<input type="checkbox"/> House Noise	<input type="checkbox"/> Children	<input type="checkbox"/> Animals		
Building:	<input type="checkbox"/> Local	<input type="checkbox"/> STD	<input type="checkbox"/> Public Phone		
Telephone No:	Other:				
Other Information:					



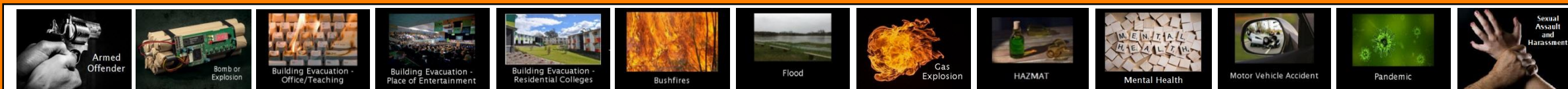
Office Evacuation



In emergencies call '000' then Safety & Security on 6773 2099

If you see fire or smoke DO NOT panic. Evacuate immediately & follow instructions of Area Floor & Building Wardens
Go immediately to the Emergency Assembly area for your building
Remain calm and remember RACE

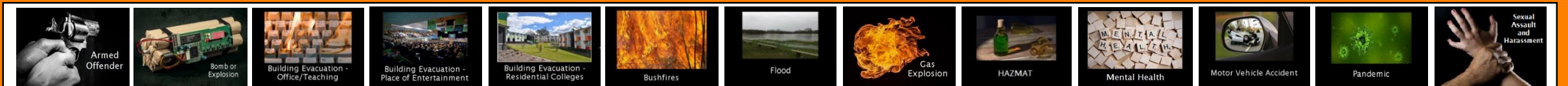
Rescue People	<ul style="list-style-type: none"> Rescue people from immediate danger, only if safe to do so
Alarm	<ul style="list-style-type: none"> Raise the alarm Press a 'break glass' if safe to do so Call '000' then follow instructions of operator Call 6773 2099 and state "FIRE". Provide exact location and advise if '000' has been called
Contain	<ul style="list-style-type: none"> Close all doors and windows, if safe to do so
Extinguish	<ul style="list-style-type: none"> If your exits are blocked and your personal safety is compromised extinguish the fire by using the appropriate fire fighting equipment



Place of Entertainment Evacuation

In emergencies call '000' then Safety & Security on 6773 2099

If you see fire or smoke DO NOT panic. Evacuate immediately & follow instructions of Custodians/Wardens/Lecturers Remain calm and remember RACE	
Rescue People	<ul style="list-style-type: none">• Rescue people from immediate danger, only if safe to do so
Alarm	<ul style="list-style-type: none">• Raise the alarm• Press a 'break glass' if safe to do so• Call '000' then follow instructions of operator• Call 6773 2099 and state "FIRE". Provide exact location and advise if '000' has been called
Contain	<ul style="list-style-type: none">• Close all doors and windows, if safe to do so
Extinguish	<ul style="list-style-type: none">• If your exits are blocked and your personal safety is compromised extinguish the fire by using the appropriate fire fighting equipment



Residential Evacuation

In emergencies call '000' then Safety & Security on 6773 2099




**If you see fire or smoke DO NOT panic. Evacuate immediately & follow instructions of Residential Fellows
Remain calm and remember RACE**

Rescue People	<ul style="list-style-type: none">• Rescue people from immediate danger, only if safe to do so
Alarm	<ul style="list-style-type: none">• Raise the alarm• Press a 'break glass' if safe to do so• Call '000' then follow instructions of operator• Call 6773 2099 and state "FIRE". Provide exact location and advise if '000' has been called
Contain	<ul style="list-style-type: none">• Close all doors and windows, if safe to do so
Extinguish	<ul style="list-style-type: none">• If your exits are blocked and your personal safety is compromised extinguish the fire by using the appropriate fire fighting equipment



Bushfires

There are three levels of Bush Fire Alerts that the NSW Rural Fire Service use:

	Advice	A fire has started. There is no immediate danger. Stay up to date in case the situation changes.
	Watch & Act	There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.
	Emergency Warning	An Emergency Warning is the highest level of Bush Fire Alert. You may be in danger and need to take action immediately. Any delay now puts your life at risk.

Current Bushfire Alerts can be found at www.rfs.nsw.gov.au/fire-information/fires-near-me



Flood

Call Security on 6773 2099

Remain calm, remove anyone from immediate danger if safe to do so

If the building is in danger of being flooded, evacuate all staff, students and visitors to a safe area unaffected by flooding. Otherwise, do not evacuate unless instructed by your building warden, or security	
Remain Calm	<ul style="list-style-type: none">• DO NOT panic or run
Avoid Risk	<ul style="list-style-type: none">• DO NOT enter flooded buildings, rooms or creeks.• DO NOT attempt to salvage personal items (computers etc.).
Notify	<ul style="list-style-type: none">• Call security on 6773 2099 and state “FLOOD”.• Provide exact location and as much detail about the incident as possible.• Notify Area/Floor Warden or Building Warden
Prepare	<ul style="list-style-type: none">• Prepare to evacuate if instructed/required.• Remove personal items, ONLY if safe to do so.



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Building Evacuation - Place of Entertainment



Building Evacuation - Residential Colleges



Bushfires



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HAZMAT



Mental Health



Motor Vehicle Accident








Pandemic



Sexual Assault and Harassment

Gas Explosion

Threat Description			LPG Mass/Volume	Fireball Diameter	Safe Distance
Liquid Petroleum Gas (LPG)		Small LPG Tank	9 kg/19 l	12 m	48 m
		Large LPG Tank	45 kg/95 l	21 m	84 m
		Commercial LPG Tank	907 kg/1,893 l	56 m	224 m
		Small LPG Truck	3,630 kg/7,570 l	89 m	356 m
		Semi tanker LPG	18,144 kg/37,850 l	152 m	608 m



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HAZMAT

DO NOT use a mobile phone or activate the fire alarm for a gas leak
Use a landline phone to raise the alarm

Remove	<ul style="list-style-type: none">• Remove people in immediate danger, if it is safe to do so.• DO NOT allow other people in the area.• Set up an isolation area if anyone is exposed to a substance.• Use personal protective equipment if available and safe to do so.• DO NOT put yourself at risk.
Isolate	<ul style="list-style-type: none">• Isolate the material by clearing the area, close the doors.• Turn off isolation switches, ventilation and machinery, if safe to do so.• DO NOT touch the material.
Notify	<ul style="list-style-type: none">• If it is a GAS leak or CHEMICAL spill, shout a warning to pass the alarm by word of mouth• Call '000' and follow instructions of operator• Call security on 6773 2099 and state "HAZMAT".• Provide exact location including UNE, building name, closest street and cross street as well as much detail about the leak/spill as possible• Notify your floor/building warden
Contain	<ul style="list-style-type: none">• DO NOT risk contact with material or allow it to spread.• DO NOT smell, touch or taste it.• Close doors between you and the hazardous material
Report	<ul style="list-style-type: none">• Submit a hazard report through Skytrust



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Mental Health

In an Emergency Call '000' then Safety & Security on 6773 2099

If you are a student, then you can access our free and confidential counselling service during office hours (Mon to Fri 9.00am to 4.00pm) on **6773 2897**. General and academic staff at UNE can also consult with UNE counselling in the first instance as well as access to counselling via UNE's **Employee Assistance Program (EAP)**.

National	<ul style="list-style-type: none"> • Lifeline 131 114 • Suicide Prevention & Crisis 1300 363 622 • Kids Help Line (under 25yrs) 1800 551 800 • Domestic Violence Crisis Line 1800 656 463 	<ul style="list-style-type: none"> • Suicide Call Back Service 1300 659 467 • Grief Support 1800 642 066 • Alcohol & Drug Information Service (02) 9361 8000 • 1800-RESPECT 1800 737 732
NSW	<ul style="list-style-type: none"> • NSW Rape Crisis Centre 1800 424 017 	<ul style="list-style-type: none"> • NSW Mental Health Line 1800 011 511
Armidale	<ul style="list-style-type: none"> • Armidale Police Station 6771 0699 • Armidale Sexual Assault Service (BH) 02 6776 9655 or (AH) 02 6776 9500 	<ul style="list-style-type: none"> • UNE Safety & Security 02 6773 2099 • Armidale Hospital Accident & Emergency 02 6776 9622



Motor Vehicle Accident

If people are injured or vehicles pose a danger call '000' then Safety & Security on 6773 2099

If no one is injured and the damage is minor still ensure Safety & Security are informed

Danger	<ul style="list-style-type: none">Determine if vehicles pose a hazard to persons/structures nearby (leaking fuel, fire, glass etc.)
Injuries	<ul style="list-style-type: none">Ascertain if any persons are injured. If so, ring '000' and render first aidPolice will attend any accident where there are injuries.If there is a fatality then all evidence must be left in place for police investigations
Obstruction	<ul style="list-style-type: none">If no person is injured and no danger exists, determine if the vehicles pose an obstruction to normal traffic and whether they can be moved from the road to another area like a car park.If the vehicle can't be moved the driver will need to contact a tow service and Safety & Security might need to organise traffic control



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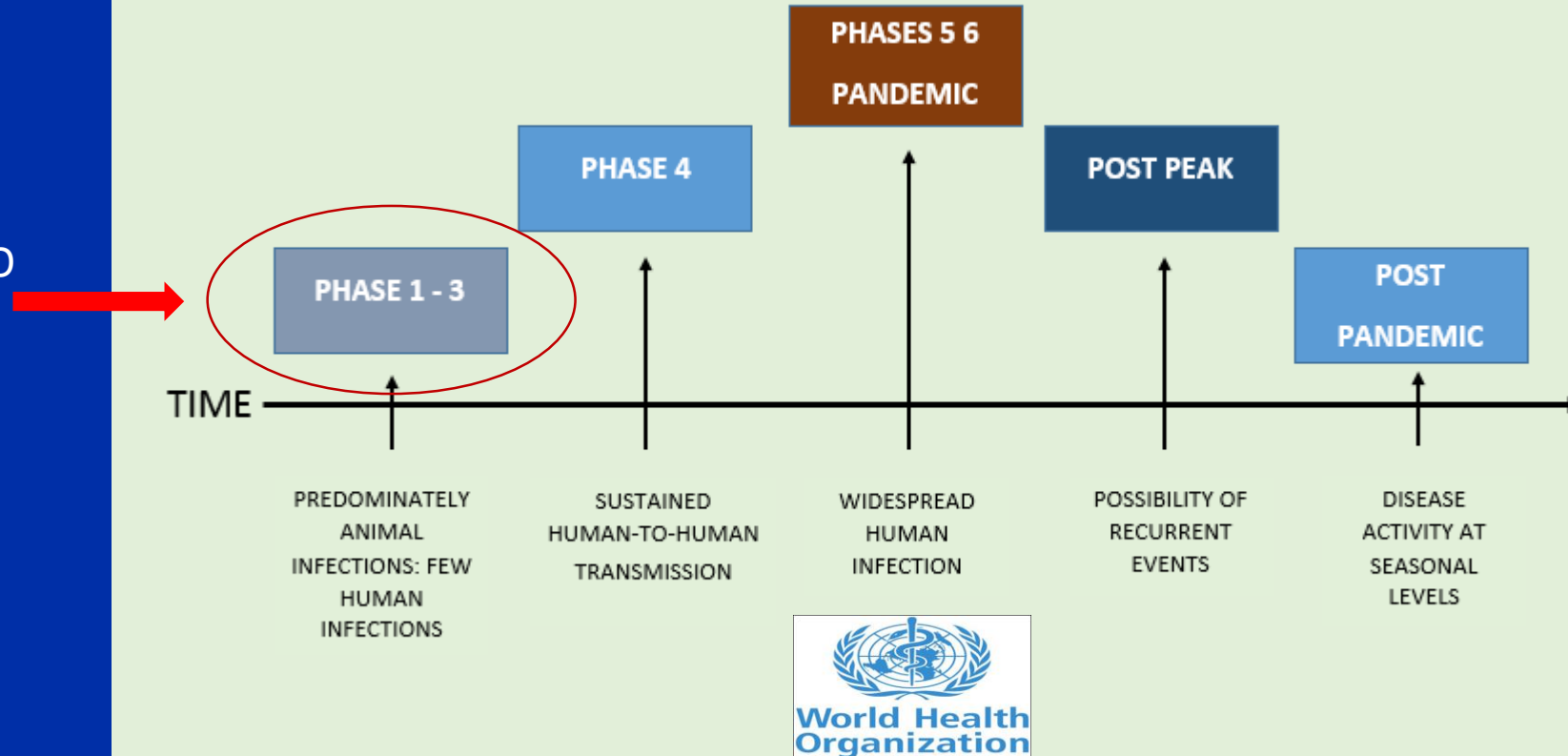
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NSW Health Influenza Surveillance Repots: www.health.nsw.gov.au/infectious/influenza/Pages/reports.aspx

NSW Health Influenza Pandemic Plan: www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2016_016.pdf

Current WHO
Phase Level



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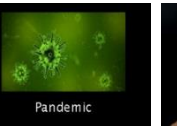
HAZMAT



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Pandemic



Sexual Assault and Harassment

**RESPECT.
NOW.
ALWAYS.**



Sexual Assault

In an Emergency, Call '000' then Safety & Security on 6773 2099

If you are a student, you can access our free and confidential **UNE Counselling** service during office hours (Mon to Fri 9.00am to 4.00pm) on **(02) 6773 2897**. General and academic staff can consult with UNE Counselling Service re: how to support a student, and for immediate support for themselves. For ongoing counselling, staff can access UNE's **Employee Assistance Program (EAP)**. The **UNE Student Grievance Unit (SGU)** can be contacted during office hours on **(02) 6773 4260**

Local Area Health Services	Armidale Rural Referral Hospital 226 Rusden St Armidale (02) 6776 9500 or (02) 6776 9622 (24hr Accident & Emergency)	NSW Health Sexual Assault Services Armidale Community Health Centre – Claire House Cnr Butler & Rusden St Armidale (02) 6776 9600 or (02) 6776 9716 (24hrs)
NSW Services	<ul style="list-style-type: none"> Rape Crisis Centre 1800 424 017 Rape Crisis online counselling www.nswrapecrisis.com.au In a non-emergency NSW Police Customer Assistance Unit 13 14 44 	<ul style="list-style-type: none"> Child Protection Helpline 13 21 11 <ul style="list-style-type: none"> Lifeline 13 11 14 Youthline (02) 9951 5522

