

# Albany Residential College

## EMERGENCY PROCEDURES FOR STAFF AND STUDENTS

<b>EMERGENCY SERVICE REQUIRED</b>	<b>TELEPHONE NUMBER</b>
<b>COLLEGE MANAGER</b>	<b>0407421007 (Mobile)</b>
<b>POLICE</b>	<b>98410555</b>
<b>ST JOHN AMBULANCE EMERGENCY</b>	<b>98423077 OR ( 000 )</b>
<b>POISON INFORMATION</b>	<b>131126</b>
<b>ALBANY REGIONAL HOSPITAL</b>	<b>98922222</b>
<b>STATE EMERGENCY DUTY OFFICER</b>	<b>0417946879</b>
<b>STATE EMERGENCY SERVICES</b>	<b>98416888</b>
<b>FIRE &amp; RESCUE</b>	<b>000</b>

**MAPS OF THE COLLEGE SHOWING  
EVACUATION POINTS ARE DISPLAYED IN ALL  
DORMITORIES, KITCHEN AND LIVING AREAS  
FOR QUICK ACCESS.**

## **IF YOU DISCOVER AN EMERGENCY:**

**Attract the attention of students, staff or other people in the immediate vicinity. Do not shout or cause panic.**

**Raise the alarm by contacting a member of the emergency control organization listed on the front section of this file.**

**Carefully describe: -**

- **The location of the emergency**
- **The type of emergency  
( Fire – Chemical Spill – Suspicious Object )**
- **Your name and telephone number**

**Await further directions from the College Manager or emergency service and follow the evacuation procedures.**

# **EVACUATION**

## **FOR STAFF:**

**It is the responsibility of all staff to familiarize themselves with their College, thoroughly brief the students and be aware of:**

- **The most direct means of exit from the building**
- **The nominated assembly area for the College in times of an emergency**
- **The location of any portable fire fighting equipment within the building and its application**

## **FIRE**

**If you discover fire:**

**Raise the College alarm and contact the Fire Brigade.**

**Give details to the Fire Brigade as required**

**Operate in terms of College fire drill procedures**

**The respective fire marshals in the different college sectors to orderly prepare students for evacuation**

- **If possible close all doors and windows before leaving**
- **Switch off office computers, machinery etc. (if possible)**
- **Isolate heating, power supply (if possible)**
- **Proceed to the designated assembly area**
- **Listen to instructions from the designated fire coordinator**
- **Do a roll call in the assembly area and brief management with the details**
- **Attend to injured personnel immediately, arranging ambulance or hospitalization if necessary**

# ACCIDENT

- **Check for dangers; do not enter an unsafe area. If possible isolate the danger.**
- **Switch off electrical equipment. Be aware of any other hazard.**
- **In the event of a casualty apply first aid and contact emergency services.**
- **In the event of a serious accident contact the manager.**
- **If the victim is mobile move them to a safe area.**
- **If the victim is not mobile then an ambulance is required.**

# SUICIDE- POISON-DRUGS

**In the event of a suicide, drug overdose or poisoning:**

- **Give the victim immediate first aid (DRABC)**
- **Organize someone to contact an ambulance or emergency services and manager.**
- **Remain with the victim and monitor till medical help arrives.**
- **In the case of poisoning contact the Poison Information Center 131126 and act in the terms of their instructions.**

**Once the student is safely under medical attention carry out the following procedures:**

- **Let the parents know what has occurred.**
- **Calm the student body explaining what has happened.**
- **Record the incident in all the relevant files.**
- **Keep up to date with the recovery process of the student.**

# **GAS LEAK OR CHEMICAL SPILL**

**In the event of a Gas leak:**

- **Extinguish all ignition sources.**
- **Turn gas off at the main outlet and notify emergency services.**

**In the event of a Chemical spill:**

- **Extinguish all ignition sources.**
- **In the event of a person coming in contact with the chemical spill apply first aid (DRABC) and flush the victim with water if possible.**
- **Evacuate people from the immediate area.**
- **Contact emergency services and manager.**
- **Remain with the victim and monitor till medical help arrives.**

# **EARTHQUAKE**

**In the event of an earthquake:**

**The actual movement of the ground is seldom the direct cause of death or injury. Most casualties result from falling objects and debris because shocks can shake, damage or demolish the building and other structures.**

**What can we do:**

- **Remain calm and reassure others.**
- **Do not evacuate the building unless instructed by the designated emergency coordinator or the emergency services.**
- **If indoors watch for flying glass, falling plaster, bricks light fixtures and other objects. Watch out for high bookcases, shelves and other furniture that might slide or topple. Stay away from the windows or mirrors.**
- **Shelter under a table, desk or doorframe for protection against falling debris.**
- **Do not have any naked lights as they may cause an explosion, as there may be flammable fumes from damaged containers or gas mains.**
- **If instructed to evacuate stay away from buildings, power lines, poles and trees while making your way to the designated assembly area.**

# **BOMB THREAT**

**If you find a suspicious object:**

- **Do not touch it, clear the area and prevent personnel from going near the object.**
- **Do not panic, go to the nearest phone and raise the alarm by contacting a member of the emergency services listed in the front of this file.**

## **FOR STAFF ONLY – CHECK LIST**

**If you receive a bomb threat over the telephone:**

- **Endeavor to obtain as much information as possible about the threat.**
- **Location of bomb – (which/where building.)**
- **Type of package.**

**If possible engage the caller in a conversation allowing a trace to be made on the call. DO NOT HANG UP.**

**Raise the alarm by attracting the attention of a passerby or fellow staff who should:**

- **Contact the emergency services listed in the front of this file.**
- **Advise of the telephone extension number so that the line can be held open for trace purposes.**

**Complete as much as possible of the bomb threat checklist.**

**If asked to evacuate, follow the evacuation procedures.**