

Emergency Procedures

University of Otago, Wellington

JANUARY 2014

UNIVERSITY
of
OTAGO



Te Whare Wānanga o Otago

NEW ZEALAND

Medical Emergency

1. Call out for the assistance of a first aider if you are not confident or trained.
2. DIAL 777 (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. 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 _____**
Send someone to show the Emergency Services into building.
5. If you are trained or confident in First Aid, provide emergency assistance until the arrival of an ambulance or qualified medical expert.

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

Medical Emergency

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 1-111
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 is _____

The alternative is _____

The assembly area is _____

Fire & Evacuation Procedures

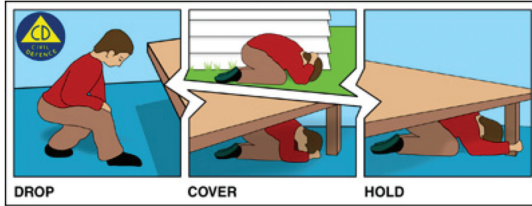
Earthquake

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 www.otago.ac.nz/wellington

Expect After Shocks

A disaster response kit is located _____

Earthquake

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 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 _____

Chemical (Hazardous Substance) Spill/Release

Gas Leak (LPG or Natural Gas)

Liquid Petroleum Gas (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 Emergency Services there is a suspected GAS LEAK.
 - Inform your Building Fire Warden and Ewen Coleman on 027 428 8491 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.

Gas Leak (LPG or Natural Gas)

Threatening Behaviour (Physical/Verbal)

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 1-111 and ask for the Police
6. When able, notify **Ewen Coleman on 027 428 8491** giving **exact location** and **details of events**.
7. Write down all you observed.

**Threatening Behaviour
(Physical/Verbal)**

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 **Ewen Coleman on 027 428 8491**.
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.

Bomb Threat

Incident Reporting

- Every incident resulting in harm to people, damage to property or damage to the environment must be reported to your Department Health & Safety Officer (DHSO). Please complete an online incident/accident report form.

These can be found at: www.otago.ac.nz/healthandsafety

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- Any incident that could have involved (near miss) harm to people, damage to property or damage to the environment must be reported to your Department Health & Safety Officer (DHSO). Please complete an incident/accident report form online.

These can be found at: www.otago.ac.nz/healthandsafety

The DHSO in my area is:

Phone number is: _____

- _____
- Any accident that involves serious harm must be reported to the Health & Safety Office immediately. Please contact Ewen Coleman on 027 428 8491 as soon as possible after the incident.

Serious Harm, 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