Government of **Western Australia**
South Metropolitan **TAFE**

EMERGENCY PROCEDURES FLIP CHART

Kwinana Campus

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Note: *This chart is not the Emergency Evacuation Plan for your site.*
Emergency Evacuation Plans for your site are available by contacting your manager/lecturer or asking a staff member who will access the ***EMERGENCY*** *section on the staff intranet.*

- 2018 -

EXTERNAL EMERGENCY SERVICE - DIAL "0" FOR OUTSIDE LINE

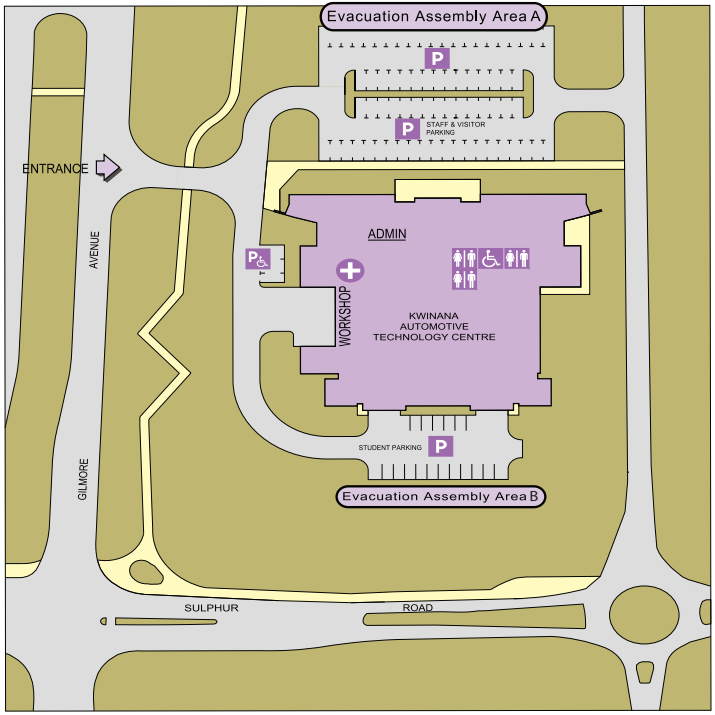
Ambulance	**000**
Police	**000**
Fire Brigade	**000**
Poisons Information	**13 11 26**

KWINANA EMERGENCY CONTACT NUMBERS	TELEPHONE NUMBER	MOBILE
Police - non emergency	13 14 44	N/A
Campus Manager (Rockingham)	9599 8683	Diverts to mobile
Senior Facilities Officer	9599 8604	Diverts to mobile
Facilities Officer	9599 8682	Diverts to mobile

AFTER HOURS

Notify Campus Manager on 0417 939 402 or emergency services on 000.

ASSEMBLY AREAS AND FIRST AID ROOMS



First Aid in Technician store

If you require First Aid assistance, contact the relevant First Aid Officer from the First Aid list on the intranet.

MEDICAL EMERGENCY

- Quickly assess the situation and check for danger (**do not** enter the danger area).
- Commence first aid as appropriate, if qualified and safe to do so.
- Notify and ask for First Aid assistance from a First Aid officer, each campus has people who are qualified to assist with First Aid.
- In the case of a serious incident **do not** move the injured person, unless it is to prevent further injury and, *do not* leave the injured person in the present location if it would expose them to further danger.
- Call an ambulance on **000** and state the location clearly.

Poisoning

- Raise the alarm.
- Try to identify the poison, if safe to do so.
- Ring “Poisons Information” on **13 11 26**.
- Follow directions and administer first aid as appropriate, if safe to do so.
- Seek medical attention if advised by “Poisons Information”, this may involve calling an ambulance on **000**.

Reporting

The Organisation’s Accident/Incident/Hazard Report Form must be completed for all accidents that required First Aid and handed to your manager or lecturer within 24 hours of occurrence. Minor First Aid injuries are to be recorded in the minor First Aid book/register.

FIRE

Rubbish fire, Electrical fire, Oil/Fat fire, Gas fire etc

R	Remove	Remove any person from immediate danger (if safe to do so).
A	Alert	Raise the alarm by activating the break glass fire alarm (if not yet activated) if one is nearby. Notify Campus Chief Warden. If unavailable or after hours, contact the Fire and Emergency Services on **000.**
C	Contain	Close doors and windows to contain the fire and secure area, if safe to do so.
E	Extinguish Evacuate	Attack the fire with appropriate fire fighting equipment (ONLY if trained and safe to do so). When evacuation alarm sounds or red light flashes evacuate via the nearest safest **EXIT**.

Do not re-enter the building until instructed to do so by the Floor Warden or Emergency Services personnel

EVACUATION

On hearing an alarm or when instructed to evacuate area:

- Immediately cease all activity and secure personal valuables.
- Assist any person in immediate danger, but only if safe to do so.
- Follow instructions given by Wardens or Emergency Services personnel.
- Prepare to evacuate when you hear the campus alert tone (possibly a beep, beep, beep...each campus has its own tone).
- Evacuate building when evacuation tone sounds or directed by the Wardens via the nearest safe Emergency **EXIT**.
- Never use a lift in an emergency.
- Go to the evacuation assembly area.
- Await instructions from a Warden or Emergency Services personnel.

Do not re-enter the building until instructed to do so by the Floor Warden or Emergency Services personnel

LOCKDOWN/PERSONAL THREAT

Armed/Unarmed

Lockdown Procedure

- The Chief Warden, Security or Police will initiate a lockdown.
- Immediately move to the nearest classroom or office, close and barricade doors, turn off lights, close blinds, be quiet and move away from windows. Doors are not to be opened from inside unless confirmed by the Chief Warden, Security or Police.
- **Do not** use phones or other communication systems unless instructed to do so.
- **Do not** allow anyone to exit the room until the Police or Chief Warden advises you to evacuate the building or give the “all clear”.

Personal Threat Guidelines

- Always consider your safety as the main priority.
- Consider the safety of others in the vicinity
- Assess the situation:
    a) Try to remain calm.
    b) Identify any potential weapons or danger.
    c) Maintain a barrier - this may be a physical barrier such as a table, counter, desk, chair or door.
    d) Keep a distance from the offender and maintain a personal space.
    e) Have an escape route in mind in case their threatening behaviour escalates.
    f) Attempt to diffuse the situation through non-threatening verbal communication.
    g) If possible, withdraw to a secure location.
    h) Record details on the Personal Threat Checklist (see pages 7-8) as soon as possible.
- Notify Campus management or activate a duress alarm, if available.
- After hours, contact Emergency Services on **000**.

a

Personal threat checklist

- Please attempt to record as much information as soon as possible after the event.
- Please circle or write response on the next page as applicable.
- **Do not** guess - if you cannot remember details - leave blank.
- **Do not** consult others when completing this form.

Reporter's Details

Surname _____

Given Name _____

Address _____

Suburb _____

Post Code _____

Phone No _____

Work No _____

Personal threat checklist

Build	Thin	Fat	Solid	Large	Male	Female	Approx weight
Age	15-20	20-25	25-30	30-35	35-40	40-45	
Name	Was called			Sounded like			
Hair colour	Black	Brown	Blonde	Grey	Sandy	Red	
Hair type	Straight	Curly	Dreadlock	Wavy	Afro		
Hair length	Bald	Short	Long	Shaved	Medium		
Hair condition	Clean	Scruffy	Greasy	Thinning	Thick		
Height		cm	ft	in			
Race	Caucasian	Pacific	Oriental	Anglo/Indian	African American		Other
Skin colour	Pale	Olive	Black	Fair	Dark	Other	
Skin type	Clear	Greasy	Pimply	Acne	Other		
Eye colour	Black	Brown	Green	Blue	Grey		
Eye type	Wide	Bulging	Deep set	Narrow	Squint		
Eyebrows	Bushy	Shaved	Joined	Thin	Thick		
Glasses	Clear	Plastic	Dark	Tinted	Metal		
Clothing/Accessories	Head gear		Gloves		Footwear		
Clothing	Outer		Inner				
Identifying marks	Scars, tattoos, beard etc						
Posture	Stooped	Straight	Other				
Movement	Jerky	Normal	Agitated	Limp	Other		
Face	Twitch	Normal	Mask	Other			
Eyes	Blinking	Normal	Glancing	Staring	Other		
Speech	Slow	Fast	Stutter	Accent	Slurred		

INTERNAL EMERGENCY

Chemical spill, flood, power failure, structural instability etc

Chemical Spill

- Refer to Material Safety Data Sheet (MSDS) for information before attempting to clean up a spill.
- If the spill is a flammable solvent, a suffocating substance or toxic, notify all persons in immediate area, exstinguish all flames and turn off electrical outlets, and evacuate the area.
- Go to the nearest area free of vapour and raise the alarm by calling Campus Chief Warden.
- If unavailable or after hours, contact the Fire & Emergency Services on **000**.
- **Do not** re-enter the affected area until given all clear by the Emergency Services personnel.

Gas or Water Leak

- Turn off the tap or valve if possible (if safe to do so).
- Notify all persons in immediate area, extinguish all flames and turn off electrical outlets, and evacuate the area.
- Raise the alarm by calling Campus Chief Warden.
- If unavailable or after hours, contact the Emergency Services on **000**.
- Keep people away from affected area until given all clear by the Floor Warden.

Power Failure

- Raise the alarm by calling Campus Chief Warden.
- You must remain where you are, unless it is dangerous to do so, until instructed otherwise.
- The Campus Manager will advise you if an evacuation is required. If power is likely to be off for an extended period, a senior member of the executive will advise of a campus shut down.

EXTERNAL EMERGENCY

External gas leak, civil disturbance, vehicle accident etc

- Quickly assess situation and check for danger (**do not** enter danger area).
- Raise the alarm by calling Campus Chief Warden and explain what sort of emergency it is and how it will affect us.
- If Chief Warden is not available, call Emergency Services on 000 and state the emergency and location clearly.
- Follow instructions given by the Chief Warden or Emergency Services personnel.
- Commence first aid as appropriate, if qualified and safe to do so.
- In the case of a serious accident **do not** move the injured person except where necessary to prevent further injury or to remove from immedicate danger.
- Keep uninvolved people away.
- The Chief Warden will advise you if an evacuation is required.
- After hours call security for assistance.

BOMB THREAT

Telephoned threat, suspicious package etc

Receiving a phone threat

- If still speaking with the caller raise the alarm by attracting the attention of a passer-by so they can contact Campus Management.
- If unavailable or after hours, call the Police on **000**.
- **Do not hang up the phone, even after caller has hung-up.**
- Try to keep the caller talking.
- Fill out the Bomb Threat Checklist (see page 12).
- Remain at the phone until relieved.
- **Do not** evacuate the building unless directed by the Campus Management or Emergency Services.
- All mobile phones must be turned off.

SUSPICIOUS PACKAGE OR CHEMICAL THREAT

Unclaimed bag, package, box, container etc

- **Do not** touch or move anything.
- Move away and prevent anyone from entering the area – isolate it.
- Raise the alarm by calling Campus Management.
- If unavailable or after hours, contact the Police on **000**.
- Remain calm and follow instructions from the Campus Emergencies personnel.
- **Do not** evacuate the building unless directed by the Wardens or the Police.

Bomb threat checklist - note and record as many details as possible based on questions outlined below.

1	**Questions to be asked**	
	Which campus is it in?	
	When is it set to explode?	
	Where did you place it?	
	What kind of bomb is it?	
	Why are you doing this?	
	Who are you?	
	Exact words used...	
2	**Observations about the voice**	
	Speaker was	Male Female Child
	Age	Very young Adolescent Adult Old
	Sobriety	Normal Intoxicated Drugged
	Speech	Normal Stammer Slurred Lisp
	Accent	Incoherent Well spoken Abusive Irrational
	Message sounded like it was being read by the caller	Yes No
	Was the message recorded?	Yes No
	Other	
3	**Observations about the call**	
	Did it sound like it was a public phone?	Yes No
	Did you hear any background noises?	Music Children Talking Traffic Machinery Aeroplanes Harbour Other
	Call received by	Name At __:__am/pm
	Call received on	Line number Extension

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The information in this booklet is correct at time of print, February 2018.
For more information on anything you have read in this booklet
contact osh@smtafe.wa.edu.au.