THE UNIVERSITY OF SYDNEY

Fire and other Emergency Procedures

Seymour Centre
J09

EMERGENCY CONTACT NUMBERS	
Fire, Ambulance, Police	**0-000**
Security Patrol	935**1-3333**

Date: January 1, 2020

Copies to: All ECO Personnel

Heads of Department within the Building
Health Safety and Wellbeing Unit

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EMERGENCY CONTROL ORGANISATION (ECO)

Chief Warden	Department	Phone	Mobile	Email	Area of Control
Edward Wheeler	Stage	17927	0413 711574	edw@seymour.sydney.edu.au	All

Department Name	Head of Department	Department Representative
SEYMOUR CENTRE	TIM JONES	DANNIELLE CATON
STAGE	EDWARD WHEELER	TIM EDMOND
FOH	DANNIELLE CATON	ANNETE HANNIGAN
FOH	DANNIELLE CATON	BRYLEY-LOUSIE DANNOUN
REG THEATRE	EDWARD WHEELER	TIM EDMOND

Deputy Chief Warden(s)	Department	Phone	Mobile	Email	Area of Control
Bryley-Louise Dannoun	Food & Breverage	17919	0419617476	bryleyd@seymour.sydney.edu.au	All

Wardens	Department	Phone	Mobile	Email	Area of Control
Annette Hannagan	FOH	17929	0449951089	annetteh@seymour.sydeny.edu.au	Front of House
Peter Dale	Stage Door	17944	0403835834	stagedoor@seymour.sydney.edu.au	Stage Door

First Aid Officers	Department	Phone	Mobile	Email	Area of Control
Annette Hannigan	FoH	17929	0449951089	Annette.h@seymour.sydney.edu.au	Front of House
Peter Dale	Stage Door	17944	0403835834	stagedoor@seymour.sydney.edu.au	Back of House

BUILDING CHARACTERISTICS

Fire detection / protection	tick	Details
Sprinkler system	☑	
Smoke detectors	☑	
Thermal detectors	☑	
Fire isolated stairs	☑	
Emergency warning system	☑	
Emergency Communication	☑	
Emergency control point	☑	
Assembly area	☑	
Cascading evacuation sequence	☐	

Building Use	tick	Details
General teaching	☑	
Computer laboratories	☐	
Specialised teaching space	☐	
Wet laboratories	☐	
Workshops	☑	
Library	☐	
Clinical treatment area	☐	
Office space	☑	
Car Park	☑	
other	☑	

Supporting information:

Fire Safety Australia: 'Emergency Response Plan for 2 - stage EWIS Alarm System'.

Hazardous Materials

Chemicals, biological materials and radiation are often used during teaching and research activities. These activities may increase the likelihood of building emergencies and the risk associated with responding to those emergencies. Following are some summary details. Refer to the Dangerous Goods Building Manifest (APPENDIX E – Dangerous goods manifest) for further information.

Hazardous materials	tick	Summary details
Chemicals	☐	
Biological – pathogens / GMOs	☐	
Radiation	☐	

Plausible emergencies

Some emergencies are inevitable. They can occur at any time, and can arise from a number of causes including fire, medical emergencies, chemical spills, gas leaks, bomb threats and physical threats.

Previous building emergencies	Other plausible building emergencies
	Fire
	Bomb threat
	Medical emergencies

EVACUATION PROCEDURES

General Evacuation for all staff, students and visitors

ALARMS

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.**

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**

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

6. **Report the emergency 0-000 & 9351-3333.**

Emergency Control Organisation

WARDENS

1. **Assess the situation and initiate a local response. If in doubt, commence an evacuation.**

🔊 **BEEP....BEEP.... Prepare to evacuate**

2. **Check for any sign of immediate danger (fire, smoke, chemical fumes etc.)**

3. **Check the exit paths are clear**

4. **Tell people what is happening.**

🔊 **WOOP....WOOP... Evacuate the building**

5. **Direct the building occupants to evacuate the building via the closest safe exit**

6. **Search for stragglers or injured persons, if safe to do so**

7. **Report to the Chief Warden**

8. **Evacuate via the closest safe exit**

9. **Prevent re-entry to the building and assist with crowd control.**

CHIEF WARDEN

1. **Go to the emergency control point**

2. **Ascertain the nature and location of the emergency (via SSISEP/FIP panel and warden reports)**

3. **Coordinate the evacuation**

4. **Ensure that the Emergency Services and Security have been notified**

5. **Delegate actions to others**

6. **Liaise with the wardens, First Aid Officers, Security and Emergency Services Personnel**

7. **Announce when the emergency is over.**

    NB: Chief Warden is the incident controller only until such time as the Fire Brigade arrive and take over

FIRST AID OFFICERS

1. **Evacuate via the closest safe exit**

2. **Report to the Chief Warden**

3. **Provide First Aid as required.**

ENTRANCES AND EXITS

Some building entrances and exits provide a means of access for staff, students or visitors to enter/re-enter the building during an emergency. All possible entry points must be identified and supervised during an emergency evacuation to prevent any accidental entry or unauthorised re-entry.

Entry Point	Warden Responsible
Main entry glass doors	Box Office
Reginald glass doors	Box Office

Seymour Fire Procedures

Fire panel modes

The Seymour Centre operates three different fire modes that are controlled by the stage door attendant on the fire panel, when instructed to do so by the duty technician. All changes between modes are logged by stage door and the panel is monitored constantly. The three modes are:

AUTO MODE: Normal operations with no shows on.

MANUAL MODE: Shows on with an audience in – Fire panel into MANUAL.

HAZE MODE: Shows with an audience in using haze and smoke effects – Fire panel in MANUAL and FMS / Brigade Facility switch into ISOLATE.

Regardless of what mode we are in all sprinkler systems, auto close fire doors, strobes in the theatres, and smoke hatches will operate as normal.

The building will remain in AUTO MODE unless there is a dedicated person to investigate the alert.

- The EWIS panel will remain in **AUTO** unless there is a live event with an audience.

- During times with shows on with a live audience we will go into **MANUAL MODE**. (The panel is still triggered, and the fire department notified but is silent within the building.) If the fire panel is triggered the duty technician will communicate via radio with stage door and FoH. Stage door will confirm the zone that has triggered, and the duty tech will go to affected area to confirm presence of fire. If presence of fire has been confirmed, stage door is immediately notified, and they will switch immediately into **AUTO MODE**, (which will trigger the building evacuation alarm system) and evacuate the building as normal.

- If an event is using haze and or smoke effects, we will then go into **HAZE MODE.** This mode consists of main panel in **MANUAL** and the FMS / Brigade Facility to **ISOLATE.** (The panel is still triggered, but no audible alarm in the building and the fire department NOT notified)

- If the fire panel is triggered in **HAZE MODE,** the same procedure still applies. The duty technician will communicate via radio with stage door. Stage door will confirm the zone that has triggered, and the duty tech will go to affected area to confirm presence of fire. If presence of fire has been confirmed, stage door is immediately notified, and they will switch immediately into **AUTO MODE** and switch the FMS / Brigade Facility to **Normal**. We will then evacuate as normal.

During an evacuation stage door is responsible for the evacuation of the 1st floor, and then will remain at their post and liaise with the emergency services notifying them of which areas are occupied, unless instructed otherwise by the Chief Warden.

- Stage door is in constant radio communication with the duty tech as well as the chief warden and all other member of staff.

- If the fire panel has been triggered, and it has been found to be because of haze escaping a venue – stage door will reset the fire panel and we will continue as normal.

The York duty technician is responsible for evacuating the stage and the relevant dressing rooms.

The Everest duty technician is responsible for evacuating the stage and the relevant dressing rooms.

FOH Manager will instruct ushering staff on their evac duties at the beginning of each shift.

Levels 4 & 5 will be evacuated Mon through Friday by Dannielle Caton 0900/1700.

During night activations the emergency services will be notified that the levels 4 and 5 have not been checked.

Edward Wheeler

Chief Warden – Seymour Centre J09

10/01/20

Fire Indicator Panel (FIP)

Auto (normal mode) procedure

The Fire Indicator Panel (FIP) should be kept in 'auto' mode.

The Stage Door operator must:

1. Leave the Fire Indicator Panel (FIP) in 'auto' mode.

In the case of Fire Indicator Panel (FIP) activation & alarm:

All staff must:

1. Commence an evacuation

The Stage Door operator must:

1. Interpret the FIP to identify the activated detector zone

2. Immediately notify staff via the radio system

3. Request that the closest staff member investigate and report back to the Chief Warden at Stage Door

The Chief Warden must:

1. Immediately go to Stage Door

2. Coordinate the evacuation

3. Liaise with Security and Emergency Services on their arrival

Emergency channel: BOH1

Show/haze mode procedure

A 'show' is defined as a:

a) (show mode) performance where there is an audience or rehearsals involving large numbers of people
b   haze mode performance or rehearsals which requires the use of haze or similar;.

The Stage Door operator must remain on site to actively monitor the Fire Indicator Panel (FIP) when the EWIS panel is set to 'manual' mode

The Stage Door operator must:

1. Set the EWIS to 'manual' mode **60 mins** prior to a performance
2. Actively monitor the Fire Indicator Panel (FIP)
3. Return the EWIS to 'auto' mode **60 mins** after the performance

In the case of a FIP activation during Show mode:

The Stage Door Keeper must:

1. Interpret the FIP to identify the activated detector zone
2. Immediately notify staff via the radio system
3. Request that the closest staff member investigate and report back to the Chief Warden at Stage Door

Operational staff must:

1. Investigate the location of the activated detector
2. Report back to Stage Door

Front of house manager must:

1. Prepare ushers and Front of House to evacuate

Ushers must:

1. Check emergency exits are clear
2. Prepare to evacuate the theatre
3. Commence an evacuation if necessary or instructed

The Chief Warden must:

1. Investigate the location of the activation
2. Validate the information on the FIP and communicate with staff via radio
3. Manage the investigation of the location of the activated detector
4. Make a decision to stay or evacuate
5. Coordinate the evacuation

In the case of an evacuation:

Ushers must: Report to the Front of House Manager following the evacuation

Front of House Manager must: Report to the Chief Warden following the evacuation

Operational staff must: Report to the Chief Warden following the evacuation

The Chief Warden must: Be ready to liaise with Security and Emergency Services on their arrival, including advising which parts of the building is occupied; and that have not been checked.

Emergency channel:BOH 1

FIRE PANEL REPORT SHEETS

WEEK ENDING:

	VENUES					MODE CHANGE					RESET TO AUTO		
DATE	YORK	EVEREST	REGINALD	SOUND LOUNGE	FOYERS	MANUAL	SHOW 1 LIVE OPERATOR	TIME	SHOW 2 HAZE EVENT	AUTH BY	TIME	OPERATOR	CHECKED
MONDAY													
TUESDAY													
WEDNESDAY													
THURSDAY													
FRIDAY													
SATURDAY													
SUNDAY													

LOG SHEET – ALARMS

DATE:

1. Current mode

Auto	Normal Operations
Show Mode 1	Maual Mode / Live Event
Show Mode 2	Haze Mode

2. Zone

3. Time of Alarm

4. Warden on Duty

5. Time Warden Contacted to Investigate

6. Time Warden Reported Back to Stage Door

7. Reason for Alarm

8. Action

Evacuate

Liaise with Fire Brigade

Other

9. Comments

Medical Emergency

If a person is seriously injured or ill, the following procedures should be followed.

PERSON WHO DISCOVERS THE INJURED OR ILL

1. **Call an ambulance 0-000**
2. **Notify the closest First Aid Officer[1]**
3. **Notify Security that an ambulance has been called 9351-3333[2]**
4. **Send staff to the main entrances of the building to meet the Ambulance Officers on arrival.**

FIRST AID OFFICER

Present to the Chief Warden and provide first aid assistance as required.

UNIVERSITY HEALTH SERVICE

For less serious medical conditions, the [University Health Service](#) offers a general practitioner and "walk in" service for staff, students and visitors on the Camperdown/Darlington Campus. Priority is given to emergencies or those in pain or distress. The [University Health Service](#) is located at Level 3 Wentworth Building (G01) Phone 1-3484 and Entry Level Holme Building (A09) Phone 1-4095.

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[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

Bomb threats are usually received via a telephone call, but occasionally as a written threat. The response to a bomb threat is often different to other emergencies. The University Security Service will work with the NSW Police to decide the best course of action. If a search or evacuation is deemed necessary, the ECO may be asked to assist the process.

PERSON WHO RECEIVES THE THREAT

1. **Do not hang up the phone – leave the line open**
2. **Use the phone threat checklist (APPENDIX B) to record as much information as possible**
3. **Notify Security (9351-3333) and local management.**

SECURITY

1. **Notify the NSW Police**
2. **Work with the NSW Police and local management to assess the threat**
3. **Decide the best course of action**
4. **If an evacuation is required, ensure that the assembly area and exit paths are free of suspicious items.**

EMERGENCY CONTROL ORGANISATION (ECO)

Work with Security and the NSW Police as instructed

BUILDING OCCUPANTS

1. **Follow instructions from Security, NSW Police or the ECO**
2. **On request, check the immediate work area for anything suspicious**
3. **If requested, collect your personal belongings and evacuate as directed**
4. **Report suspicious items to Security, NSW Police or the ECO**

Note

Suspicious items should be identified by placing a plain piece of A4 paper with the word "suspicious" adjacent to the item, without touching the item itself.

Gas leak

Laboratory and Clinical Gases

Laboratory and clinical areas are serviced by various types of gases. The air is often monitored to detect any leakage. When gas is detected an audible and visual alarm will be activated within the affected area and immediately outside this area.

BUILDING WARDENS AND/OR LOCAL SUPERVISORS

1. **DO NOT enter the affected area**
2. **Evacuate all staff, students and visitors to a well-ventilated area**
3. **Notify Security 9351-3333 and the Chief Warden**

CHIEF WARDEN

1. **Check if other areas of the building are affected**
2. **Liaise with Laboratory Managers, Security and Campus Infrastructure Services (CIS) 9351-7838**
   If necessary…
3. **Manually activate evacuation procedures**
4. **Ensure that the Emergency Services have been notified.**

Natural Gas

Many of the University's buildings are serviced by natural gas. A significant gas leak, associated with equipment failure or damage to a high pressure gas line, may have an impact on the safety of the building occupants.

In the event that gas can be smelt inside a building:

BUILDING WARDENS AND/OR LOCAL SUPERVISORS

1. **Eliminate ignition sources**
2. **Evacuate all staff, students and visitors to a well ventilated area**
3. **Notify Security 9351-3333 and the Chief Warden**

CHIEF WARDEN

1. **Check if other areas of the building are affected**
2. **Liaise with Security and Campus Infrastructure Services (CIS) 1-7838**
   If necessary…
3. **Manually activate evacuation procedures[3]**
4. **Ensure that the Emergency Services have been notified.**

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[3] **Gas leak** - it is important to check that the normal assembly area is safe, i.e. not impacted by the gas leak.

Hazardous material (HAZMAT) incident

Chemicals, compressed gases, biological agents and radiation are all used at the University. These substances are generally stored and used in laboratories, workshops and dangerous goods depots.

The individual departments and workgroups that store or use these substances are required to implement appropriate local emergency procedures to manage incidents involving those hazardous substances. Although hazardous substances are usually stored and used in small quantities, an accidental spill or release may have an impact on the safety of the building occupants.

STAFF/STUDENTS INVOLVED IN THE INCIDENT

1. **Evacuate the affected area**
2. **Arrange first aid assistance, if required**
3. **Establish answers to the following questions:**
   - What substance is involved?
   - How much has been released?
   - Where is it located?
   - Is an evacuation required?
   - Is assistance from the NSW Fire Brigade (HAZMAT UNIT) required?

If assistance from the NSW Fire Brigade is required...

4. **Secure the affected area**
5. **Report the emergency 0-000 & 9351-3333**
6. **Notify the Chief Warden.**

CHIEF WARDEN

1. **Do not enter the affected area**
2. **Ascertain the nature and location of the problem, from a safe distance**
3. **Maintain contact with the staff/students involved in the incident**
4. **Coordinate further evacuations, if required**
5. **Liaise with the Wardens, First Aid Officers, Security and Emergency Services personnel**
6. **Announce when the emergency is over.**

Emergency lockdown

Building emergency procedures are traditionally focused on the safe evacuation of staff, students and visitors. This is an appropriate response to most emergency situations (eg. fire, gas leak, internal release of hazardous materials), but in some situations it may actually be safer to stay inside the building.

An emergency lockdown will be implemented when necessary to ensure that the occupants of University Buildings are protected from an external threat, including but not limited to, violent incidents, civil disturbance or severe storms. An emergency lockdown may also be implemented in situations where additional pedestrian traffic on campus may hinder the work of the attending emergency services.

You will be notified of an emergency lockdown by the attending Emergency Services personnel, Security Patrol or your Chief Warden. This message will be communicated via the building's emergency warning PA system or another mechanism.

CHIEF WARDEN

1. **Follow the instructions of the Emergency Services and Security**
2. **Facilitate the use of the Emergency Warning System (or other communication equipment)**
3. **Maintain contact with Wardens via Warden Intercom Phones (WIP)**
4. **Act as directed by Security and the Emergency Services.**

WARDENS

- **Encourage staff to remain calm**
- **Stay close to the WIP, if safe to do so**
- **Act as directed by Chief Warden.**

BUILDING OCCUPANTS

1. **Remain calm**
2. **Follow instructions from the Emergency Services, Security and Wardens**
3. **Stay away from exposed windows**
4. **If possible, maintain phone and email access**
5. **If possible, maintain contact with colleagues and/or fellow students.**

People with disabilities

People with physical disabilities may have difficulty moving quickly or using stairs. People who are deaf or who have a partial hearing impairment may have difficulty in hearing emergency alarm signals and announcements. People who are blind or who have a visual impairment may have difficulty in finding and negotiating the emergency exit routes. Nevertheless some people who do have a disability may not require assistance.

Staff and students who may expect to have difficulties during an emergency or evacuation should make themselves and their usual location known to the Chief Warden of the building. The Chief Warden should then privately discuss with them the emergency procedures for the building and modify these (if necessary) to accommodate their disability.

Visual signals may be used to alert those people with impaired hearing, or an escort may be assigned to communicate emergency messages to them. Emergency exit routes must be kept clear for those with visual impairment. In the majority of cases an escort should be allocated to provide assistance and wait with the person until such time as they can be safely evacuated.

In the event of an emergency that leads to a building evacuation, people with disabilities who require assistance to evacuate should be assembled at a pre-arranged "safe place" and attended to by their escorts or at least one building warden.

Immediately following the evacuation of "able-bodied" building occupants, those with disabilities who are capable of using the stairs should be assisted from the building by an escort or warden. Another warden or escort should remain with those in the "safe place" awaiting evacuation. People who are incapable of using the stairs should be evacuated under the control of the attending Emergency Services.

Person with disability	Normal location	Escort

Persons who may require assistance In an emergency

With advance booking

The Front of House Manager, stage door keeper and the backstage mechanical department will receive prior knowledge via the ticket ticketing system.

The mechanical department is responsible for the removal of any seating and create ease of access prior to their arrival.

<u>Any person who may require assistance in an emergency that arrives to a show without prior booking may not be allowed access depending on circumstances; i.e. staffing seat removal etc.</u>

Persons who may require assistance should arrive 15 minutes before the event and make themselves known to the box office staff.

The FOH Manager at the beginning of each shift will notify the staff who are connected to the relevant venue that there is a person who may need assistance in an emergency also to give details on their particular requirements.

The wheelchair seating in the York theatre is situated at the back of auditorium. There is also lift access to the York foyer.
Any person requiring assistance in an emergency may make their own way there and an usher will show them to their seat.

In the Reg theatre and Everest theatres the patron will be taken in first prior to the event by a member of staff.

They will be asked if they need any assistance at the interval.

At the end of the event a member of staff will assist them to leave after the rest of the audience have vacated.

In the event of an emergency a carer/ usher will lead them to a safe place to wait for the emergency services.

The FoH emergency warden will notify the Chief Warden (show mode only) or the stage door keeper (normal mode) to inform the emergency services upon their arrival that there is a person needing assistance still in the building.

The emergency services should be given details of the location and any other relevant details.

Document Control/Version Control

References	
Acknowledgements	
Related Documents	

Version Control	Date released	Author/s	Custodian	Approved by	Amendment
1.0					

APPENDIX A – Emergency signage

PHONE THREAT CHECK LIST©
KEEP CALM
RECIPIENT

Name (print):
Telephone number:
Signature:

GENERAL QUESTIONS TO ASK:

1. What is it ?

2. When is the bomb going to explode ?
   OR
   When will the substance be released ?

3. Where did you put it ?

4. What does it look like ?

5. When did you put it there ?

6. How will the bomb explode ?
   OR
   How will the substance be released ?

7. Did you put it there ?

8. Why did you put it there ?

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

1. What kind of substance is in it ?

2. How much of the substance is there ?

3. How will the substance be released ?

4. Is the substance a liquid, powder or gas ?

BOMB THREAT QUESTIONS

1. What type of bomb is it ?

2. What is in the bomb ?

3. What will make the bomb explode ?

EXACT WORDING OF THREAT:

CALLER'S VOICE
Accent (specify):
Any impediment (specify):
Voice (loud, soft, etc):
Speech (fast, slow, etc):
Diction (clear, muffled):
Manner (calm, emotional, etc):
Did you recognise the caller ?
If so who do you think it ?
Was caller familiar with the area ?

THREAT LANGUAGE
Well spoken:
Incoherent:
Irrational:
Taped:
Message read by caller:
Abusive:
Other:

BACKGROUND NOISES
Street noises:
House noises:
Aircraft:
Voices:
Music:
Machinery:
Other:
Local Call:
STD Call:

NOTES:

OTHER

Sex of caller: Estimated age:

CALL TAKEN:

Date: Time:
Duration of call:
Number called:

ACTION (OBTAIN DETAILS FROM SUPERVISOR)

Report call immediately to:
Phone number:

AUSTRALIAN BOMB DATA CENTRE
GPO Box 401 CANBERRA ACT 2601
Telephone: 02 6287 0750   Facsimile: 02 6287 0770

APPENDIX C – Planning an emergency evacuation exercise

There are a few things that a Chief Warden should consider and do when planning an emergency evacuation exercise.

1. Consult with relevant Heads of School or equivalent and/or their representative, announcing your intent to conduct an emergency evacuation exercise. To help come up with a suitable time please consider the following.

    - Try to minimise disruption to University business whilst aiming to maximize participation. This can be done by scheduling the evacuation 10 min before the hour to minimise disruption to teaching. Teaching staff could be notified so they can aim to finish their classes early.
    - Where a building is known to be used after hours, consider scheduling an evacuation after hours.

2. **ONLY carry out this step if your building does NOT contain an Emergency Warning System** (ie. Sound System and Intercom System for Emergency Purposes; SSISEP) you will need to make a service request via Campus Assist Online, selecting "Fire Services" as the Problem Type. Note, there is no charge for this.

    - Request for Fire Services to manually activate the fire panel in your building at a nominated date and time, to enable the evacuation exercise.
    - Request the contractors arrive 10min before the proposed evacuation to aid with planning.

3. Out of courtesy, please email Campus Security to notify them of your intention to perform an evacuation exercise for your building, including details of your plan (date, time, location).

4. If you would like a representative from Safety Health and Wellbeing present, please don't hesitate to contact your WHS Adviser.

APPENDIX D – Emergency Warning System

The emergency warning system is known as the <u>Sound System and Intercom System for Emeregency Purposes</u> (SSISEP, previously known as Emergency Warning Intercom System; EWIS)

Typical Response to Automatic Alarm Activation

1. Open Panel Door.

2. Look at the "Input" lights located on the immediate LHS of the central descriptors. The "Input" lights indicate whether the alarm is the result of a fire detector (Fire Instrument Panel; FIP) or a Break Glass Alarm (BGA), and which area/floor the alarm originated from. This information can be cross referenced with information on the FIP display.

3. Turn the Key from the "Auto" position to the "Manual" position. You are now in control of the alarms.

4. Press the blue "All PA Speech" button, pick up the microphone, depress the microphone button and make an announcement.

    Example: "***Attention all personnel, the fire alarm has been activated, please evacuate the building by your closest safe exit***." Release the microphone button.

    Depress microphone button

    "***Attention all emergency wardens, can all Wardens in the building please clear your areas immediately and report back to me once your areas have been cleared*** " Release the microphone button.

5. Press the red "All Evacuate" button.

6. Use the microphone to made P/A announcements as required. Just depress the microphone button to speak and release the button to continue sounding the alarm.

7. Answer the WIP Phones if they ring, by pressing the red WIP Phone button that is flashing.

8. Use the yellow "Zone Manned" and green "Zone Cleared" buttons to record the status of the evacuation.

Manual SSISEP Activation

1. Open Panel Door.

2. Turn the Key from the "Auto" position to the "Manual" position. You are now in control of the alarms.

3. Press the yellow "All Alert" button and allow the Alert tone to sound for approx 10 seconds.

4. Press the blue "All PA Speech" button, pick up the microphone, depress the microphone button and make an announcement.

    o Example evacuation exercise announcement

    "Attention all personnel, we are conducting an emergency evacuation exercise.

    All persons within the building are required to participate.

    Please evacuate the building via your closest safe exit and make your way to the assembly area.

    We aim to complete this exercise within the next 15 min.

    Please do not re-enter the building until instructed to do so by an emergency warden."

    o Example emergency announcement: "*There has been a large gas leak in the building, we are evacuating the building. Please evacuate via your closest safe exit and make your way to the assembly area at the eastern side of Oval No.2.*"

5. Press the red "All Evacuate" button.

6. Use the microphone to made P/A announcements as required. Just depress the microphone button to speak and release the button to continue sounding the alarm.

7. Answer the WIP Phones if they ring, by pressing the red WIP Phone button that is flashing.

8. Use the yellow "Zone Manned" and green "Zone Cleared" buttons to record the status of the evacuation.

This document is to be used as a reference for Chief and Deputy Chief Wardens who have completed practical (hands on) training in the use of the SSISEP panel in their building.

Training Announcements

1. Activate the PA system by turning the **system key** to the **Manual position**.
2. Press the All PA Speech button. Depress the button on the microphone to speak.

   "Attention all personnel we are about to use the buildings

   emergency alarm system for training purposes. There is no need to

   respond to the following alarms. The first alarm that you will hear

   is the ALERT Tone."

3. Activate the ALERT Tone by pressing the All ALERT button. Allow the alarm to sound for 10-15 seconds then depress the button on the microphone to speak.

   "This alarm tone is a signal to check for any sign of danger and

   prepare to evacuate."

4. Release the button on the microphone to allow the ALERT Tone to sound for a few more seconds.
5. Turn off the ALERT Tone by pressing the button again.
6. Depress the button on the microphone to speak again.

   "The next alarm tone you will hear is the EVACUATION Tone."

7. Activate the EVACUATION Tone by pressing the All EVACUATE button. Allow the alarm to sound for 10-15 seconds then depress the button on the microphone to speak.

   "This alarm tone is the signal to evacuate the building immediately

   via your closest safe exit and proceed to the assembly area. In an

   emergency the lifts are not to be used."

8. Release the button on the microphone to allow the EVACUATION Tone to sound for a few more seconds.
9. Turn off the EVACUATION Tone by pressing the ALL EVACUATE button again.
10. Depress the button on the microphone to speak again.

    "Thank you - this concludes the training – all future alarms must

    be treated as a real emergency".....repeat again....

11. Turn off the PA by pressing the ALL PA Speech button again.
12. Return the system to normal by turning the key back to the **AUTO position**.

APPENDIX F – Evacuation Floor Plans

Floor plans attached:

- A-J09-B01

- A-J09-L01

- A-J09-L02

- A-J09-L03

- A-J09-L04

- A-J09-L05

- A-J09-L05 (Roof Plan)

Evacuation Plan

Level B01   J09   Seymour Centre
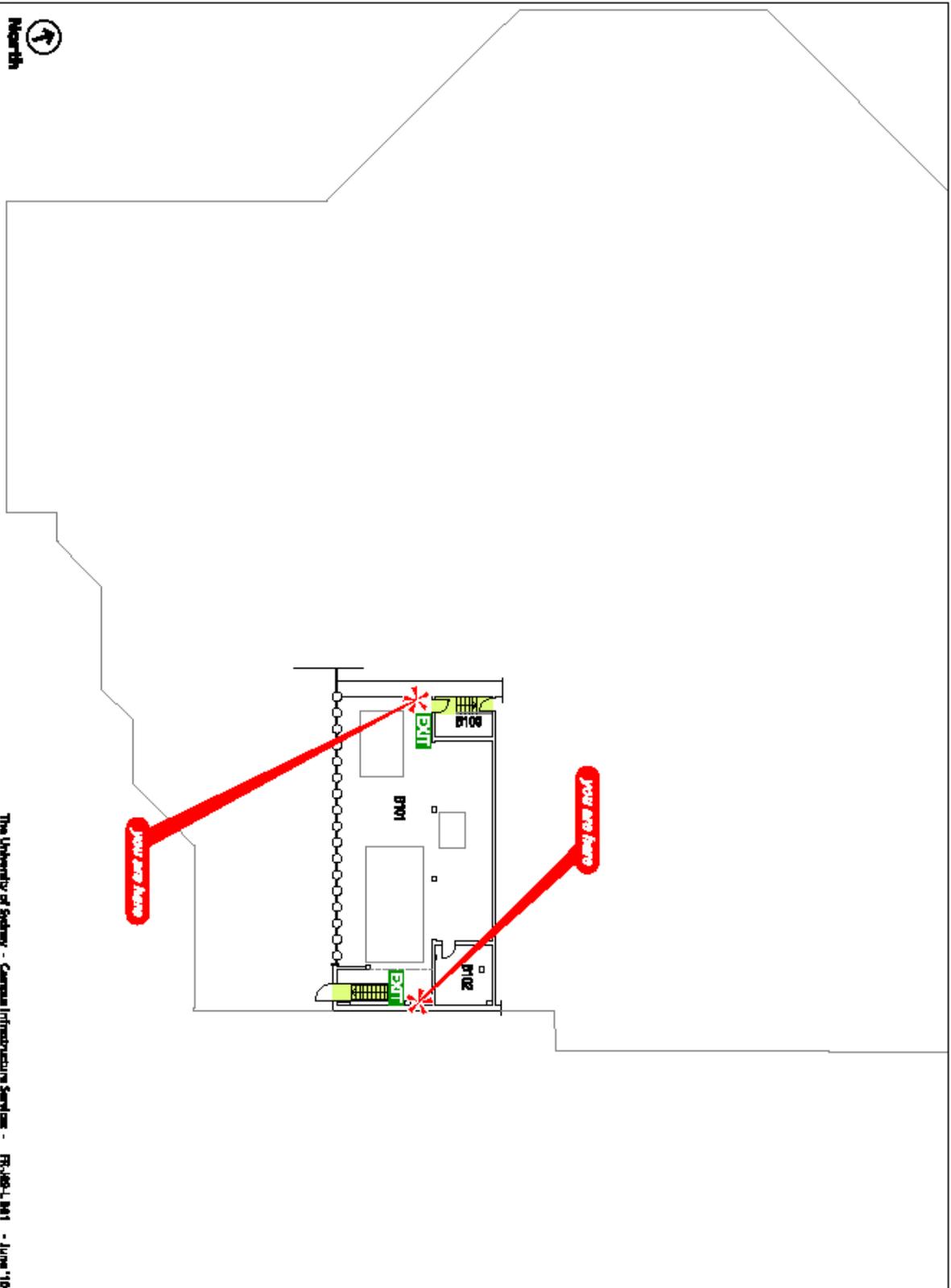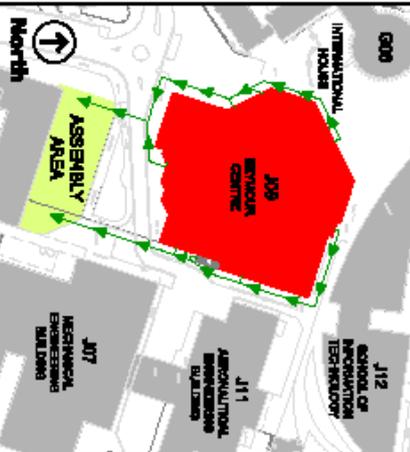
Evacuation Procedures

FIRE SYSTEM ACTIVATION

1. In any event requiring evacuation, an announcement will be made.
2. Follow directions of Seymour Centre Staff.
3. Follow the **EXIT** signs.
4. Escort visitors & those who require assistance.
5. Do not use lifts.
6. Proceed to assembly area.

EMERGENCY RESPONSE

1. Warn anyone in immediate danger.
2. Assist patrons exiting the venue and provide guidance to the evacuation assembly area.
3. Fight the fire or contain the emergency, if safe & trained to do so.
4. Close the door, if safe to do so.
5. Evacuate via your closest safe **EXIT**
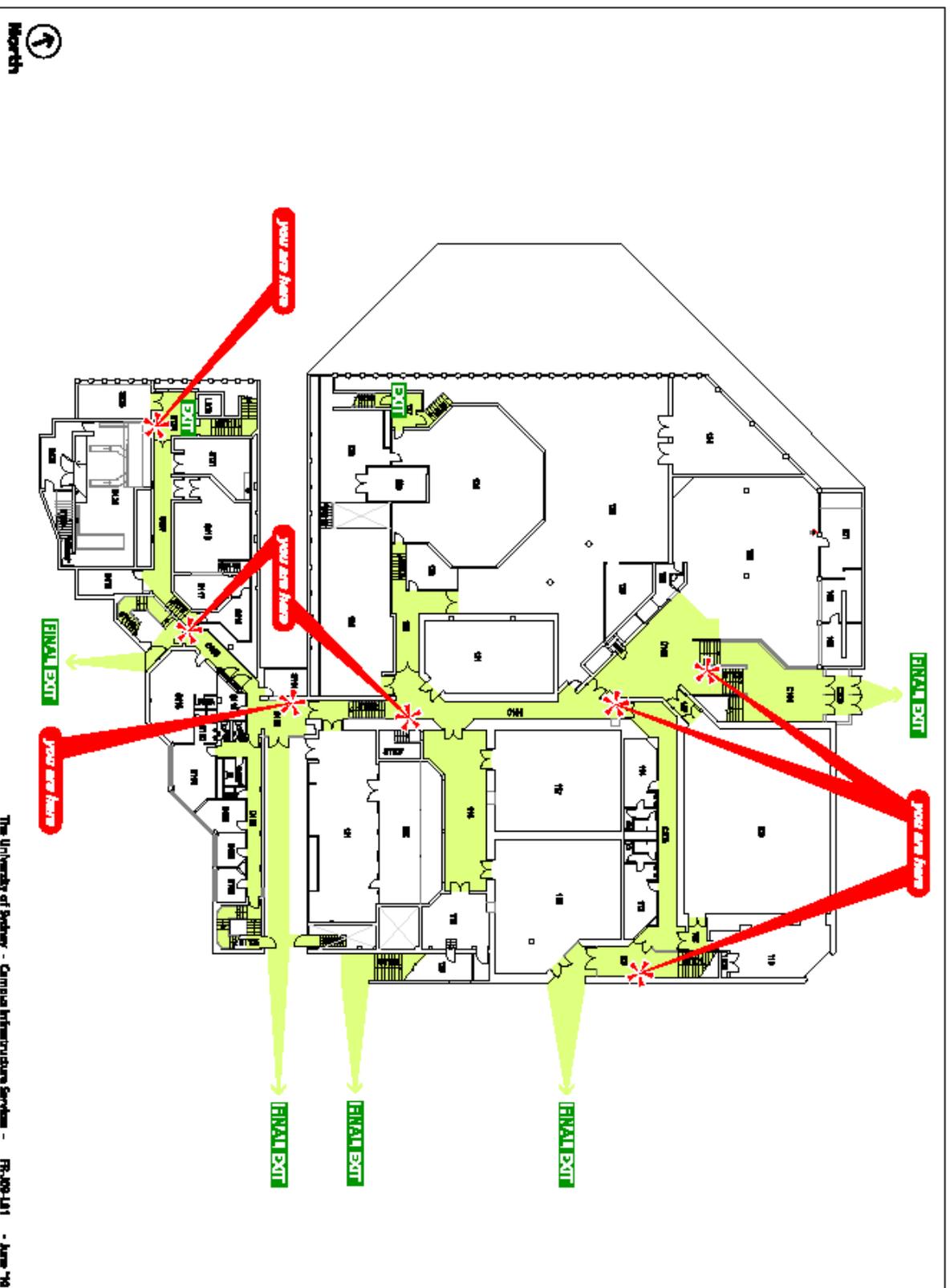6. Report the emergency to 0-000 & 935 1-3333

EXIT PATH shown as

North

B109

B101

B102

EXIT

EXIT

you are here

you are here

you are here

Assembly Area

North

ASSEMBLY AREA

J09 SEYMOUR CENTRE

G00

INTERNATIONAL HOUSE

J12 SCHOOL OF INFORMATION TECHNOLOGY

J11 AERONAUTICAL ENGINEERING BUILDING

J17 MECHANICAL ENGINEERING BUILDING

Evacuation Plan

Level 01   J09   Seymour Centre
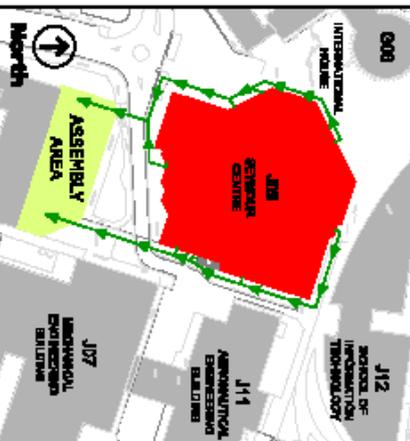
Evacuation Procedures

FIRE SYSTEM ACTIVATION

1. In any event requiring evacuation, an announcement will be made.
2. Follow directions of Seymour Centre Staff.
3. Follow the **EXIT** signs.
4. Escort visitors & those who require assistance.
5. Do not use lifts.
6. Proceed to assembly area.

EMERGENCY RESPONSE

1. Warn anyone in immediate danger.
2. Assist patrons exiting the venue and provide guidance to the evacuation assembly area.
3. Fight the fire or contain the emergency, if safe & trained to do so.

If necessary...

4. Close the door, if safe to do so.
5. Evacuate via your closest safe **EXIT**
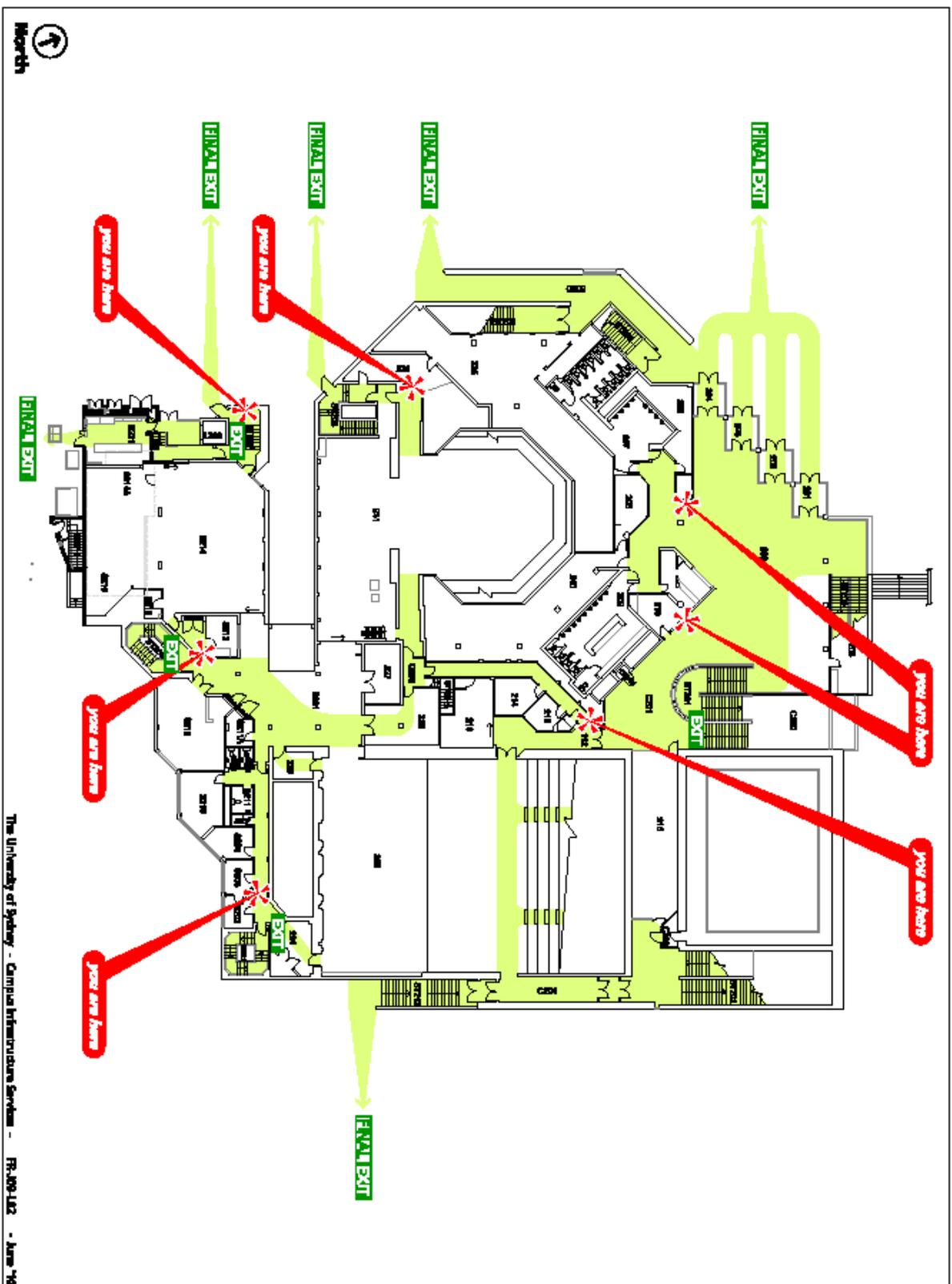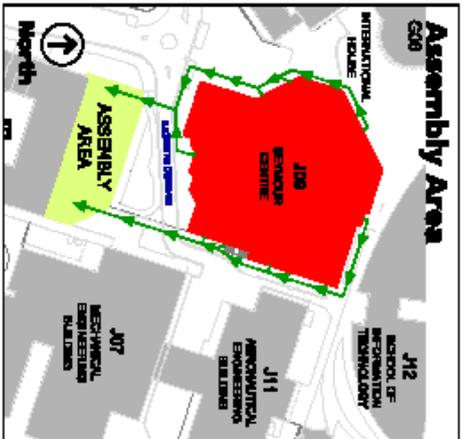6. Report the emergency to 0-000 & 935 1-3333

EXIT PATH shown as ▮▮▮

Assembly Area

J09

- J09 SEYMOUR CENTRE
- ASSEMBLY AREA
- INTERNATIONAL HOUSE
- J07 MECHANICAL ENGINEERING BUILDING
- J11 AERONAUTICAL ENGINEERING BUILDING
- J12 SCHOOL OF INFORMATION TECHNOLOGY

North

North

you are here

EXIT

FINAL EXIT

The University of Sydney - Campus Infrastructure Services - FR-J09-L01 - June '19

Evacuation Plan

Level 02   J09   Seymour Centre

North

FINAL EXIT

FINAL EXIT

FINAL EXIT

FINAL EXIT

FINAL EXIT

FINAL EXIT

FINAL EXIT

EXIT

EXIT

EXIT

EXIT

EXIT

you are here

you are here

you are here

you are here

you are here

you are here

The University of Sydney – Campus Infrastructure Services – FR-J09-L02 – June '19

Evacuation Procedures

FIRE SYSTEM ACTIVATION

1. In any event requiring evacuation, an announcement will be made.
2. Follow directions of Seymour Centre Staff.
3. Follow the EXIT signs.
4. Escort visitors & those who require assistance.
5. Do not use lifts.
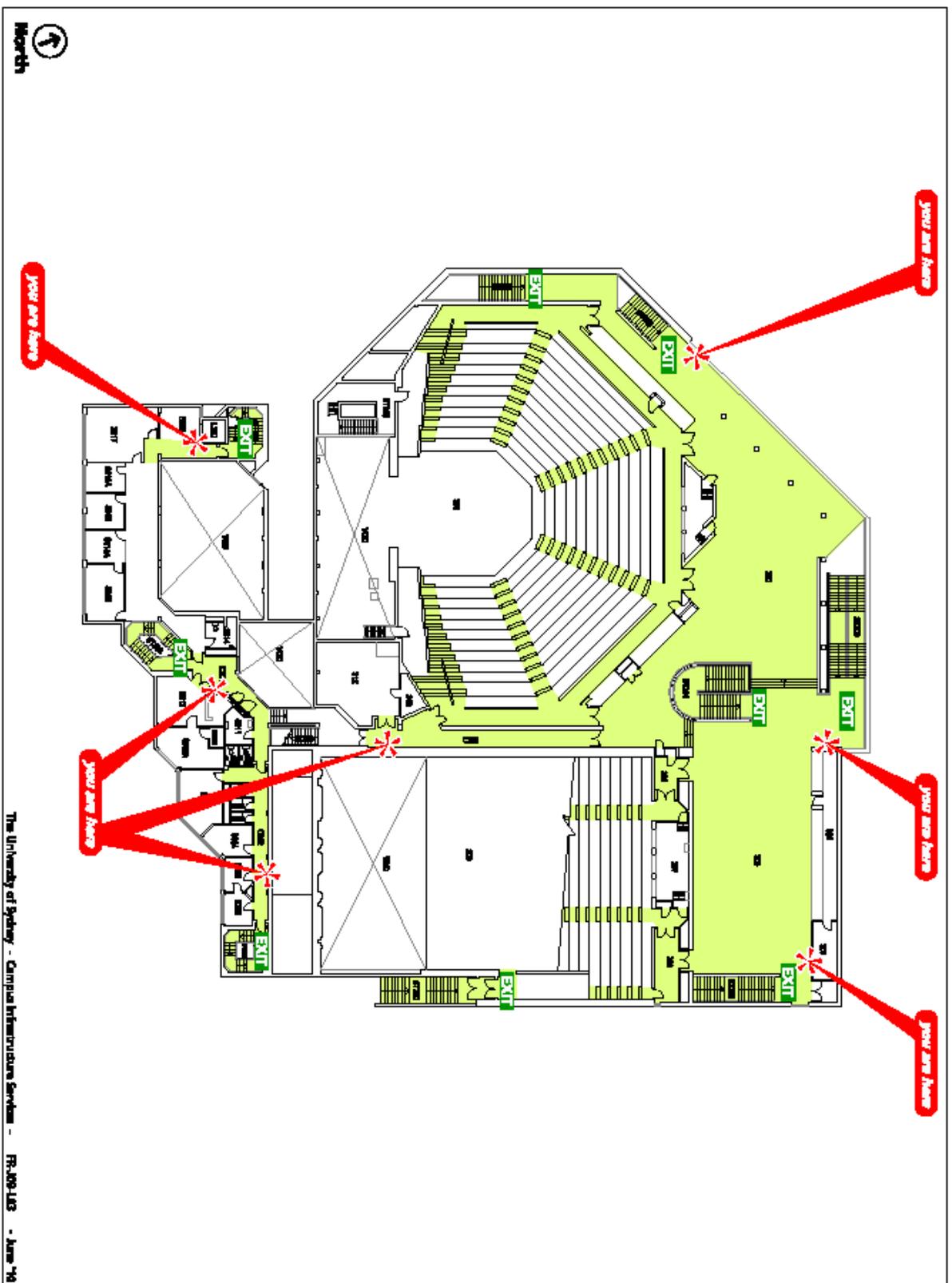6. Proceed to assembly area.

EMERGENCY RESPONSE

1. Warn anyone in immediate danger.
2. Assist patrons exiting the venue and provide guidance to the evacuation assembly area.
3. Fight the fire or contain the emergency, if safe & trained to do so.
4. Close the door, if safe to do so.
5. Evacuate via your closest safe EXIT
6. Report the emergency to 0-000 & 935 1-3333

If necessary...

EXIT PATH shown as

Assembly Area

North

INTERNATIONAL HOUSE

ASSEMBLY AREA

J09 SEYMOUR CENTRE

J07 MECHANICAL ENGINEERING BUILDING

J11 AERONAUTICAL ENGINEERING BUILDING

J12 SCHOOL OF INFORMATION TECHNOLOGY

G06

Evacuation Plan

Level 03　J09　Seymour Centre

North

you are here

EXIT

EXIT

EXIT

EXIT

EXIT

EXIT

EXIT

EXIT
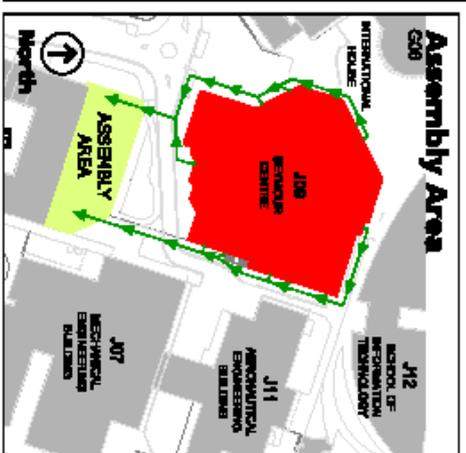
EXIT

Evacuation Procedures

FIRE SYSTEM ACTIVATION

1. In any event requiring evacuation, an announcement will be made.
2. Follow directions of Seymour Centre Staff.
3. Follow the EXIT signs.
4. Escort visitors & those who require assistance.
5. Do not use lifts.
6. Proceed to assembly area.
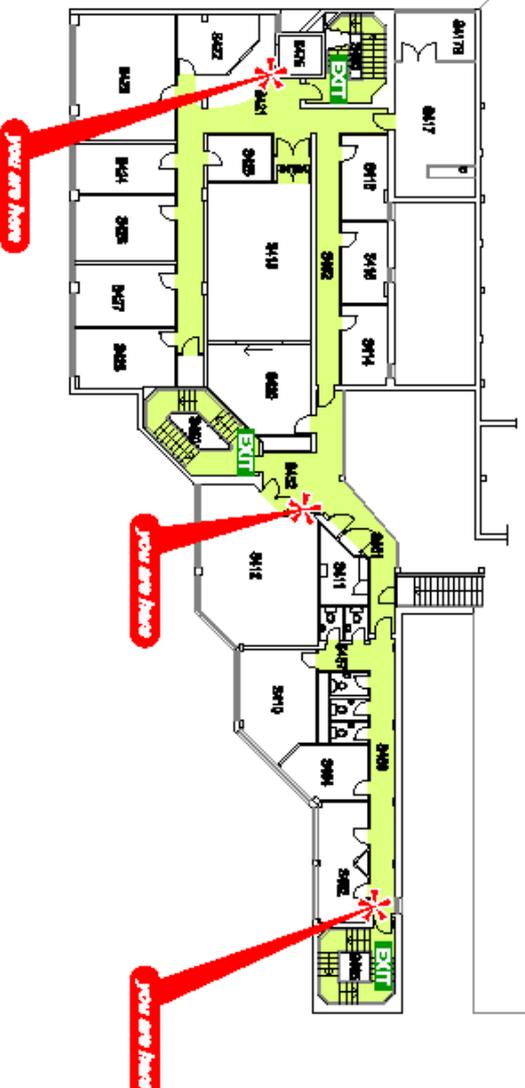
EMERGENCY RESPONSE

1. Warn anyone in immediate danger.
2. Assist patrons exiting the venue and provide guidance to the evacuation assembly area.
3. Fight the fire or contain the emergency, if safe & trained to do so.
4. Close the door, if safe to do so
5. Evacuate via your closest safe EXIT
   If necessary...
6. Report the emergency to 0-000 & 935 1-3333

Assembly Area

North

INTERNATIONAL HOUSE

G06

ASSEMBLY AREA

J09 SEYMOUR CENTRE

J07 MECHANICAL ENGINEERING BUILDING

J11 AERONAUTICAL ENGINEERING BUILDING

J12 SCHOOL OF INFORMATION TECHNOLOGY

EXIT PATH shown as

North

Evacuation Plan

Level 04   J09   Seymour Centre
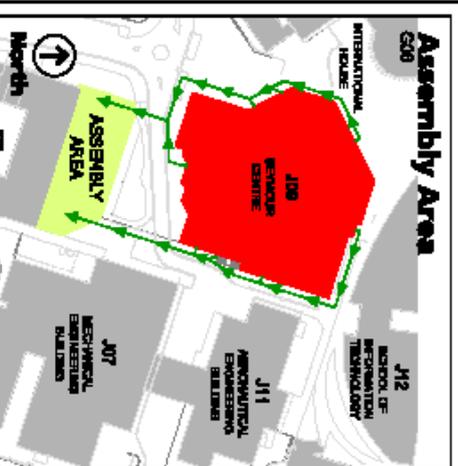
North

Evacuation Procedures

FIRE SYSTEM ACTIVATION

1. In any event requiring evacuation, an announcement will be made.
2. Follow directions of Seymour Centre Staff.
3. Follow the **EXIT** signs.
4. Escort visitors & those who require assistance.
5. Do not use lifts.
6. Proceed to assembly area.

EMERGENCY RESPONSE

1. Warn anyone in immediate danger.
2. Assist patrons exiting the venue and provide guidance to the evacuation assembly area.
3. Fight the fire or contain the emergency, if safe & trained to do so.

If necessary...
4. Close the door, if safe to do so
5. Evacuate via your closest safe **EXIT**
6. Report the emergency to 0-000 & 935 1-3333

EXIT PATH shown as

Assembly Area

INTERNATIONAL HOUSE

ASSEMBLY AREA

J09 SEYMOUR CENTRE

J07 MECHANICAL ENGINEERING BUILDING

J11 AERONAUTICAL ENGINEERING BUILDING

J12 SCHOOL OF INFORMATION TECHNOLOGY

North

The University of Sydney - Campus Infrastructure Services - FR-J09-L04 - June '19

Evacuation Plan

Level 05   J09   Seymour Centre

Evacuation Procedures

FIRE SYSTEM ACTIVATION

1. In any event requiring evacuation, an announcement will be made.
2. Follow directions of Seymour Centre Staff.
3. Follow the **EXIT** signs.
4. Escort visitors & those who require assistance.
5. Do not use lifts.
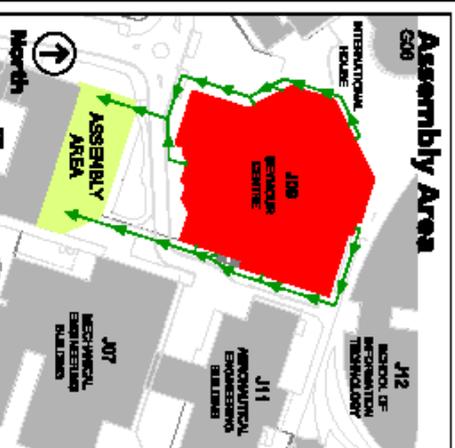6. Proceed to assembly area.

EMERGENCY RESPONSE

1. Warn anyone in immediate danger.
2. Assist patrons exiting the venue and provide guidance to the evacuation assembly area.
3. Fight the fire or contain the emergency, if safe & trained to do so.
4. If necessary...
5. Close the door, if safe to do so
6. Evacuate via your closest safe **EXIT**
7. Report the emergency to 0-000 & 935 1-3333

North

The University of Sydney - Campus Infrastructure Services - FR-J09-L05 - June '10

Assembly Area

G06

INTERNATIONAL HOUSE

ASSEMBLY AREA

J09 SEYMOUR CENTRE

J07 MECHANICAL ENGINEERING BUILDING

J11 AERONAUTICAL ENGINEERING BUILDING

J12 SCHOOL OF INFORMATION TECHNOLOGY

North

EXIT PATH shown as

J

APPENDIX H – Other 3