



## **BOMB THREAT & EMERGENCY PROCEDURES**

### **IMMEDIATE EVACUATION REQUIRED**

#### **IMMEDIATE ACTION**

If you hear the fire alarm evacuation tone sounding, or are verbally informed to evacuate, you should take the following action:

1. Remain as calm as possible;
2. Stop work and immediately evacuate the workplace via the safest exit, or exit as directed by ECO Wardens;
3. Move directly to the workplace's primary evacuation assembly area (as depicted on your nearest Emergency Management Information noticeboard); and
4. Follow all further directions from ECO Wardens, local security and Emergency Services personnel.

**NOTE: FOR MULTI-STOREY WORKPLACES DO NOT TAKE FOOD AND/OR DRINK ONTO THE EVACUATION STAIRS**

### **FIRE ALARM SOUNDING**

#### **IMMEDIATE ACTION**

If you hear the fire alarm alert tone sounding, you should take the following action:

1. Remain as calm as possible;
2. Stop work - do not move around the workplace;
3. 'Lock-off' your PC (IAW local IT security requirements);
4. Secure any classified or security sensitive material;
5. Gather your basic personal possessions (jacket, bag, etc); and
6. Follow all further directions from ECO Wardens.

### **FIRE FOUND**

#### **IMMEDIATE ACTION**

If you discover a fire within the workplace, you should take the following action:

1. Remain as calm as possible;
2. If safe to do so– alert all occupants in the immediate area, of the fire;
3. IF SAFE TO DO SO – direct occupants toward the safest exit;
4. IF SAFE TO DO SO – alert and inform the nearest ECO Warden of the situation;
5. Evacuate the workplace via the safest exit, or exit as directed by ECO Wardens;
6. On exit, activate a remote alarm point (if installed and alert tone not already sounding); and
7. Follow all further directions from ECO Wardens, local security and Emergency Services personnel.

NOTE: FOR MULTI-STOREY WORKPLACES DO NOT TAKE FOOD AND/OR DRINK ONTO THE EVACUATION STAIRS

## **BOMB THREAT RECEIVED**

### **IMMEDIATE ACTION**

If you receive information threatening the placement and/or detonation of an explosive item near, at or within the workplace, you should take the following action:

1. Remain as calm as possible;
2. DO NOT HANG UP THE PHONE!
3. Without alerting others around you, try to record as much of the following information as possible from asking:
  1. When will it explode?
  2. Where is the bomb?
  3. What does it look like?
  4. Remember - keep calm and do not hang up!
  5. Take careful note of the caller's replies;
  6. Ring 000 and pass on the information to the police and the fire brigade if necessary;
  7. Also ring the Community security officer on XXXX.

## **SUSPICIOUS ITEM OR VEHICLE IDENTIFIED**

### **IMMEDIATE ACTION**

1. If you have identified an item or a vehicle at or near the workplace, that has raised suspicion as to its origin, owner or purpose, you should take the following action:
  1. Remain as calm as possible;
  2. DO NOT TOUCH OR TAMPER WITH THE ITEM OR VEHICLE IN ANY WAY!
  3. Without alerting others in the area, inform local security or the nearest ECO Warden of the situation; and
  4. Follow all further directions from local security, ECO Wardens and Emergency Services Personnel.

## **SUSPICIOUS ITEM OF MAIL IDENTIFIED**

### **IMMEDIATE ACTION**

If you have received an item of mail that has raised suspicion as to its origin and/or contents, you should take the following action:

1. Remain as calm as possible;

2. DO NOT OPEN OR TAMPER WITH THE ITEM OF MAIL IN ANY WAY!
3. Move the item of mail to a secure, controllable location;
4. Restrict access to the item of mail;
5. Without alerting others around you, inform the nearest ECO Warden of the situation;
6. Use the 'Suspicious Mail Management' poster located on your nearest Emergency Management Information noticeboard, to clarify or dismiss initial suspicion; and
7. Follow all further directions from ECO Wardens.

## **LOCKDOWN / SHELTER-IN-PLACE REQUIRED**

### **IMMEDIATE ACTION**

Where a security incident arises that has been deemed to pose a safety risk to workplace occupants, direction may be given to lockdown and shelter-in-place.

### **IMMEDIATE ACTION**

1. If you hear the base wide alert system activate and/or are verbally informed to lockdown and shelter-in-place, you should take the following action:
  1. Remain as calm as possible;
  2. IF SAFE TO DO SO - Stop work and 'Lock-Off' your PC (IAW local IT security requirements);
  3. IF SAFE TO DO SO - Secure any classified or security sensitive material;
  4. IF SAFE TO DO SO - Close and lock windows (where able to), close window blinds (where installed) and close doors (including fire doors);
  5. Stay away from windows, minimise noise and other actions that may draw attention to your location; and
  6. Wait-in-place and follow all further directions from your nearest ECO Wardens, local security and Emergency Services Personnel.

## **HAZMAT - SPILLAGE FROM AN ITEM OF MAIL**

### **IMMEDIATE ACTION**

If you have opened an item of mail and an unidentifiable substance has spilled from it, you should take the following action:

1. Remain as calm as possible;
2. Slowly place the item of mail down;
3. Do not touch or move the item any further;
4. Do not touch any spilled substance;
5. Cover the spillage area, including the item of mail;
6. Alert the nearest ECO Warden, of the situation;
7. Do not move around the workplace; and
8. Follow all further directions from ECO Wardens, local security and Emergency Services personnel.

## **HAZMAT – CONTACT WITH SPILLAGE FROM AN ITEM OF MAIL**

### **IMMEDIATE ACTION**

If you believe you have been exposed to, or have come into contact with an unidentifiable substance that has spilled or leaked from item of mail, you should take the following action:

1. Remain as calm as possible;
2. Slowly place the item of mail down;
3. Do NOT move around the workplace;
4. Remain in your current location and alert others in the immediate area, of the spillage and contact with the substance;
5. Have the nearest ECO Warden informed of the spillage and that contact with the substance, has occurred;
6. Do NOT brush any spilled substance off clothing;
7. Wait-in-place for directions from ECO Wardens; and
8. Follow all further directions from ECO Wardens, local security and Emergency Services personnel.

## **HAZMAT - GAS OR OTHER FUMES LEAK**

### **IMMEDIATE ACTION**

If you can clearly smell gas or other fumes evident within the workplace, you should take the following action:

1. Remain as calm as possible;
2. IF SAFE TO DO SO - Inform the nearest ECO Warden of the evident fumes;
3. IF SAFE TO DO SO - Stop work – do not move around the workplace;
4. IF SAFE TO DO SO - Lock-off your PC (IAW local IT security requirements);
5. IF SAFE TO DO SO - Secure any classified or security sensitive material;
6. Gather your basic personal possessions (jacket, bag, etc); and
7. Follow all further directions from ECO Wardens.

## **MEDICAL EMERGENCY**

### **IMMEDIATE ACTION**

If you witness an injury to a person near, at or within the workplace, you should take the following action:

1. Remain as calm as possible;
2. IF SAFE TO DO SO – provide comfort to the injured person;
3. DO NOT MOVE THE INJURED PERSON - Remain in the area until the arrival of the nearest First-Aid Attendant and/or Emergency Services personnel;
4. Have the nearest First-Aid Attendant informed of the situation;
5. Have the nearest ECO Warden informed of the situation; and
6. Follow all further directions from the First-Aid Attendant, ECO Wardens, local security and Emergency Services personnel.

## **POWER FAILURE**

### **IMMEDIATE ACTION**

If all power completely ceases within the workplace, you should take the following action:

1. Remain as calm as possible;
2. Stop work – do not move around the workplace;
3. Secure any classified or security sensitive material;
4. Gather your basic personal possessions (jacket, bag, etc);
5. Wait-in-place for directions from ECO Wardens; and
6. Follow all further directions from ECO Wardens.

## **OUT-OF-HOURS FIRE ALARM SOUNDING**

### **IMMEDIATE ACTION**

If you are within this workplace outside locally determined core business hours, on hearing the fire alarm alert tone sounding, you should take the following action:

1. Remain as calm as possible;
2. Stop work and 'lock-off' your PC (IAW local IT security requirements);
3. Secure any classified or security sensitive material;
4. Gather your basic personal possessions (jacket, bag, etc);
5. Evacuate the workplace via the safest exit;
6. Move to the workplace's primary evacuation assembly area (as depicted on your nearest Emergency Management Information noticeboard);
7. Wait at the Primary Evacuation Assembly Area and follow all further directions from local security and Emergency Services personnel.

**NOTE: YOU MUST EVACUATE THE WORKPLACE IMMEDIATELY ON FIRST ALERT, DURING ALL OUT-OF-HOURS FIRE ALARM SITUATIONS.**

**NOTE: FOR MULTI-STOREY WORKPLACE DO NOT TAKE FOOD AND/OR DRINK ONTO THE EVACUATION STAIRS**

## **OUT-OF-HOURS EMERGENCY DIRECTION**

### **IMMEDIATE ACTION**

If you are within this workplace outside locally determined core business hours, and are verbally alerted of an emergency situation occurring, you should take the following action:

1. Remain as calm as possible;
2. Stop work and 'lock-off' your PC (IAW local IT security requirements);
3. Secure any classified or security sensitive material;
4. Gather your basic personal possessions (jacket, bag, etc); and
5. Follow all further directions from local security and Emergency Services personnel.

## **PEOPLE WHO REQUIRE ASSISTANCE**

Circumstances that require a specific emergency response procedure developed for a person requiring assistance during emergency situations may include: a person with a restrictive physical mobility issue; a person with a hearing, sight or psychological condition; or a person with a temporary physical or psychological limitation.

Certain people may require some form of assistance (minimal or significant) during an evacuation from the workplace. A specific local emergency response procedure either will be developed as required, or will already exist within this workplace. Typically, this specific procedure will include a number of pre-determined response steps and may include the allocation of a 'buddy' to assist and accompany (in a safe area) during the emergency situation.

If you believe you will require assistance during an evacuation from the workplace, please inform your local ECO Warden of your requirements ASAP, so that an appropriate local emergency response procedure can be arranged. Alternatively, your local ECO Warden will inform you of the previously developed and formalised emergency response procedure that will be activated to assist you, during emergency situations.

### **IMMEDIATE ACTION**

If you hear the fire alarm alert tone sounding, or are verbally informed of an emergency situation occurring, or that an immediate evacuation is required, you should take the following actions:

1. Remain as calm as possible;
2. Stop work - do not move around the workplace;
3. 'Lock-off' your PC (IAW local IT security requirements);
4. Secure any classified or security sensitive material;
5. Gather your basic personal possessions (jacket, bag, etc) and any required medication and specific physical aids;
6. Activate your individual 'specific' emergency response procedure, then follow all further directions from ECO Wardens, local security and Emergency Services personnel; or
7. Wait-in-place and follow all further 'specific' directions from your allocated buddy or ECO Wardens, local security and Emergency Services personnel.

## **VISITOR INFORMATION**

### **IMMEDIATE ACTION**

If you are a visitor in this workplace, during ALL emergency situations, you should take the following action:

1. Remain as calm as possible;
2. Do NOT move around the workplace;
3. Remain with your escorting officer or the person you are visiting;
4. Gather your personal possessions that you brought to the workplace; and
5. Follow all directions from ECO Wardens, local security and Emergency Services personnel.

## Authorisation

Merrilyn Sernack  
Secretary  
ACT Jewish Community Inc

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