



THE UNIVERSITY OF

MELBOURNE

EMERGENCY WARDEN

HANDBOOK

**The University of Melbourne
Parkville**

Version 3.0 – 2007

*Environment, Health & Safety Unit
Property and Campus Services*

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Introduction

The objective of this handbook is to familiarise all members of the Emergency Control Organisation (ECO) with the procedures, which are in place to facilitate safe, orderly and timely evacuation when it is necessary. These procedures have been written to reflect the Australian Standard 3745 –2002. In addition, this document is to be read in conjunction with the UniMelb Environment Health and Safety Manual (EHSM).

Emergencies by nature have no defined pattern or preferred location. Generally their onset is sudden and unforeseen. This can make the process of trying to identify what constitutes an emergency difficult.

People can and will do strange things during an emergency. The change in environment and the inability of individuals to control the situation may result in “out of character” actions. People who are usually reliable may become inept when faced with adversity. You should be aware that you may be faced with this dilemma as a result of an emergency in the workplace.

An evacuation may be implemented as a result of fire, gas leak, extreme climatic conditions, bomb threat, and armed intruder on campus, earthquake, explosion, other crises or disaster situation. Therefore it is of vital importance that all members of the ECO and staff are familiar with the procedures. In the event that any part of these procedures is unclear, please contact your Building Emergency Controller (BEC) or the Emergency Management Coordinator (EMC) for clarification.

The effectiveness of these procedures depends on the willingness of staff at all levels within the University to make themselves aware of their responsibilities when in an emergency or life threatening situation.

Department Heads are responsible for ensuring that these procedures are available for perusal by all staff within their area. As part of the induction process each new employee must be made conversant with all aspects of the procedures that directly affect them. Emergency response training is available to all staff and should be encouraged. Please refer to section 2.5 of the EHS Manual which is available online from the University website.

Your comments and suggestions for improvements concerning any of the procedures contained in this manual are welcomed. They should be directed to the Emergency Management Coordinator, located in the Campus Operations Group of the Property and Buildings Department.

This manual cannot cover every emergency situation that could arise. For all situations, the key requirements are to stay calm, use commonsense and seek assistance.

Building Emergency Controller (BEC)

A Building Emergency Controller in each building adapts the model procedures in the EHS manual to the needs of the building, appoints and organises training for Floor Wardens and other designated emergency personnel who are members of the Building Emergency Evacuation Team, organises evacuation drills, and takes charge in the event of an evacuation emergency or drill.

Procedures need to cope with absences of staff. The Building Emergency Controller may delegate extra duties to members of the emergency evacuation team, or to building occupants.

Staff undertaking duties as emergency personnel may be exposed to human products where there is a risk of transmission of disease. Staff volunteering for these duties may be required to receive vaccination through student Health.

Emergency Action

On sounding of the building fire signal the Building Emergency Controller shall:

1. Don a white "BEC Warden" hat
2. Proceed to the building Emergency Control Point (usually at the Fire Indicator Board)
3. Check the Fire Indicator Board and take reasonable steps to ascertain the cause of the alarm. (e.g. send a runner to the location.)
4. Ensure that "Security/Control Room" has been contacted on x46666
5. Establish and maintain contact with the University Maintenance Officers in attendance who have responsibility for the control of services (gas, water, and electricity)
6. Receive reports from Floor Wardens or Section Wardens on the state of evacuation of their areas of responsibility
7. Direct the Floor Wardens to:
 - a. remain at the control point, or
 - b. go to a floor which has not been evacuated, or
 - c. proceed to the Assembly Point
8. Maintain control over the evacuation procedures until relieved by the Senior Public Authority Officer (Fire, Ambulance, Police, SES etc.)
9. Advise the Senior Public Authority Officer of the state of evacuation of the building, and liaise with the officer until the termination of the emergency
10. When the emergency is terminated:
 - a. Inform the building occupants at the Assembly Point to return to the building;
11. Prepare a brief written report based on Evacuation Checklist (Appendix A – EHS Manual) and forward to the EHS Unit.
12. Convene a debriefing meeting of the Emergency Evacuation Team and relevant personnel to assess and improve procedure.
13. Inform Maintenance of any problems that may be maintenance related, e.g.. failure of systems, unsafe conditions, etc.
14. Implement recommendations from the meeting.

Non-Emergency Functions

- Modify the University model emergency evacuation procedures for the building, and document the procedures in the Building Emergency Information Book. This book must be updated annually.
- Determine the appropriate structure for the Building Emergency Evacuation Team.
- Appoint all members of the Building Emergency Team and arrange replacements as occupancy of the building changes, in consultation with the appropriate Dean, Head or Senior staff within the building.
- Maintain a register of current members of the Building Emergency Team.
- Coordinate the training for new members of the Building Emergency Evacuation Team as they are appointed, in cooperation with the EHS Unit.
- Report obstructions to aisles, passageways, stairways and fire exits, and take such action as they are able to correct the problem. Refer to section 6.5 for clear corridors policy.
- Nominate times and dates of at least one emergency evacuation drill per year for each building.
- Prepare and mount notices regarding evacuation procedures and the duties of occupants in the event of an emergency, in consultation with the EHS Unit.
- Determine the most appropriate evacuation routes for the building and ensure that Floor Wardens advise occupants accordingly.
- Report overcrowding of rooms to the person with management and control.
- Maintain the Building Emergency Information Book in buildings with a Risk Rating 1, ie have Dangerous Goods or large numbers of staff or students, developed with the EHS, including a record of dangerous goods and equipment in the building. Copies of all amendments must be sent to Security Office.
- Determine the Assembly Point location in consultation with the EHS Unit, and take steps to make occupants aware of the location.
- Construct a plan of action to deter persons from entering the building after the alarm has sounded (e.g. delegate staff to stand at entrances to prevent entry).
- Prepare an evacuation plan for the lecture theatres, class rooms and teaching laboratories and implement action items (Evacuation of lecture theatres, class rooms, and teaching laboratories.)
- Responsibilities:
 - Develop and maintain appropriate building evacuation procedures
 - Appoint, in conjunction with management, members of the emergency control organisation for the building
 - Maintain a register of current members of the Building Emergency Team
 - Ensure that such persons receive training in emergency procedures
 - Undertake control of all emergency situations until relieved of duty by other emergency professional such as MFB
 - Maintain and update the Building Emergency Information Book (dangerous goods buildings only).

Deputy Building Emergency Controller (Deputy BEC)

In the absence of the Building Emergency Controller, the Deputy Building Emergency Controller will take over these functions.

Emergency Action

On sounding of the building fire signal the Deputy Building Emergency Controller shall:

1. Move to the Emergency Control Point.
2. Assist the BEC with any tasks as required.

Non-Emergency Functions

1. Maintain constant communication with the BEC and assist with any tasks as required.

Floor Warden

Emergency Action

On sounding of the building fire signal a Floor Warden shall:

1. Don a yellow "Warden" helmet
2. Enter each accessible room including toilets and direct occupants to leave the building.
Do not open doors which have hot handles or smoke coming from under door
3. Direct the Special Duties Officers to start prescribed duties
4. Report to the Building Emergency Controller on the state of evacuation of their floor
5. Take direction from the Building Emergency Controller
6. Prevention of re-entry to building

Non-Emergency Functions

The Floor Warden shall maintain communications with the Building Emergency Controller, including:

- Any obstructions to egress routes within building
- Local changes in the use of the building, hazardous goods or equipment, or members of the emergency evacuation team;
- Fire isolating doors which are prevented from closing unaided;
- Faulty or missing fire extinguishers

Staff undertaking duties as emergency personnel may be exposed to human products where there is a risk of transmission of disease. Staff volunteering for these duties may be required to receive vaccination through Student Health.

Section Warden

Where the number of Floor Wardens is large (e.g. greater than ten) it may be appropriate to appoint Section Wardens to whom a proportion of Floor Wardens report. The Section Warden liaises with the Building Emergency Controller in planning and emergency functions.

Emergency Action

On sounding of the building fire signal a Section Warden shall:

- Follow instructions relating to this specific role as specified by the BEC.

Non-Emergency Functions

The Section Warden shall maintain communications with the Building Emergency Controller, including:

- Any obstructions to egress routes within building
- Local changes in the use of the building, hazardous goods or equipment, or members of the emergency evacuation team;
- Fire isolating doors which are prevented from closing unaided;
- Faulty or missing fire extinguishers

Staff undertaking duties as emergency personnel may be exposed to human products where there is a risk of transmission of disease. Staff volunteering for these duties may be required to receive vaccination through Student Health.

Special Duties Officer

Reporting to Floor Wardens, Special Duties Officers may carry out functions such as:

- The security of large amounts of cash or other goods
- Making safe hazardous equipment or processes
- Escorting known handicapped persons from the building

First Aid Officer

Qualified first aiders should report to the Building Emergency Controller for direction. If first aiders are made part of the ECO, they can be identified by a yellow hard hat with a sticker that has the first aid symbol of a green cross on a white background.

Staff undertaking duties as emergency personnel may be exposed to human products where there is a risk of transmission of disease. Staff volunteering for these duties may be required to receive vaccination through Student Health.

Responsibilities following an incident:

1. Assess the situation
2. Identify the life threatening condition and establish priorities of treatment
3. Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury, and that some casualties will require more urgent attention than others
4. Arrange without delay for the casualty to be transferred to a doctor, hospital or home, according to the severity of the injury or condition
5. Report all incidents and treatment to supervisor.

Other responsibilities:

- Assess first aid kit needs and maintain first aid kits

Emergency Management Coordinator (EMC)

The EMC will manage, train and coordinate the University's Emergency Control Teams (Building Emergency Controllers (BEC), Floor Wardens and specialist Emergency Response Teams (ERT)) to ensure that the University of Melbourne complies with relevant standards and is able to meet unpredictable emergency situations in a professional and effective manner.

The EMC also ensures that all relevant systems and procedures are up to date and documented, and that wardens have the appropriate identification helmets or tabards.

The EMC will be the University liaison with Emergency Services during an emergency incident when they are called to the Parkville campus and provide emergency management advice for other campuses.

In addition, the EMC will be responsible for liaison with the local Municipal Emergency Planning Committee (MEPC) to ensure the University is represented in appropriate planning considerations at that level.

The Emergency Management Coordinator, Mr. Matt Bennett reports to the General Manager, EHS, Mr Stefan Delaney, in the Property and Campus Services Department. Matt commenced with the University in October 2005 and is located at 11-13 Lincoln Square South, building number 219.

Emergency Action

On sounding of the building fire signal the EMC shall:

1. Don a white "Emergency Response Coordinator" helmet and UniMelb vest
2. Respond to the reported incident location
3. Liase with BEC and Wardens on scene
4. Liase with Emergency Service Commanders on scene
5. Provide situation reports to the relevant emergency response members

Non-Emergency Functions

Emergency Management

- Assist in the development and implementation of the University's EMP's
- Oversee the development and organization of the University's Emergency Response Group
- Provide advice to senior University management on emergency management arrangements for Victoria, changes to relevant legislation, and on the Emergency Control Organizations with which the University has dealings
- Liase with appropriate local government emergency management organizations and services
- Develop and maintain a database of the University's Emergency Control Teams and a University of Melbourne Emergency Control Team website

- Coordinate and manage all evacuation drills of each building within the University of Melbourne
- Develop and maintain all appropriate building emergency evacuation and information signage

Training

- Provide Emergency Control Team training in emergency management, first attack fire fighting as necessary and emergency response training to Security personnel
- Ensure that Security staff comply with the requirements of emergency management and first aid, in order to reduce the risk of emergencies and their outcomes on the University of Melbourne community
- Provide student and staff induction and training on emergency management matters and develop resource kits to assist with this
- Provide training assessment on external training providers in respect to emergency management to ensure that training courses are relevant and current. Coordinate the management of this service
- Environment Health and Safety

Training and Equipment

Training Courses

Emergency response training is available to all staff and should be encouraged. Training is available in the following topics:

- Building Emergency Controller (BEC)
- Floor Warden
- First Attack Fire Fighting & Extinguishers
- Self Contained Breathing Apparatus (SCBA)
- General Emergency Management Training

Please refer to section 2.5 of the EHS Manual which is available online from the University website for more information about emergency response training.

- Environment Health and Safety Manual
<http://www.unimelb.edu.au/ehsm/>

Liability and Insurance

The University of Melbourne has in place various insurance policies to cover the potential liability arising from the various activities of the University. One such policy is the Public Liability Insurance. The intent of the Public Liability Insurance policy is to cover the 'insureds' legal liability for third party personal injury or third party property damage caused by an occurrence in connection with the business of the University. Within the definition of 'Insured' under this insurance, employees of the University are included within this definition 'whilst undertaking activities at the request of the University'.

Therefore, employees undertaking defined special duty roles such as of 'Building Emergency Controller' are afforded coverage under the University's Public Liability Insurance, subject of course to the terms, conditions and exclusions of this insurance policy.

Personal Property brought to the University for personal use, where it is not of significant value to the Department is not covered by the University's Insurance Policy. Special consideration may be made through the Head of Department for loss or damage in an Emergency Situation to items of value belonging to a staff or student member.

Emergency Procedures

Model procedures listed below for:

- Fire
- Evacuation of lecture theatres, class rooms and teaching laboratories
- Bomb threat
- Chemical spill
- Biological incidents
- Gas leak
- Threat of aggressive or violent behaviour, civil disturbance
- Injury
- Flood
- Power failures
- Motor vehicle incidents
- Critical incident procedures

Fire

Any person discovering a fire should:

1. Activate the nearest break glass fire alarm switch.
2. Rescue any person in immediate danger, if it is safe to do so.
3. Isolate the fire (close doors), alert other people in the immediate area.
4. Contact Security on extension 46666 giving the following details:
 - Location of fire (building name and floor)
 - Extent of fire (or nature of incident)
 - Are there any injured persons (e.g. is an ambulance or medical assistance require)
 - Name of person reporting the fire or incident. This call should be reported to the Floor Warden.
5. Fight fire if safe to do so.
6. Take direction from the Floor warden.

Evacuation of Lecture Theatres, Class Rooms and Laboratories

These areas require explicit organization because of the potential for large numbers of people to be assembled in a small area. The person in charge of the class shall maintain control of the class, and take direction from the Floor Warden.

Lecturers should assess class numbers prior to the commencement of the lecture. If aisle ways are overcrowded, excess students (those without seats) should be requested to move from the theatre. Student Administration may be able to assist if the theatre or class room is consistently too large, or too small. Lecture theatres throughout the University have now been fitted with emergency procedures fitted to all overhead projectors, which should be displayed prior to commencement of the class, and again at the hearing of the fire evacuation alarm.

UPON HEARING THE ALARM SIGNAL or WHEN NOTIFIED OF AN EMERGENCY:

The person in charge of the class should direct students to:

- Stand fast and push chairs, large bags, etc under desks or benches.
- Turn off electrical devices and laboratory operations that are not safe to be left unattended.
- In controlled sequence, move along gangways to main aisles and exit in an orderly manner through the nearest appropriate exit.

These procedures are essential in an after hours situation (e.g. outside 8.45am to 5.00pm Monday to Friday) when the normal support of the building emergency team will not be available. In an after hours situation, the person in charge should ensure that on leaving the building, the evacuated persons stay together as a group until contacted by the emergency services - Fire Brigade or Police - or by the University Security service. This is necessary to account for all persons in the building at the time. When directed to do so recover any potential affects left in the building.

Bomb Threat Procedures

Although most bomb threats are hoaxes aimed at causing disruption to the normal day-to-day routine of an organization, they must be taken seriously. The most common form of threat is by telephone, warning that a bomb has been placed in a building. Faculty and Departments Enquires Office, together with Heads of Schools have been target areas to receive such calls.

Recording the Call

The more information you obtain from the caller, the better the threat can be assessed. As an aid to recording the necessary information, a bomb threat checklist can be found in the front of the internal telephone book. If a bomb threat call is received, it is important that the person receiving the call try to remain calm and **does not hang** up even if the caller hangs up. This 'open' line may assist in tracing the origin of the call.

Reporting the Call

Immediately report the call using another telephone to the University Security Office on 8344 6666 and the bomb threat to the area supervisor.

The University Security Office, police or fire brigade will advise whether a building evacuation is necessary. However, if there is any difficulty contacting the Security Office, or the bomb threat caller indicated that the bomb will go off in the immediate future, the affected area (or building) should be evacuated using the normal building evacuation procedures.

Unidentified Packages

If what appears to be a bomb is found e.g. an unidentified package then:

- Under no circumstances should it be touched;
- Clear the immediate area;
- Report the incident to the area supervisor;
- Ensure that the University Security Officers are alerted on extension: 46666.

Chemical Spill: Liquid Or Solid

See section 6.9 of the EH&S manual for detailed information on chemical spills.

See section 5.5 of the EH&S manual for information on radioactive spills.

Biological Incidents

Needlesticks, blood splashes, and other spills of potentially infective material (see Section 5.3) require that the Building Emergency Controller be notified. For small contained spills, a solution of bleach and disposable paper towels can be used to clean blood and other matter.

Appropriate gloves should be worn.

Waste materials should be disposed of in a labelled biohazard bag. These items are available from Chemistry Store. For sharps, needle sticks and other instrumentation that is contaminated, Security on 46666 should be contacted. All Security Officers have access to sharps containers, and are trained in disposal of sharps. The officer will remove the item to the sharps bin.

It is the responsibility of the BEC or delegate to arrange to clean the area with disinfectant. Cleaning Services can be contacted for more major clean up requirements. Where infectious biological material may require the evacuation or barricading off of an area, Maintenance should be notified on 46000 to provide assistance. The BEC should remain in the area to prevent entry by unauthorised personnel until proper barricading can be set up.

Gas Leak

1. Rescue any person in immediate danger if safe to do so. Use of self-contained breathing apparatus is only appropriate for trained persons working in pairs.
2. Turn off gas at source if possible.
3. Isolate the area if hazardous volatiles are released by closing doors and windows. If flammable vapours are released do not operate any electrical switches. Where fitted, activate emergency shut-off or isolate possible ignition sources at switchboard.
4. The material safety data sheet will have information on the toxicity and flammability of the gas, and provision of first aid.
5. Call security on 8344 6666 and maintenance on 8344 6000.
6. Consider evacuation:
 1. Partial evacuation of floor by word of mouth

2. Building evacuation - initiated by pressing a break glass alarm. (This alerts the Building Evacuation Team, calls the fire brigade, and calls Maintenance to the building.)
7. The material safety data sheet will have information on the toxicity and flammability of the gas, and provision of first aid.
8. Do not re-enter area until advised by an emergency team member or other emergency professional that it is safe to do so.

Threat of Aggressive or Violent Behaviour, Civil Disturbance

In the event of being confronted by an aggressive or potentially violent person:

1. Try to remain calm.
2. Alert supervisor.
3. Be firm but polite with the person and let them know that their behaviour is not acceptable.
4. If the behaviour of the person is such that outside intervention is required, contact or arrange to have contacted Security on 8344 6666.
5. You should not feel obliged to rectify the situation on your own. The Security staff are trained to handle these situations.
6. Abusive phone calls: hang up the phone and notify your supervisor. If calls persist, contact the Manager, Telephone Systems.
7. Security telephones, placed at strategic points on campus, are identified by a blue light and connect direct to security at central control 24 hours a day.

Injury

1. Move injured person away from danger if safe to do so.
2. Call ambulance on 0-000. State the location clearly. Have someone from the ECO meet the ambulance outside the building.
3. Security staff are trained in first aid extn. 46666, 24 hours a day.
4. Student Health can provide emergency assistance during the hours 8.45 am to 5.00 pm; phone 8344 6904 or 8344 6905.
5. For first aid information refer to Appendix A.

All injuries on campus need to be reported to the EHS Unit using the S3 form. In addition, the employer is required by the Occupational Health and Safety Act to report serious injuries, and incidents with the potential for serious injury, in writing to the Victorian Workcover Authority within 48 hours. This will be undertaken by the EHS Unit. For further information refer to Section 8.5 of the EH&S manual.

Flood

1. Turn off water at source if possible.
2. If possible, isolate electrical sources at the switch board or call maintenance.
3. If available and considered useful, local spill kits should be used to restrict the flow of water.
4. Isolate area by closing doors.
5. Call security on 8344 6666 and maintenance on 8344 6000.
6. Consider evacuation:
 - a. Partial evacuation of floor by word of mouth
 - b. Building evacuation - initiated by pressing a break glass alarm. (This alerts the Building Evacuation Team, and in most building also alerts the fire brigade and Maintenance)

Power Failure

1. Contact maintenance on 8344 6000 to determine cause of failure
2. Call security on 8344 6666
3. Consider evacuation:
 - a. Partial evacuation of floor by word of mouth
 - b. Building evacuation - initiated by pressing a break glass alarm. (This alerts the Building Evacuation Team, calls the fire brigade, and calls Maintenance to the building.)

Motor Vehicle Incident

1. Contact emergency personnel on 000, as required.
2. Assist any injured people, until arrival of ambulance.
3. Prevent unauthorised persons from causing congestion at the accident scene.
4. Assist and liaise with authorities at scene.
5. Move the vehicle from the carriageway and secure if possible. Be alert of hazards such as other traffic and potential fuel leaks.
6. At scene of accident seek full details of any other vehicle(s) including registration numbers, names and address of both drivers and/or owners.
7. Remain at scene until completely clear of people, vehicle and debris.
8. Admission of liability must not be made.
9. Report all damage immediately to Insurance Manager on 8344 6111.

Critical Incident Procedure

Refer Academic Registrar.

After Hours Procedures

Refer to section 5.1.2 (After Hours and Unattended Experiments) of the EH&S manual manual.

Suspicious Mail And Packages

1. If the item is unopened, do not open it
2. If you have opened the item and it contains powder, liquid, or other substance DO NOT HANDLE IT ANY FURTHER.
3. Avoid contact with the substance, and do not touch eyes, nose or mouth
4. If possible wash hands and lower arms with soap and cold water
5. Place the item in a sealed plastic bag or cover with a large container such as a rubbish bin
6. Place any other items exposed to the mail or package in a second bag
7. Stay in the immediate area and prevent others from entering to reduce changes of contamination
8. Call Security on x46666 and notify them of the situation giving details of location etc.
9. Notify the Area Supervisor or Head of Department
10. Notify Maintenance on x46000 to shut down any ventilation equipment
11. Await Security and the Emergency Services, they will take on responsibility of the situation
12. Emergency Services will arrange decontamination of the areas exposed
13. Self decontamination should be conducted under the guidance of the emergency services
14. Evacuate the building when directed to do so, ensure that staff stay in the assemble area

Identifying Suspicious Packages:

- Oily, stained, discoloured or smelly envelopes
- Protruding wires, foil or tape
- Excessive postage or wrapping
- Excessive weight
- Poorly identified addressee
- Lopsided or uneven envelopes
- Postage that does not match the return address
- Foreign or unexpected mail

Building Emergency Procedures

Please Add Site Specific Details – Poster can be downloaded from:

<http://www.pb.unimelb.edu.au/emergency/publications/wardens/wardens.html>



EMERGENCY

In case of an emergency DO THIS

EVACUATION

On being advised of a Building Evacuation ...

1. *If applicable.....* Comply with all instructions given by Building Emergency Controllers or Emergency Wardens.
2. Leave the building via the nearest safe emergency **EXIT.**
3. Proceed to the buildings Designated Assembly Area and remain there until otherwise advised.

FIRE

Upon discovery of a fire...

- Assist any person in immediate danger **ONLY IF SAFE** to do so.
- Press the fire break glass alarm button if fitted.
- Contact Security Control Room on **x46666** or **8344 6666**.
- Attack the fire **ONLY IF SAFE** to do so.
- Follow University's Building Emergency Procedures.

**This University Building Number is:
Assembly Area:**

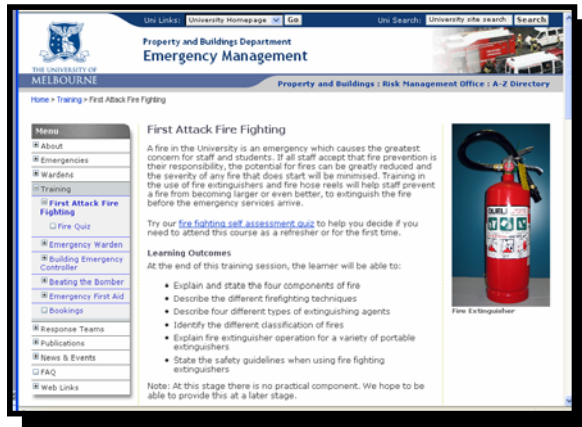
Fire, Police, Ambulance – ring 000

University of Melbourne Building Emergency Procedures
Version: V.4 - 2007

Glossary of Terms and Acronyms

BEC	Building Emergency Controller
ECO	Emergency Control Organisation
EOC	Emergency Operations Centre
ECC	Emergency Coordination Centre
EHS	Environment Health & Safety
ERC	Emergency Response Centre – UniMelb
ERPG	Emergency Response Planning Group
ERP	Emergency Response Plan
ESO	Emergency Service Organisation
EMP	Emergency Management Plan
EMC	Emergency Management Coordinator
ERT	Emergency Response Team
MEPC	Municipal Emergency Planning Committee
SES	State Emergency Service
CFA	Country Fire Authority
MAS	Metropolitan Ambulance Service
RAV	Rural Ambulance Service
MFESB	Metropolitan Fire and Emergency Services Board
MFB	Metropolitan Fire Brigade (now MFESB)
VICPOL	Victoria Police
CBT	Competency Based Training
ECT	Emergency Control Team
ETC	Estimated Time of Completion
P&B	Property and Buildings Department – UniMelb
UniMelb	University of Melbourne
FIP	Fire Indicator Panel
EWIS	Emergency Warning Information Service

Emergency Management Website



<http://www.pb.unimelb.edu.au/emergency/>

- ***Please make yourselves familiar with this website and take full advantage of its features.***
- ***Help-Desk for all your orders & enquiries.***
- ***Comprehensive advice on emergency response to various emergencies.***
- ***Warden and emergency response training course information.***
- ***Publications for visitors, staff and Wardens. View and download online.***
- ***Try the online quizzes to self-assess your Warden or fire fighting knowledge!***