

BUILDING EMERGENCY RESPONSE PLAN (BERP)

EMERGENCY SERVICES - Ambulance / Fire Brigade / Police

If using an internal landline: **0 - 000**
 If using a mobile phone: **000** or **112**
 Australian Federal Police [AFP] **131 237 [131AFP]**

BASE CONTACTS:

Adfa Duty Officer - **88574** or **0418 413 035**
 Building Maintenance - **1300 658 975**

Medical Emergency



- Always check for danger to yourself and bystanders first
- Do not move the victim unless to reduce risk of possible further injury. Stay with patient and render assistance if able
- Contact a **First Aid Officer**
- Call an **ambulance on 0 - 000** if necessary
- Send a bystander to meet ambulance and direct them to the injured person/s
- Notify Duty Officer

Fire and/or Smoke



- On discovery of fire, alert other building occupants
- Activate the nearest break-glass
- Comply with instructions from Wardens for evacuation, or self evacuate
- Contact Fire Brigade on **0 - 000**
- Notify the Duty Officer
- Once evacuated, await further instructions. Do not leave assembly area until directed by fire brigade or wardens
- **Do Not** - Re-enter the area without instruction from fire brigade or warden

Lockdown



If safe to do so:

- RUN** Remove yourself, Seek safety - run
- HIDE** Get out of sight
Lock doors or blockade with furniture
Stay out of sight, close blinds
Remain silent, turn mobile to silent mode and endure
- TELL** Notify AFP if you have relevant information and it is safe to do so
Notify supervisor
Follow the directions of emergency personnel at the conclusion of the incident

Personal Threat



- Stay Calm - Obey intruders instructions. Make no sudden moves
- Be courteous, converse and answer questions
- Hand over whatever is requested
- Observe characteristics
- Do not give chase
- When SAFE Dial **0 - 000**
- Notify AFP & Duty Officer

Hazmat Emergency



- Identify the type of incident (spillage, leak, explosion)
- Call ACT Fire Brigade on **0 - 000**
- Notify Duty Officer & Chief Warden
- Secure immediate area if safe to do so
- Evacuate and isolate area and prevent entry
- Determine the nature of the incident, if any personnel have been exposed provide appropriate first aid and call an ambulance
- Follow directions of emergency personnel at all times

Bomb Threat



- Remain calm; try to gain as much information as possible in regards to type of threat and location
- **Record** what caller said and any other information such as accent, background noises, etc Use checklist AO138 - if available
- **Do not hang up** on completion of call
- Get someone to notify AFP, Duty Officer and Chief Warden and follow directions

AUSTRALIAN FEDERAL POLICE (AFP) 131 237 (131 AFP)

Facilities Emergency



(Power/water outage, structural failure, major leaks etc)

- Remain calm and determine the nature of the emergency and the requirements
- Call an **ambulance on 0 - 000** or a first aid officer if anyone is injured
- Call **building maintenance on 1300 658 975** and provide details
- Isolate/ Contain/ Evacuate as required
- Notify Duty Officer and Chief Warden as appropriate

Evacuation



- Follow all instructions of Wardens
- Leave building by safest and nearest designated EXIT. Do not lock doors, unless directed to do so
- Assemble at designated 'Assembly Area' as instructed by Wardens
- Once evacuated, await further instructions.
- Do not leave assembly area until directed by fire brigade or wardens
- Notify the Duty Officer & Chief Warden
- **Do Not** - Re-enter the area without instructions from fire brigade or wardens

Civil Unrest/Public Disorder



- Stay calm
- Do not take risks
- Do not confront or speak to intruders
- Lock entrance doors, where possible
- Advise Chief Warden
- If protesters block the entrance, do not attempt to force your way in or out
- Notify AFP & Duty Officer

Suspicious Package, Article or Vehicle



- **DO NOT TOUCH OR TAMPER WITH THE ITEM OR VEHICLE IN ANY WAY!**
- Persons in contact with the package are to remain in place until directed by Emergency personnel
- Do not alarm persons around you
- **DO NOT** use mobile telephone
- Notify AFP, Duty Officer & Chief Warden and follow directions

Natural Disaster



- Remove anyone from immediate danger if safe to do so
- Take shelter in strongest part of building
- Keep clear of windows
- Prop open door ways
- If outside beware of danger from the aftermath
- **IN A BUSH FIRE**
- Evacuate early
- Seek shelter in a building
- Go to the place of last resort, the ADFA parade ground - take water and a hat.

After Hours Emergency



- After hours it is unlikely that the building wardens and first aid officers will be available therefore follow the procedure outlined for the type of emergency
- Ensure you notify Duty Officer and Emergency Services and follow all instructions



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