



MY GUIDE TO PERSONAL SAFETY

PROCEDURES, TRAINING & EXERCISING

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INTRODUCTION

An Emergency is any unforeseen occurrence that requires appropriate and prompt action. Emergencies are dynamic, making it important to remain flexible and base any response on the current situation and expected developments.

The University is committed to ensuring that effective emergency management processes, aligned with the Australasian Inter-Service Incident Management System (AIIMS) and AS3745:2010 Planning for Emergencies in Facilities model is implemented across the University.

RAISE THE ALARM

Upon noticing a dangerous situation, raise the alarm by:

PRESSING THE MANUAL CALL POINT



This will activate the EWIS.
Security and the Fire Brigade
will be notified

CALLING



Security- 1800 062 579
Emergency Services- 000

SAFEZONE APP



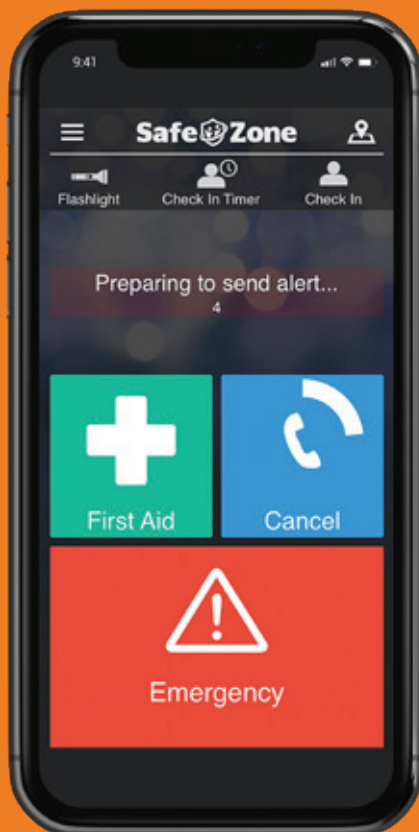
Can be used to notify Security that
you require assistance

SAFEZONE

SafeZone is a free app for all of Deakin that connects you directly to the Security team when you need help on campus.

The app makes it easier for users to contact the Security team and helps them to respond by sending the user's name and location directly to the response team.

www.deakin.edu.au/students/safety-and-security/safezone



GET HELP QUICKLY in a personal Emergency, or if someone needs First Aid or General Help



CHECK IN when you are working alone or in high risk areas, to share your status with the response team



Receive **NOTIFICATIONS** so you know what to do in an emergency.

www.safezoneapp.com

DEAKIN'S EMERGENCY RESPONSE TEAM

Deakin's Emergency Response Team (ERT) is the structured team that will initiate an appropriate response to emergency situations. Each building's Emergency Response Team has been implemented according to AS 3745 for the safety of the site's occupants in an emergency situation. An Emergency Response Team must always place the safety of life above protection of property and assets.

These diagrams show the hierarchies used across Deakin. Each level must obey instructions given from any level above them.

- The Emergency Response Team is activated should there be an event that impacts upon their designated building. This hierarchy overrides normal management until resolution of the event.
- The Emergency Response Team, will assume ultimate control over the building and its occupants. The responding emergency services have the authority to instruct the Emergency Response Team. Only the Emergency Services can declare the all clear.
- The Emergency Response Team will identify themselves by wearing the appropriate coloured helmet for their role i.e. a warden will wear the red helmet.

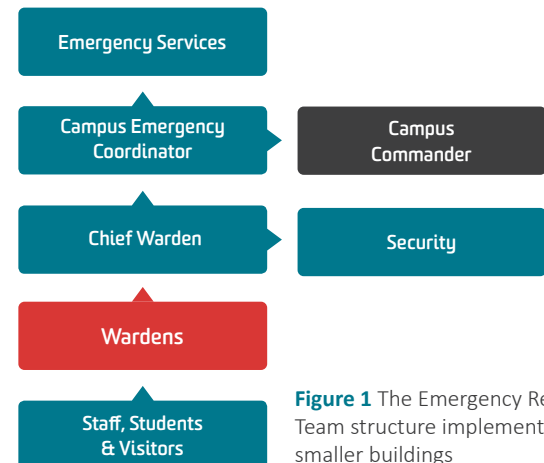


Figure 1 The Emergency Response Team structure implemented for smaller buildings

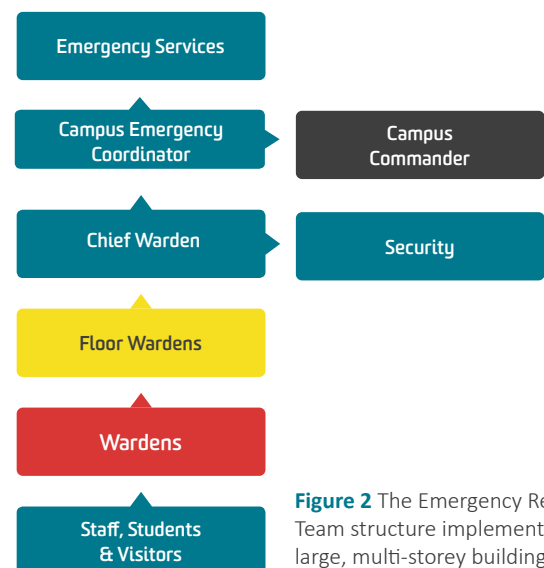


Figure 2 The Emergency Response Team structure implemented for large, multi-storey buildings

PERSONAL EMERGENCY EVACUATION PLANS

A Personal Emergency Evacuation Plan (PEEP) can be created for anyone who requires additional assistance during an evacuation. These are designed in conjunction with OHS and passed onto the Chief Warden of the building that the person is primarily based in.

During an evacuation, the Chief Warden will distribute the PEEP forms to Wardens to assist.

EVACUATIONS

An Evacuation is the movement of building occupants outside to a safer location because there is an internal threat.

When to Evacuate

- If there is an internal threat to safety or life
- If you hear the Evacuation Tone
- If told to evacuate by a member of the Emergency Response Team or responding Emergency Services

How to Evacuate

- Turn off anything that may become a hazard if unsupervised (e.g. science equipment, cooking appliances, etc.)

- Direct students, staff and visitors to the nearest safest exit
- If in a lab, follow any quarantine or biohazard regulations
- Make a final check of the room and shut the door
- Lead students, staff and visitors to the Evacuation Assembly Area
- Account for your group and notify the Emergency Response Team or Security at Evacuation Assembly Area if anyone is missing or requiring first aid
- Remain at the Evacuation Assembly Area until notified by the Emergency Response Team, Security or Emergency Services



LOCKDOWN

A Lockdown is the movement and confinement of building occupants to an indoor area because an external threat exists.

When to Lockdown

- If there is a threat to life safety where evacuation is not safe
- If advised by the Emergency Response Team or the responding Emergency Services

How to Lockdown

- Move from common areas and corridors into offices and safer rooms

- Lock and barricade doors using available resources such as furniture, chairs, etc.
- Draw blinds and cover windows to limit the visibility of those inside from those outside
- Silence all communication & electrical devices and dim screen brightness
- If you are required to communicate, do so via text message





FIRE

- The first priority in any fire situation is life safety
- Smoke Kills. Do not place yourself at risk
- If the room is full of smoke, get down low and crawl out
- Fires grow fast. A standard room can 'flashover' (where everything in the room ignites) within as little as two minutes
- You need to act fast, always move people away from danger before considering the use of a fire extinguisher
- Only use fire extinguishers if trained and confident to do so

Upon discovering a fire

- Remove yourself and others from danger
- Turn off hazardous equipment
- Make a final check of the room and shut the door
- Raise the alarm
- Move yourself and others around you to the Evacuation Assembly Area

BUSHFIRE

- Follow direction of Emergency Services
- You may be directed to shelter-in-place or evacuate campus



BOMB THREAT

If a Bomb Threat is received by telephone

- **DO NOT HANG UP THE PHONE**
- If the caller is still on the line try to obtain as much information as possible
- Raise the alarm as soon as you can
- Record as much information as you can

Notify Security immediately if you notice anything that

- is suspicious
- does not belong in an area
- an owner is not readily identifiable
- has suspicious labelling
- has an unusual size, shape, sound or smell
- has a presence of wire, tape, string, aerial or other unfamiliar material
- makes you feel unsafe



MEDICAL EMERGENCIES

- Check for danger before approaching the person
- Notify Security - 1800 062 579
- Arrange for first aid to be administered by a qualified first aider
- Restrict access to the area until Ambulance Officers arrive



ARMED INTRUSION

During an Intrusion

- Remain calm and obey any instructions given to you by the intruder/s
- Do not make any sudden movements
- Be courteous and answer all questions
- Hand over valuables when requested. These can be replaced, your life can't
- Do not give chase when the intruder/s leave, you will be placing yourself at risk
- Make as many mental notes of the intruder/s as possible

After the Intruders have left

- Notify Security - 1800 062 579
- Do not re-enter the area until advised to do so
- Don't discuss the incident until after speaking to police



ACTIVE ARMED OFFENDER

A person armed with a weapon who is actively engaged in killing or attempting to cause serious harm to multiple people in a populated location.

Responding to an Active Shooter

ESCAPE

- If you see a safe route, ESCAPE
- Move quickly and quietly away from danger
- Tell others not to enter the area, but only if it doesn't put you in any danger
- Move as far away from the danger area as possible

HIDE

- If you are unable to escape, HIDE
- Stay out of sight and silence your devices
- Move away from doors and remain quiet
- Try and put a sturdy physical barrier between you and the offender
- Help others but only if it does not put you or others at risk

- Constantly review the situation and your options based on the best available information
- Consider how you can protect yourself (only as a last resort)

TELL

- When it is safe to do so, TELL
- Call the police by dialling Triple Zero (000) when it is safe
- You may be asked about your location, surroundings, the offender(s) and the events that have occurred
- You may be asked to stay on the line and provide further information that the operator requests or if the situation changes

After an Active Shooter

- Assist the police in their investigations



NATURAL DISASTERS

Natural disasters include flooding, earthquakes and other hazardous weather

Flooding

- Upon discovering flooding assist anyone in immediate danger (if safe to do so), before raising the alarm
- Direct people away from pools of water due to:
 - Possible electrocution risk
 - Cannot readily tell its depth
 - May be contaminated (sewerage)
 - Possible slip hazard
- If possible, determine the nature of the flooding (water main/roof damage /sewerage/etc.) and arrange for isolation of the source and/or contact the appropriate maintenance provider
- If flooding is extensive, immediately isolate the flooded area and raise the alarm
- Do not allow people into the area until it is declared safe

Earthquakes

- Move away from windows, mirrors, bookcases and items that may fall
- If indoors, seek shelter under a desk or table or move to a room corner, sit down and protect your face and head with your arms
- If outside, move to an open space away from buildings, power lines and trees that may fall.
- Await instructions from the Emergency Response Team

Hazardous Weather

- Move away from windows, mirrors, bookcases and items that may fall
- If indoors, seek shelter under a desk or table or move to a room corner, sit down and protect your face and head with your arms
- If outside seek shelter
- Await instructions from the Emergency Response Team

After the Emergency

- Report any dangerous situations to the Emergency Response Team or Security
- If possible shut off electrical appliances
- If any building damage is identified, evacuate immediately

HAZARDOUS MATERIALS / CHEMICAL SPILLS

Hazardous material spills present a serious risk of explosion or adverse toxic effects

In the event of a hazardous material spill

- Clear the immediate area and extinguish ignition sources
- Notify Security - 1800 062 579
- Do not attempt to clean up unless you are trained
- If in a lab, continue to run the fumehoods and press the red emergency stop button
- If evacuating, always stay upwind of the spill/leak
- Do not re-enter the affected area





POWER OUTAGE

- Evacuate areas of no natural light
- Check for trapped people
- Switch off and unplug sensitive electrical equipment
- Request assistance
- Evacuate the building



EMERGENCY SERVICES

Police

- The police will attend emergencies such as bomb threats, explosions, motor vehicle accidents and armed intrusions
- They will need to be informed of things such as campus affected, building involved and details of the emergency
- They may ask witnesses what they observed before, during or after an incident

Fire Department

- The fire department will attend emergencies such as building fires, contaminations and rescue situations (where people are trapped)
- They will need to be informed of things such as campus affected, building involved and details of the emergency
- They may ask witnesses what they observed before, during or after an incident

Ambulance

- An ambulance is most likely to attend emergencies where medical care is needed or there is a threat to life
- They will need to be informed of things such as campus affected, building involved and details of the emergency
- They may ask witnesses or bystanders to provide first aid assistance and details about patients

SES

- The SES will attend natural disasters such as floods, storms and earthquakes
- They also support other emergency service organisations when required including search & rescue and fires





www.deakin.edu.au