IN ALL EMERGENCIES CALL
Security: 222 or 1800 062 579
Emergency Services: 000

Procedures, Training & Exercising:
Deakin Emergency & Fire Safety Officer: 5247 9695 or 0427 822 048
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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 - 222 or 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 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

Let's you 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 (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 until the all clear is delivered by the Chief Warden. The responding emergency services and the Campus Emergency Coordinator have the power to instruct or overrule the Emergency Response Team once it’s been activated.

- 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.
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 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.

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 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 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

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
- Draw blinds and cover windows to limit the visibility of those inside from those outside
- Silence all communication and electrical devices
- If you are required to communicate, do so via text message
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

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

The first priority in any fire situation is life safety.

Smoke Kills. Do not place yourself at risk

In a normal building environment smoke and lack of oxygen is what can kill people

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

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Only use fire extinguishers if trained and confident to do so
During an Intrusion

• Check for danger before approaching the victim
• Notify Security
• Arrive for first aid to be administered by a qualified first aider
• Restrict access to the area until Ambulance Officers arrive

After the Intruders have left

• Notify Security
• Complete an Offender Checklist for each intruder
• Do not re-enter the area until advised to do so
• Don’t discuss the incident until after speaking to police
Responding to an Active Shooter

Depending on the location of the shooter, some groups may be running whilst others nearer to the shooter are hiding or fighting back.

RUN

- Staff and students will escape the building if safe to do so and have visibility of their route before moving
- Do not use lifts
- Maintain concealment and cover

HIDE

- If escape is not possible, occupants should hide in a secure area
- Lock or barricade the door, cover windows
- Silence or turn off all electrical devices and remain silent

FIGHT

- If hiding in place is adopted, individuals may also need to consider options to disrupt and/or incapacitate the active shooter in the event they are located

After an Active Shooter

Assist the police in their investigations
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 (sewage)
  - 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

In the event of a hazardous material spill
- Clear the immediate area and extinguish ignition sources
- Notify Security
- 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