

Emergency Procedures

University of Otago

Christchurch School of Medicine

EMERGENCY NUMBER **777**
OUT BUILDINGS **DIAL 111**

DECEMBER 2010

UNIVERSITY
of
OTAGO



Te Whare Wānanga o Ōtāgo

NEW ZEALAND

Medical Emergency

Summon immediate help from surrounding staff or call out for the assistance of a first aider if you are not confident or trained.

If work area – **DIAL 777** and state type of Medical Emergency ie: Cardiac Arrest or Respiratory Arrest, Accident etc giving as much detail as you can.

State the location of the victim and send someone to meet the emergency service to show them to location.

Start Resuscitation

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.

The nearest defibrillator to our location is:

FOR ALL MEDICAL EMERGENCIES IN BUILDINGS SEPARATE FROM CHRISTCHURCH & CHRISTCHURCH WOMEN'S HOSPITALS

DIAL 111 and ask for **Ambulance**

PSYCHIATRIC EMERGENCY

IF A PERSON SHOWS POTENTIAL TO HARM THEMSELVES OR OTHERS

Alert staff, ensure own safety and other persons safety

DIAL 777- state **“SECURITY STAT – PSYCHIATRIC EMERGENCY”** giving EXACT LOCATION

Operator will contact Security, Psychiatric Emergency Team, or Psychiatric Consult Service

Medical Emergency

Fire & Evacuation Procedures

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

1. **REMOVE** anyone from immediate danger. (If it is safe to do so)
2. **ACTIVATE** the nearest Fire Alarm
DIAL 777 – State location of “**FIRE**”, giving **exact location** and **type of fire**.
This location is

Speak Clearly, Stay Calm
OUTBUILDINGS DIAL 111
Use your nearest safest fire exit
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.
- Do not use lifts, Walk don't run
- Disabled persons should wait on the stair landing for evacuation assistance by fireman.
- 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:

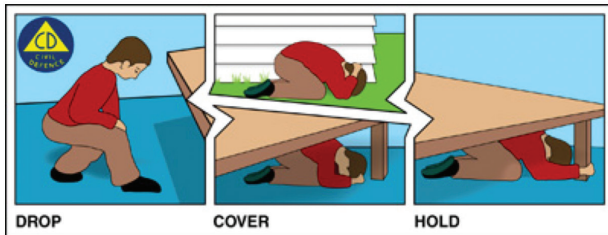
Fire & Evacuation Procedures

Earthquake

During An Earthquake

If Inside Stay inside.

1. Follow the: Drop, cover and hold procedure
2. Do not ring fire alarm unless there is a fire or a person trapped
3. Don't use lifts or stairs.
4. Take only a few steps and take shelter under in doorways, under desks or down beside an internal wall.
5. If in a lecture theatre stay in your seats protecting your head and neck. Do not rush for the exits.
6. Stay clear of large areas with glass or glass roofs.
7. Keep away from windows or objects that could fall on you



If Outside Stay outside.

1. Take shelter clear of buildings, trees, power lines or anything that could fall on you
2. If driving pull over and stop.

When the Earthquake Stops

1. Check for signs of Fire, Hazardous Material Spills and Major Structural Damage
2. Account for all staff, students and visitors. Treat any minor injuries.
3. Don't evacuate unless area is immediately threatened or instructed to do so.
4. Await instructions. If telephones are working don't contact the Operator unless immediate assistance is required.
5. Don't use lifts – Use stairwells.
6. Close all smoke stop doors in your area

Expect After Shocks

There is a Civil Defence cabinet available at:

Earthquake

Hazardous Material Alert

IF YOU SEE, SMELL OR CREATE THE RELEASE OF A HAZARDOUS MATERIAL (CHEMICAL OR GAS) IMMEDIATELY

- **Remove** anyone in immediate danger ONLY if safe to do so
- **Isolate** the hazardous material, e.g. Isolate the area, close the doors
- **Activate** the nearest Fire Alarm,
- **DIAL 777**, state **“SECURITY STAT HAZARDOUS MATERIAL ALERT”** giving **exact location** and **type of material** involved if known.
- If possible provide the Operator with the following
 - Chemical and/or Trade Name
 - U.N. (United Nations) Number
 - Hazchem Number
 - State (Solid, Liquid, Gas)
 - Approximate quantity
- **Contain:** Don't risk contact or spread. Close doors between you and the hazardous material.
- **EVACUATE THE IMMEDIATE AREA AND PREVENT RE-ENTRY**
- Contact Campus Watch on 0800 479 5000 and advise them the nature of the emergency.

Hazardous Material Alert

Suspicious Activity/Unauthorised Visitor

Suspicious Activity

- **DIAL 777**, state “**SECURITY STAT**” to the exact location and nature of problem
- If obvious criminal activity is taking place and **Police** are required, **DIAL 111**
- Alert Security and other staff, observe situation
- Advise UOC Reception 80530 or DDI 364 0530

Unauthorised Visitors

- All visitors must be welcomed by the staff member.
- Anyone wishing to sell goods must have management approval politely challenge any such person. If no ID or satisfactory explanation ask them to leave.
- All staff are issued with official identification. Anyone stating to be a staff member with no ID must be asked to leave if unsatisfactory explanation provided.
- Advise UOC Reception 80530.
- **DIAL 777**, request **SECURITY** if any problems with visitors.

Suspicious Activity/Unauthorised Visitor

Natural Disaster

FLOODING

- Remove anyone in danger to a place of safety.
- If water is in danger of entering the building or if water level is raising internally, evacuate all staff/patients to a safe area unaffected by flooding.
- **DIAL 777** and state Flooding give the chosen evacuation point. The operator will notify the Property Services Facilities Manager.
- Switch off any electrical equipment that could be affected by water.
- Move any documents, equipment, chemicals etc to a safe area.

STORM - GALE FORCE WIND

- Tape windows to prevent flying glass (Form a cross taping corner to corner)
- Close all curtains, drapes and blinds
- Move all staff away from windows
- Shelter in strongest part of building
- Open windows slightly on opposite side of the building to wind direction
- Stay inside
- **Report** major damage, **DIAL 777** (Windows blown out, Persons Injured etc)

Notify Campus Watch on **0800 479 5000** on the nature of the disaster and what assistance might be required.

Natural Disaster

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, **DIAL III** and inform Emergency Services there is a suspected GAS LEAK.
 - Inform your Building Floor Warden and as soon as possible after Emergency Services have been alerted.

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.

Departmental Contact(s):

Name: _____

Extn: _____

Mobile: _____

Name: _____

Extn: _____

Mobile: _____

Gas Leak (LPG or Natural Gas)

Threatening Behaviour (Physical/Verbal) Unwanted Media Attention

Threatening Behaviour 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 DIAL 777 SECURITY STAT Threatening Behaviour or III.**
7. Write down all you observed.

Unwanted Media Attention

If you are approached by people from the media, ask them to identify themselves and the organisation they work for.

You do not have to answer any questions or be interviewed or filmed if you do not wish to.

For assistance, please call the media office on 03 479 5452.

If you feel intimidated, or threatened, by a reporter please **DIAL 777** and request Security (Media on site).

**Threatening Behaviour (Physical/Verbal)
Unwanted Media Attention**

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. **DIAL 777** and state **BOMB THREAT** giving location and details received

If in an **OUTBUILDING DIAL 111**

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 777 and state **SECURITY STAT – BOMB THREAT** giving **LOCATION** and **DETAILS RECEIVED** OR

DIAL 111 on a landline and provide as many details as you can. **Evacuate** the area, leaving doors open

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 **DIAL 777** and state Suspicious package giving **LOCATION** and **DETAILS**
- If in an **OUTBUILDING DIAL 111**

If you open a parcel that appears to be contaminated:

- Do not move the parcel. – **DIAL 777** 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.

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.

Accident/incident report forms can be found at:

The DHSO in my area is:

Phone number is:

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- Any accident that involves serious harm (including death) must be reported to the Health & Safety Office immediately. Please phone either 027 227 7796 or 027 489 1051 as soon as possible after the incident.

Serious Harm

Definition: including death, amputation of body part, burns requiring specialist treatment, loss of consciousness, hospitalisation for 48 hours+, any of the following conditions that amounts to or results in permanent loss of bodily function or temporary severe loss of bodily function: poisoning, penetrating eye injury, fracture, chemical or hot metal burn of eye, musculoskeletal injury, crushing, respiratory disease plus others.

If in doubt report!

Contact Campus Watch on 0800 479 5000 if emergency services (police, fire, ambulance) are called to the University.