

DIAL 0-000

RECEPTION: Ext 222

SECURITY: Ext 333

EMERGENCY PROCEDURES

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ON HEARING **EVACUATION ALARM** OR DISCOVERING FIRE OR SMOKE:

1. **Remove** persons from **immediate** danger, if safe to do so
2. **Alert** and sound the alarm
Phone Security on 333 and report on:
 - a. Location of fire (building name & floor)
 - b. Extent of fire (or nature of incident)
 - c. Are there any injured persons
(eg. Is an ambulance required?)
 - d. Name of person reporting the incident
3. **Close** all doors and windows if safe to do so
4. **Extinguish** if safe to do so
5. **Take** direction from the Chief Warden

PERSON(S) EXPERIENCING A **SERIOUS INJURY** **OR ILLNESS** WHICH IS OF SUDDEN ONSET AND REQUIRES IMMEDIATE MEDICAL ATTENTION

1. **GET HELP**

- Reception—Ext 222
- Security—Ext 333

2. **ASSESS THE MEDICAL CONDITION FOR:**

- **D**anger—where possible remove patient from immediate danger
- **R**esponse
- **S**end for Help
- **A**irway
- **B**reathing
- **C**irculation
- **D**efibrillation

3. Contact Reception 222 if ambulance is required

4. Remain with patient until medical attention arrives (you are only responsible for providing assistance within your level of expertise)

IF YOU DISCOVER THAT A STUDENT IS MISSING:

1. Notify office
 - Reception—Ext 222
 - Security—Ext 333
2. Conduct a systematic search of immediate area
3. If unsuccessful, renotify the office
4. Management to be notified to assist in coordinating search

IN THE EVENT OF A **BOMB THREAT:** Treat all threats as genuine

BY TELEPHONE

- Do not disconnect even if caller hangs up
- Converse with caller in a friendly manner. Do not antagonise
- Get information from caller (complete checklist)
- Phone Security 333
- If unable to get security, phone (0) 000—ask for Police and report:
'Bomb threat by telephone, caller is connected/disconnected'
- Follow instructions of Emergency Services Personnel

BY MAIL

- Advise person in charge
- Do not touch or move any suspicious object
- Keep the written threat and any envelope or container
- Phone Security 333
- If ordered, evacuate as per procedure

**AN INTERNAL EMERGENCY
COULD BE CAUSED BY
FIRE, EXPLOSION,
ELECTRICAL POWER
FAILURE, WATER
SUPPLY RUPTURE,
GAS SUPPLY RUPTURE,
STRUCTURAL FAILURE,
SPILLAGE OR LEAKAGE
OF HAZARDOUS
SUBSTANCES, ILLEGAL
OCCUPANCY ETC**

- Remain calm—reassure persons that the contingency plan is in action
- Remove all persons from affected area
- Dial Security 333 and state:
 - Exact location
 - Type of emergency
 - Number of people injured
 - Nature of injuries
- Restrict access to affected area
- Prepare for total evacuation
- Provide emergency services with relevant information regarding Avondale utilities:
 - Electrical Switchboards
 - Water supply shut-off
 - Gas supply shut-off

UNARMED/ARMED INTRUDER, HOSTAGE, KIDNAP OR HOLD-UP

- Dial Security 333
- Then (0)000 if Security is unavailable
- If you cannot retreat, remain where you are until help arrives
- Record your observations quickly, i.e. description(s); face, height, weapons, speech, mannerisms, tattoos, jewellery, vehicle description, direction of travel, no. of intruders
- Preserve the crime scene, do not disturb the area
- Cooperate with the police
- Await further instructions

REMEMBER:

- **DO NOT** be heroic
- Obey the offender's instructions but **DO ONLY** what you are told and nothing more
- **DO NOT** volunteer information

AN EXTERNAL EMERGENCY COULD BE CAUSED BY **BUSHFIRE, EARTH- QUAKE, FLOODING, STORM, MAJOR ROAD ACCIDENT, AIRCRAFT CRASH, CIVIL DISTURBANCE ETC**

EARTHQUAKE

- Call: “Down!”
- Employees and students should slide under desks or stand in doorways
- Remain inside
- If outside, stay away from buildings and trees
- Await further instructions

BUSHFIRE

- Remain calm—reassure persons that contingency plan is in process
- Remove persons from the affected area and immediate danger
- Prepare for total evacuation of the area
- Await further instructions

STORM

- Stay inside and shelter well clear of windows
- If outdoors find emergency shelter **BUT NOT UNDER TREES**
- Avoid using the phone unless it is an emergency

IN THE EVENT OF AN EVACUATION:

- Remain calm. **DO NOT** run or shout, as this may cause others to panic and injuries may occur
- Alert any staff members in the vicinity
- Await instructions from floor and building wardens, particularly for bomb threat. Bomb threat procedures require that exit routes be checked for safety prior to evacuation
- Upon instruction, move in an orderly manner to your designated assembly point
- If time permits, take valuables with you
- Close doors behind you to reduce smoke and fire transmission
- Do not re-enter building until it has been declared safe to do so by the Building Warden

LOCKDOWN

RUN, HIDE, FIGHT:

FOCUS

- Familiarise yourself with your surroundings
- Scan and assess your situation
- Consider your options

ACT

- Choose a safe exit
- Don't attract the shooter's attention
- Protect yourself before helping others

HIDE

- Find a secure hiding place
- Turn off lights and cover windows
- Lock and barricade doors
- Get under desks & tables
- Mute your phone & be quiet
- Stay out of the line of fire
- Wait for police to come to you

FIGHT

- Commit to an aggressive physical attack
- Synchronise action
- Improvise weapons from nearby objects
- Stop the threat
- Choose action over fear

Phone Emergency Services (0)000 or
Security 4980 2(333) only when safe to do so.

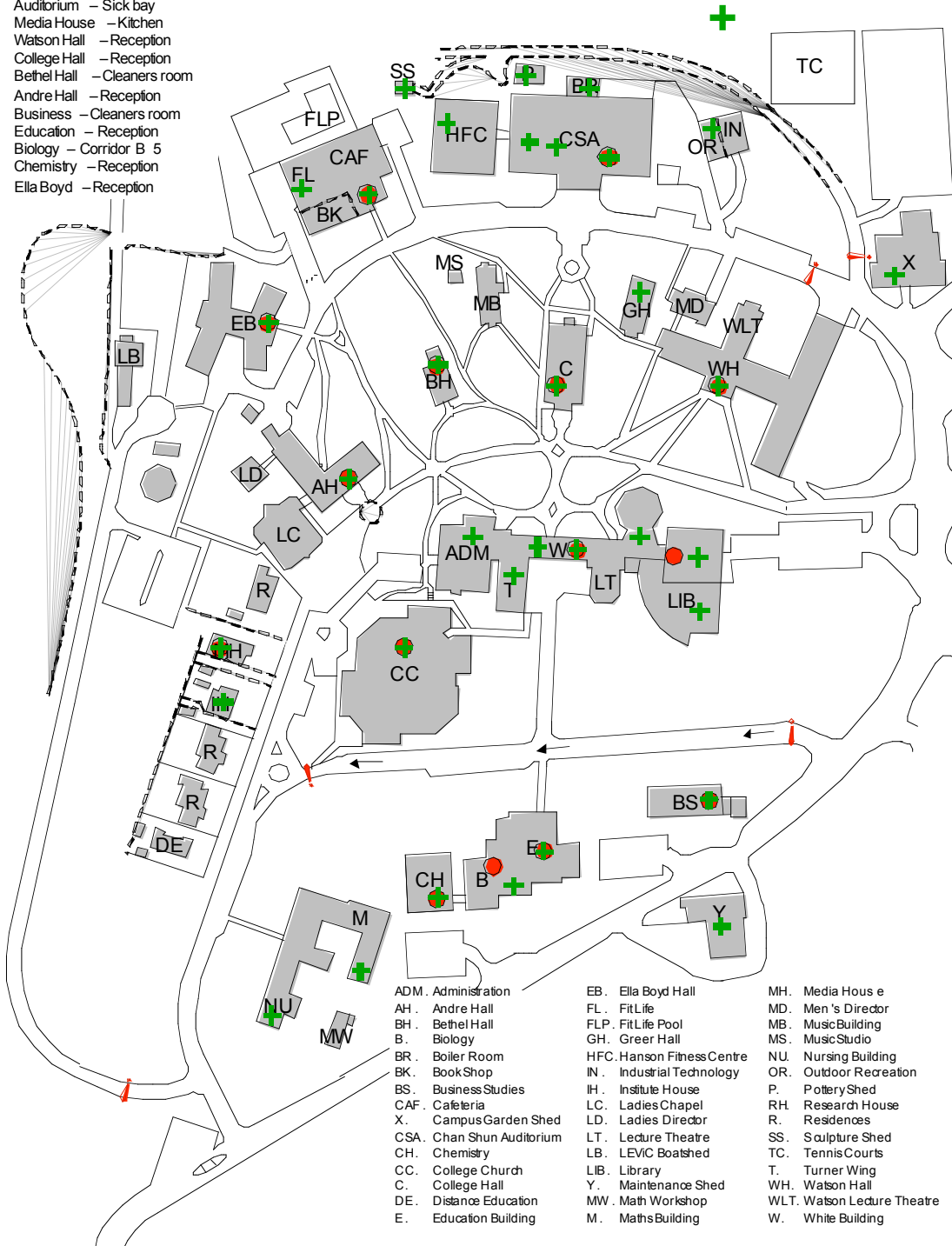
MAP OF LOCATION OF FIRST AID KITS AND BLOOD SPILL KITS

BLOOD SPILL KIT LOCATIONS



- Cafeteria – Change room
- Library – Cleaners room
- Church – Deacons room
- White build – Cleaners room
- Auditorium – Sick bay
- Media House – Kitchen
- Watson Hall – Reception
- College Hall – Reception
- Bethel Hall – Cleaners room
- Andre Hall – Reception
- Business – Cleaners room
- Education – Reception
- Biology – Corridor B 5
- Chemistry – Reception
- Ella Boyd – Reception

FIRST AID KIT LOCATIONS



- | | | |
|---------------------------|---------------------------|-----------------------------|
| ADM. Administration | EB. Ella Boyd Hall | MH. Media House |
| AH. Andre Hall | FL. FitLife | MD. Men's Director |
| BH. Bethel Hall | FLP. FitLife Pool | MB. MusicBuilding |
| B. Biology | GH. Greer Hall | MS. MusicStudio |
| BR. Boiler Room | HFC. Hanson FitnessCentre | NU. Nursing Building |
| BK. BookShop | IN. Industrial Technology | OR. Outdoor Recreation |
| BS. BusinessStudies | IH. Institute House | P. PotteryShed |
| CAF. Cafeteria | LC. Ladies Chapel | RH. Research House |
| X. Campus Garden Shed | LD. Ladies Director | R. Residences |
| CSA. Chan Shun Auditorium | LT. Lecture Theatre | SS. Sculpture Shed |
| CH. Chemistry | LB. LEViC Boatshed | TC. Tennis Courts |
| CC. College Church | LIB. Library | T. Turner Wing |
| C. College Hall | Y. Maintenance Shed | WH. Watson Hall |
| DE. Distance Education | MW. Math Workshop | WLT. Watson Lecture Theatre |
| E. Education Building | M. MathsBuilding | W. White Building |

IMPORTANT PHONE NUMBERS

ORGANISATION/NAME	PHONE
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EMERGENCY – police/fire/ambulance 000

Toronto Police Station	4088 1099
Fire Brigade	000
Rural Fire Brigade.....	0457 710 497
Local Ambulance Station	000

Local Hospital Casualty Section

Wyong	4394 8000
John Hunter.....	4921 3000
Gosford	4320 2111

Emergency Services

State Emergency Services	132 500
Poisons Information Centre.....	131 126

Relevant Phone Numbers

Name	Work	Mobile
President.....	4980 2101	
Security.....	4980 2333	0432 293 832
WHS.....	4980 2141	
Dir. Student Life Services.....	4980 2146	
Property Manager.....	4980 2347	

Address

Avondale College of Higher Education Ltd
582 Freemans Drive, Cooranbong, NSW, 2265