

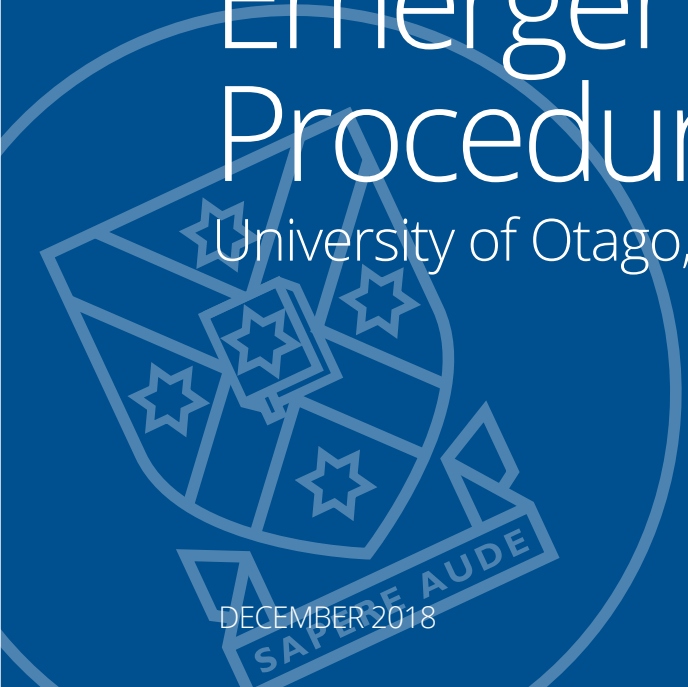


UNIVERSITY
of
OTAGO
Te Whare Wānanga o Otāgo
NEW ZEALAND

Emergency Procedures

University of Otago, Wellington

DECEMBER 2018



Medical Emergency

1. Call out for the assistance of a first aider if you are not confident or trained.
 2. **DIAL 777 (Wellington Hospital Crash Team)** and state type of Medical emergency. Provide as much detail of the event as you can, i.e. possible cardiac or respiratory arrest, accident, mental health episode, seizure etc. Be very clear about where the incident is, building, floor and room. If using a mobile phone call Wellington Hospital operator (04) 385 5999 and ask for Hospital Crash Team.
 3. If the Medical Emergency involves any kind of poison/hazardous substance contact The National Poisons Centre on 0800 764 766.
 4. **State the exact location of the victim.**
This location is
-
5. If you are trained or confident in First Aid, provide emergency assistance until the arrival of an ambulance or qualified medical expert.
 6. The nearest defibrillator to our location is:

Stay Calm, Stop and Think

Assess the scene

– are you safe/can you make it safe

Remember the ABC's of first aid

- A** Check Airway is clear.
- B** Check for Breathing, heartbeat and apply CPR if necessary.
- C** Check Circulation and check for bleeding – apply pressure if necessary.

Send someone to show the Ambulance staff into building.

Fire & Evacuation Procedures

If You See or Suspect a Fire, Remember **RACE**

1. **REMOVE** anyone from immediate danger.
2. **ACTIVATE** the nearest Fire Alarm

CALL 111 (1-111 from University phone)

State location of **"FIRE"**, giving **exact location** and **type of fire**.

This location is

Speak Clearly, Stay Calm

3. **CONTAIN** fire by closing doors and turning off machinery or processes **(only if it is safe to do so)**.
4. **EXTINGUISH** the fire but only if it is safe to do so, **DO NOT** put yourself at risk.

If the fire is uncontrollable – **EVACUATE IMMEDIATELY!**

On the sounding of the fire alarm:

- Leave the building immediately by the nearest escape route.
- Report to your designated assembly area.
- Remain until the **"ALL CLEAR"** is given by either the Fire Service or Building Warden.

Fire & Evacuation Procedures

The nearest fire escape route is:

The alternative fire escape route is:

The assembly area is:

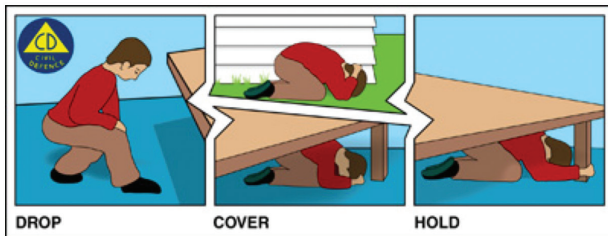
Earthquake

During An Earthquake

Remove anyone from immediate danger if safe to do so

If Inside

1. Stay inside.
2. Don't use lifts or stairs.
3. Take shelter in doorways, under desks, or down beside an internal wall.
4. Stay clear of large areas with glass atriums or glass roofs.
5. Keep away from windows or objects that could fall on you.



If Outside

1. Stay outside.
2. Take shelter clear of buildings, trees, power lines or other potential hazards.

When the Earthquake Stops

1. Check for signs of Fire, Hazardous Material Spill or Major Structural Damage.
2. Account for all staff, students and visitors if possible. Treat any minor injuries.
3. Do not evacuate unless area is immediately threatened or instructed to do so.

Do Not Use Lifts – Use Stairwells

4. Await instructions.
5. Close all smoke stop doors in your area.
6. Emergency information is available at otago.ac.nz/wellington

Expect After Shocks

A disaster response kit is located

Chemical (Hazardous Substance) Spill/Release

Major Chemical Spill/Release

(Immediate threat to others in building, e.g. risk of explosion/fire, release of flammable, toxic or otherwise hazardous gases or fumes)

1. **WARN** others in the vicinity, evacuate area and close the doors.
 - IF it is safe to do so, assist any injured personnel; turn off equipment, sources of ignition and/or isolator switches.
2. **ACTIVATE** nearest fire alarm and evacuate the building (see FIRE & EVACUATION PROCEDURES).
 - IF it is safe to do so, assist injured/disabled personnel to safe place and report location to Building Fire Warden.
3. From a safe place, **CALL 111 (1-111 from University phone)** to inform Emergency Services – if possible, provide details of substance(s) involved and exact location of incident within building.
4. Inform the Building Fire Warden and Ann Thornton on 021 435 998 of what has happened as soon as possible after Emergency Services have been contacted.

5. Any injured or potentially contaminated personnel should be checked by Emergency Services before leaving – **DO NOT** transport anyone to the Hospital.

Minor Chemical or Radioactive Material Spill/Release

(No significant threat to others beyond the immediate vicinity of spill)

1. Clean-up procedures should be in place where chemicals are in use.
 - Only attempt to clean up spills if you have the appropriate training and equipment to do so.
 - For assistance or advice contact your Laboratory Supervisor or Laboratory Manager.

Departmental Contact(s):

Name: _____

Extn: _____

Mobile: _____

Name: _____

Extn: _____

Mobile: _____

Spill Kit Location:

Gas Leak (LPG or Natural Gas)

Liquid Petroleum Gas (LPG)

LPG is odourised to give it a distinctive smell that is detectable well below hazardous levels and this is usually how leaks of LPG are detected.

The appropriate response depends on the circumstances under which it is detected, as follows:

A You detect a LPG Leak on entry into a room (especially if it has been unoccupied for a long period, e.g. overnight):

1. **STOP** and **LEAVE** the area immediately, closing doors behind you.
2. Activate the nearest fire alarm, evacuate building (follow **FIRE & EVACUATION PROCEDURES**), and do the following:
 - From a safe place, **CALL 111 (or 1-111 from University phone)** and inform the Fire Services there is a suspected GAS LEAK.
 - After Emergency Services have been alerted inform your Building Fire Warden and when able, notify Campus watch 24 hour Control Room **0800 479 5000** giving **exact location** and **details of events**.

B You have detected a LPG Leak while present in a room:

1. **WARN** others in the vicinity and **CHECK** for obvious sources (e.g. gas taps, gas equipment, cylinders).
2. If possible, turn off source of leak, or activate gas isolator switch (if one is present).
3. If source cannot be identified or turned off, or is not confined to your room/area, follow instructions in (A) above, turning off any sources of ignition and/or gas isolator switches as you leave.

Threatening Behaviour (Physical/Verbal) Unwanted Media Attention

Obey Instructions – Keep Calm

1. Remove yourself and others from immediate danger if possible and it is safe to do so.
2. Do not argue or try to negotiate – do what is asked
3. **DO NOT** take risks – do not try to disarm or struggle with the person.
4. Observe the aggressor for:
 - Physical features or clothing worn
 - Distinguishing features, voice or tattoos
 - Any weapons
 - Anything touched or taken
 - Escape route, vehicle.
5. **If you feel unsafe at anytime immediately CALL 111 (1-111 from University phone) and ask for the Police.**
6. When able, notify Campus Watch 24-hour Control Room **0800 479 5000** giving **exact location** and **details of events**.
7. Write down all you observed.

Bomb Threat

Keep Calm – Treat As Genuine

1. Remain **calm** and be **polite**.
2. **Listen carefully.**
3. Don't allow others to interrupt you and don't interrupt the caller.
4. If possible, notify someone else that a threatening call is being made while the caller is on the line. Get them to call **111 (or 1-111 from University phone)** or Campus Watch 24-hour Control Room on **0800 479 5000**.
5. Information – try and get information. Don't argue with the caller.

If possible ask and record answers to:

- Where is the bomb?
- What time will it explode?
- What does it look like?
- What will cause it to explode?
- What kind of bomb is it?
- Why did you place the bomb?

Note anything about the caller:

- Age, Sex, Race
- Speech
- Accent
- Background noise

If a suspicious object or area is found –

LEAVE IT AS IT IS

Dial 1-111 and provide as many details as you can. Evacuate the area, leaving doors open.

When able, notify Campus Watch 24-hour Control Room on **0800 479 5000** giving **exact location** and **details of events**.

Suspicious Objects / Suspicious Mail

What constitutes a suspicious letter or package?

- Is unexpected or from someone unfamiliar to you.
- Exhibits powdery substance on the outside of the package or letter.
- Has no return address or one that cannot be verified as legitimate.
- Is marked with restrictive endorsements such as "Personal" or "Confidential".
- Has excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Contains protruding wires, strange odours or stains.
- Shipped with an unusual amount of tape.
- Has an unusual weight, given the size, or is lopsided or oddly shaped.

What to do if you receive or find a suspicious package or parcel:

- **DO NOT OPEN!**
- Handle with care. Do not shake or bump.
- Isolate the package or parcel immediately – remove other people from the area.
- Immediately call Campus Watch on **0800 479 5000** giving **exact location** and **details of events**.

If you open a parcel that appears to be contaminated:

- Do not move the parcel.
- Contact Campus Watch on **0800 479 5000** giving **exact location** and **details of events**.
- Turn off fans, window air conditioners or space heaters.
- Isolate the area. Evacuate the adjoining areas.
- Anyone in contact with the parcel should remain isolated in an area adjacent to the original location and wait for additional instructions from emergency responders.

Active Shooter

Run – Hide – Take Action

RUN – to a place of safety

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

HIDE – if unable to run from the area hide

- Hide in an area out of the shooters view
- Block entry to your hiding place and lock the doors
- Silence your cell phone
- Turn off lights, radios, computer monitors

FIGHT

As a last resort and only when your life is in imminent danger

- Attempt to incapacitate the shooter
- Act with physical aggression using whatever items you can, throw items at the active shooter or try and overpower them

Call Police on 111 when it is safe to do so.

Try and note:

- Location of shooter
- Number of shooters
- Physical description of shooters
- Number and types of weapons
- Number of potential victims at the location

IF possible call Campus Watch on 0800 479 500

For further information and links to training video go to:

otago.ac.nz/proctor/emergencymanagement/videos/

Incident Reporting

- Every incident resulting in harm to people (includes staff, students, contractors or any other members of the public), damage to property or damage to the environment must be reported to your Department Health & Safety Officer (DHSO).
- Any incident that could have involved (near miss) harm to people, damage to property or damage to the environment must be reported to your DHSO.

You can report an incident from the Health & Safety web page: otago.ac.nz/healthandsafety

The DHSO in my area is:

Phone number is:

- Any accident that meets the definition of a Notifiable Event (including death) must be reported to the Health & Safety Office immediately. Please phone either, Head, Health & Safety Compliance 027 227 7796 or Senior Health & Safety Advisor 027 489 1051 as soon as possible after the incident.

Notifiable Event

Includes serious injury and serious risk to peoples Health and Safety. See the Health and Safety web page: otago.ac.nz/healthandsafety or Section 23 and 24 of the Health and Safety at Work Act 2015.

If in doubt contact the Health and Safety Office.