

Seymour Centre Emergency Procedures

GENERAL PROCEDURE IN THE EVENT OF A FIRE OR OTHER EMERGENCY

In the event of a fire or other emergency in the building, the person discovering the fire/emergency should follow the outlined procedure:

Initial Response

- 1** Keep calm
- 2** Warn anyone in immediate danger
- 3** Quickly assess the situation
- 4** If safe and if trained, deal with the emergency (extinguish fire/contain spill)
- 5** Evacuate or move to a safe place if in danger, when directed or in response to an emergency alarm
- 6** Notify the Emergency Services 000 (0-000 from internal university phones), Security 02 9351-3333 (1-3333 from internal university phones) and Stage Door 02 9351-7944 (1-7944 from internal university phones)
- 7** Notify the Chief Warden [Glenn Watson 02 9351-7946 (1-7946 from internal university phones) or 0411 406 211]
- 8** Ushering staff should direct patrons to Emergency Exits and instruct them to evacuate the building in a calm and orderly manner, and to assemble in an area a safe distance from the site of the fire
- 9** Toilet areas should be inspected and patrons requested to leave the building
- 10** The head Technician should check the dressing rooms and toilets back stage and direct cast & crew to the assembly area
- 11** Leave via your closest safe exit – do not use lifts

If the Alarm System is activated all personnel should take the following action:

- 1** Check for any sign of danger (fire, smoke, chemical fumes etc.,)
- 2** If safe, shut down any processes and/or equipment that cannot be left unattended
- 3** If safe, secure any valuables
- 4** Leave via your closest safe exit – do not use lifts
- 5** Move well clear of the building to avoid obstructing the attending Emergency Services
- 6** Proceed calmly to your assembly area and report to your supervisor
- 7** Remain at the assembly area until the emergency is declared over
- 8** Report any missing persons to the Chief Warden (White Helmet), a Security Patrol Office, or the attending Emergency Services
- 9** Do not enter a building while an alarm is sounding, or re-enter an evacuated building until the "all clear" has been announced by University emergency personnel or the attending Emergency Services.

Fire Protection Facilities

Fire extinguishers are located on each level and their positions are clearly labelled. **Fire hoses** are located on each level near the Green Rooms and their positions are clearly labelled.

All areas in the Seymour Centre are covered by **sprinkler systems** which are activated by heat. This system, when activated, automatically transmits a fire alarm via Telstra lines to the Fire Brigade, and gives out a dispersed spray of water to control the fire. This system can sometimes be slow to operate, and should not be relied upon to quickly put out a fire or to alarm the Fire Brigade.

Front of House

Ushering staff should direct patrons to Emergency exits and instruct them to evacuate the building in a calm and orderly manner, and to assemble in an area a safe distance from the site of the fire e.g. the grassed area to the right of Stage Door as you would exit.

Toilet areas should be inspected and patrons requested to leave the building.

All other occupants of the building except those engaged in evacuation procedures, should then leave the building.

Do-not re-enter the building until instructed by the Fire Brigade.

Additional exits are in all areas, so if one way is blocked by smoke or fire, direct patrons to an alternative exit and draw their attention to these exits.

To avoid panic, the word "fire" or "bomb" should not be shouted, and request patrons to remain calm.

Back Stage

Contact the Front of House Manager after raising the Alarm. The Head Technician will take the roll of Fire Warden. All Technical Staff should be directed to our assembly area [the grass area adjacent to Electrical Engineering]. Toilet areas and dressing rooms should be inspected and all cast & crew requested to leave the building. Do not re-enter the building until instructed by the Fire Brigade.

Medical Emergencies

If a person is seriously injured or ill, call an ambulance immediately 000 (0-000 from internal university phones). Be ready to provide the following details:

- your name
- location
- number of people involved
- details of the medical emergency

Call Security 02 9351-3333 (1-3333 from internal university phones) who can escort or direct the Ambulance/Medical Personnel to the site of the emergency and arrange for First Aid to be provided in the interim.

First Aid

Nominated First Aid Officers are located in most University Buildings. Contact Stage Door 02 9351-3641 (1-3641 from internal university phones) or Security 02 9351-3333 (1-3333 from internal university phones) to arrange for First Aid assistance.

University Health Service

The University Health Service offers a general practitioner and "walk in" service for staff, students and visitors on the Camperdown/Darlington Campus. Priority is given to emergencies or those in pain or distress. The University Health Service is located at Level 3 Wentworth Building (G01) Phone 9351-3484 and Entry Level Holme Building (A09) Phone 9351-4095.

Bomb Threats

Bomb threats are usually received either as a telephone call or as a written threat. The response to a bomb threat is often different to other emergencies, for example,

the explosive device could be located in an emergency exit path or at the assembly area. The University Security Service will work with the Police to decide the best course of action. If necessary, the ECO will be asked to help facilitate the evacuation. If a bomb threat is received as a telephone call, the person receiving the call should not disconnect the caller and should complete the information required on a [Bomb Threat Checklist]. Telephonists and other persons who regularly accept incoming phone calls should familiarise themselves and keep a copy of the Phone Threat Checklists close to their phone.

Bomb threats received in writing should be kept, along with any envelope or other container. Unnecessary handling must be avoided and every possible effort made to retain possible evidence such as fingerprints, handwriting, typewriting, paper and postmarks. Placing it in a large envelope should protect such evidence. Regardless of how the threat is received, the details of the threat must be reported to the University Security Service, local management and the Chief Warden as soon as possible.

Note

Threats received at University Campuses outside of Sydney should be reported to the local Police Service as soon as possible.

Evacuation

If an evacuation is ordered in response to a bomb threat, all personnel should firstly check their work area for any unusual objects and mark these with a sheet of paper without touching the object. They should then collect their personal belongings and leave the building as instructed. The location of any unusual objects must be reported to the Chief Warden, Security Patrol Officers or the attending Emergency Services.

Personal Safety

If you feel threatened or afraid for any reason:

- 1** Go to a busy place or attract the attention of other people
- 2** Contact Security Service 02 9351-3333 (1-3333 from internal university phones) or the Police 000 (0-000 from internal university phones).

Tips to keep you safe on campus

Be aware of the Emergency Help Points on campus.

Emergency Help Points

Emergency Help Points are flat surfaced phones with press button action. They are positioned at prominent locations on the Camperdown/Darlington and Cumberland Campuses, commonly on electronic information signs and gatehouses. Each phone dials directly to the local Security Service.

- Be alert and walk purposefully. Confidence deters attackers
- Avoid poorly lit or lonely areas
- Use Preferred Pedestrian Routes through campus
- Where possible walk with a friend, form a group or stay with a crowd
- Report any suspicious behaviour to your local security service or Police

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