

EMERGENCY ACTION SHEET

CODE RED FIRE

1. Rescue anyone in immediate danger.
2. Isolate fire by closing doors and windows.
3. Dial 000 – Fire.
4. Extinguish fire if safe to do so.
5. Await directions from emergency controller – external emergency service provider.

CODE ORANGE EVACUATION

1. Order to evacuate will be given by staff.
2. Await directions from emergency controller – external emergency service provider.

CODE PURPLE BOMB/ARSON THREAT

On receiving phone call, alert another staff member.

1. Keep caller talking - DO NOT HANG UP.
2. Dial 000 – Police.
3. If suspect item - DO NOT TOUCH. Isolate area.
4. Await directions from emergency controller – external emergency service provider.

CODE BLUE MEDICAL EMERGENCY

1. Call for assistance of other staff member.
2. Commence first aid and/or CPR.
3. Dial 000 – Ambulance.
4. Fire Warden will co-ordinate response.

CODE BLACK PERSONAL THREAT

1. Do not confront or withhold valuables, money etc if demanded.
2. Observe offender for identification purposes.
3. Dial 000 – Police when possible and safe to do so.

CODE YELLOW INTERNAL EMERGENCY/BREACH OF SECURITY **Gas Leak, Burst Water Main, Chemical Spill, Electrical Supply Failure, Person Trapped, Building Collapse, etc.**

1. Dial 000 – Police.
2. Evacuate office/building if necessary.
3. Await directions from Emergency controller – external emergency service provider.

ALL CLEAR

Authorised by emergency controller – external emergency service provider, and announced on completion of all emergency responses.