

Emergency Procedure

Location: SCHOOL OF ELECTRICAL & INFORMATION ENGINEERING
Darlington Campus. The University of Sydney



BEEP...BEEP.... Prepare to evacuate

1. Check for any sign of immediate danger
2. Shut down equipment and processes
3. Collect any nearby personal items.



WOOP...WOOP... Evacuate the building

1. Follow the **EXIT** signs
2. Escort visitors & those who require assistance
3. Do not use lifts
4. Proceed to the assembly area which is under the tree at the Old School Building OR the Engineering Lawn near the Rose Building.

EMERGENCY RESPONSE

1. Warn anyone in immediate danger
2. Fight the fire or contain the emergency, if safe & trained to do so.

If necessary...

3. Close the door, if safe to do so
4. Activate a "Break Glass" Alarm



or



5. Evacuate via your closest safe **EXIT**



6. Report the emergency



Security Emergency

13333 (or 9351 3333) from an external/mobile phone)

Police/Fire Brigade/Ambulance

0-000 (or 000) from an external/mobile phone)

Medical Emergency

1. Call an ambulance **0-000**
2. Notify the closest First Aid Officer¹
3. Notify Security that an ambulance has been called **1-3333**²

¹ All Security Patrol Officers are trained in First Aid. If necessary, Security Patrol can be contacted on 1-3333 to provide after-hours First Aid treatment on the Camperdown, Darlington, Mallet Street and Rozelle campuses.

² Security will re-contact the 000 service to provide any additional details and/or notify all gatekeepers of the emergency.

Bomb threat

1. Do not hang up the phone – leave the line open
2. Record as much information as possible
3. Notify Security (1-3333) and local management.

Gas leak

1. Eliminate ignition sources
2. Evacuate all staff, students and visitors to a well ventilated area
3. Notify Security 1-3333 and the Chief Warden

Hazardous material (HAZMAT) incident

4. Evacuate the affected area
5. Arrange first aid assistance, if required
6. Establish the following :
 - a. What substance is involved?
 - b. How much has been released?
 - c. Where is it located?
 - d. Is an evacuation required?
 - e. Is assistance from the NSW Fire Brigade (HAZMAT UNIT) required?
7. Send staff to the main entrances of the building to meet the Ambulance Officers on arrival.

FOR ALL EMERGENCIES:

1. Tell someone about the emergency: floor wardens, fellow workers, your supervisor, others in the area.
2. Call the Security Emergency Centre, on (02) **9351 3333** and/or Police/Fire Brigade/Ambulance on **0-000** (if not on an internal extension simply dial 000).
3. Be ready to describe where you are (suburb, street, building name, building number, floor and room). Explain what is wrong (fire, medical or criminal). Be prepared to give your name and phone number/extension.
4. Leave the building if the type of emergency warrants it, or if directed by wardens or security. Do so by the nearest safe exit. Do not use lifts in case of fire. Follow the directions of marshals, wardens and security.
5. Know your assembly point. It is shown on the evacuation notices posted along egress paths throughout the building.
6. Do not re-enter evacuated buildings until the all clear is given by an authorised person.

EMERGENCY CONTROL ORGANISATION (ECO)

Department Name	Head of Department	Department Representative
School of Electrical and Information Engineering	Prof. Joe Dong	418, J03

Chief Warden	Department	Phone	Mobile	Email	Area of Control
Dr. S.Sathiakumar	School of EIE	14640		s.sathiakumar@sydney.edu.au	J03
Deputy Chief Warden(s)	Department	Phone	Mobile	Email	Area of Control
Jeremy Randle (Deputy)	ACFR	17468		j.randle@acfr.usyd.edu.au	J03

First Aid Officers	Department	Phone	Mobile	Email	Location
Jeremy Randle	ACFR	17468		j.randle@acfr.usyd.edu.au	241,J03
Ruihong Chu	School of EIE	12198		rui.chu@sydney.edu.au	441,J03
Johnson Thie	School of EIE	14245		johnson.thie@sydney.edu.au	265A,J03
Rita Wong	School of EIE	13229		rita.wong@sydney.edu.au	402,J03
Thomas Huang	School of EIE	12657		thomas.huang@sydney.edu.au	632,J03

Wardens	Area of Control	Phone	Mobile	Email	Location
Danny Phillips	Level 9 L2 back gate		040730 6124	danny.phillips@sydney.edu.au	905,J03
Peter Jones	Level 8	17256		peter.jones@sydney.edu.au	830,J03
Wibowo Hardjawana	Level 7	14787		wibowo.hardjawana@sydney.edu.au	723,J03
Javid Atai	Level 6	12828		javid.atai@sydney.edu.au	654,J03
Ruihong Chu	Level 5 L2 front gate	12198		rui.chu@sydney.edu.au	441,J03
Yan Xu	L 4, reentry	98270387		yan.xu@sydney.edu.au	415,J03
Thomas Huang	L3 reentry	12657		thomas.huang@sydney.edu.au	630,J03
Yash Shrvastava	Level 3 L3 Backdoor	12819		yash.shrivastava@sydney.edu.au	309,J03
Johnson Thie	Level 2	14245		johnson.thie@sydney.edu.au	265,J03
Jeremy Randle	ACFR	17468		j.randle@acfr.usyd.edu.au	241,J03