2. EMERGENCY PROCEDURES AND PLAN
RICHARD BERRY BUILDING

EMERGENCY NUMBERS

Ambulance 0 000
Fire Brigade 0 000
Police 0 000
Security 46666
University Switchboard 99
Occupational Health Nurse 47492
Student Health 46904/5
(138-146 Cardigan St Carlton)
Poisons Information Centre 13 11 26
Royal Melbourne Hospital 9342 7000
Royal Women's Hospital 9344 2000
Eye and Ear Hospital 9929 8666
Occupational Health Unit 47492

RISK MANAGEMENT OFFICE

Director 43362
EHS Advisor 47896
Green Office Coordinator 43444
Insurance Claims 44224
Work Cover Claims 46149
On Discovery of a Fire

1. Activate the nearest break glass fire alarm switch.
2. Contact the Floor Warden or deputy Floor Warden.
3. Rescue any person in immediate danger, if it is safe to do so.
4. Isolate the fire (close doors), alert other people in the immediate area.
5. Contact the University’s main switchboard on extension 99 giving the following details:
   - Location of fire (building name and floor)
   - Extent of fire (or nature of incident)
   - Whether there are any injured persons (eg is an ambulance or medical assistant required)
   - Name of person reporting the fire or incident.

   This call should be reported to the Floor Warden.

6. After hours, the appropriate emergency service should be contacted directly by calling:
   - Fire Brigade 0-000
   - Ambulance 0-000

   and always notify Security 46666.

Evacuation

In the event of an emergency which requires a partial or total evacuation of the building the following action is to be taken:

On receipt of the fire alarm warning or on issue of the evacuation order:

1. Occupants will immediately cease work, shut off equipment and, if possible, close all doors and windows.
2. Occupants other than appointed emergency staff should leave their place of work taking with them only small essential personal belongings.
3. Leave the building and proceed to the assembly point at Monash Road Entrance.
4. Return to the building only when instructed by the Building Emergency Controller or Warden.
Evacuation of Lecture Theatres, Class Rooms and Teaching Laboratories

These areas require explicit organisation because of the potential for large numbers of people to be assembled in a small area. The person in charge of the class shall act as the Warden controlling the class.

UPON HEARING THE ALARM SIGNAL or WHEN NOTIFIED OF AN EMERGENCY: The person in charge of the class should direct students to:

1. Stand fast and push chairs, large bags, etc under desks or benches.
2. Turn off electrical devices and laboratory operations that are not safe to be left unattended.
3. 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 (eg outside 08.45 - 17.00 hr 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 personal effects left in the building.