LOCK-IN GUIDE

The Site Responsible Person must prepare for the possibility of an identified threat that necessitates a “Lock-in” procedure.

All sites should develop specific “Lock-in” protocols. The following are guidelines indicating basic elements of a specific procedure.

* Notification to the Site Responsible Person of the possible need to activate procedures.
* Site Responsible Person or delegated person to verify the need for “Lock-in”.
* Sites to have a recognised signal to indicate start of “Lock-in” procedures.
* Workers to be aware of “Lock-in” procedures and have clear guidelines available in their work sites
* Site Responsible Person to arrange debriefing / counselling for all involved if required and changes implemented if needed.

**BOMB THREAT GUIDE**

The responsibilities of the receiver of a bomb threat call are to:

* keep the [Bomb Threat Checklist](http://cshwsa.org.au/download/1105/) document or similar, by the phone/s used to receive direct calls
* let the caller finish without interruption
* not to hang up the phone, to keep the line open in order to trace call;
* fill out as much as possible of the checklist and inform the Site Responsible Person

The responsibilities of the Site Responsible Person are to:

* consider the situation with the workplace Health and Safety Representative (if applicable and if time permits) and evacuate to a safe open area if appropriate
* inform Police, Telephone: **000**
* advise personnel, if evacuation occurs, to take their personal bags and belongings with them, if it is safe to do so
* conduct a visual inspection to identify any suspicious objects/bags etc when leaving the premises. **DO NOT** return to the premises to conduct an inspection
* leave doors and windows open where possible
* advise the Catholic Education Office and;
* not to return to the buildings or grounds until given the all clear from emergency services.

**SIEGE/HOSTAGE GUIDE**

In the event of a siege/hostage situation the Site Responsible Person is responsible for ensuring that:

* the facts of the situation are confirmed by personal observation or by another reliable information source
* the Police are contacted by phoning **000**
* personnel with a direct knowledge of the following are assembled to impart information to the Police:
  + Preceding events.
  + Interior layout/topography.
  + The hostage(s).
  + The assailant(s).
* in Education, the Principal Consultant is contacted and informed of the situation
* partial or total evacuation is undertaken/occurs at the direction of the Police
* cooperate and assist Police as necessary and;
* a command/communication center is identified and established from which all personnel can access information.

**TOXIC EMISSIONS / SPILLS GUIDE (Gas, Fuel or Chemical)**

It is the responsibility of the Site Responsible Person to ensure that the following occurs with regard to toxic spills or emissions**:**

For major emissions/spills e.g. tanker spill, train derailment (chemicals) explosion at chemical works:

* Call the police and emergency services (do not assume someone else has).
* Move all people on the site into buildings immediately. Occupy rooms furthest from emission source and upwind if possible.
* Close all external doors and windows. Draw curtains/blinds. Seal ventilators and gaps under doors.
* Turn off air conditioners and extinguish any naked flames, including pilot lights.
* Call Catholic Safety Health & Welfare SA so they can notify SafeWork SA.
* Await all clear or further advice from emergency service personnel.
* Only attempt to evacuate if directed by emergency services or forced to by extraordinary circumstances – such as a building filling up with fumes – and then to an area upwind of the incident.

For minor emissions/spills e.g. chemical spill in science laboratory, workshop, cleaners room, etc**:**

* If required move people to a safe area.
* If spill is to be cleaned up by workers, protective clothing and appropriate respirator must be worn as required (refer safety data sheet).
* When the person in charge is satisfied that the emergency has been adequately dealt with, the all clear should be given, and people informed that they may return to their area.

**WATER SUPPLY STOPPAGE GUIDE**

It is the responsibility of the Site Responsible Person to determine the extent of the stoppage and what areas of the organisation are affected, or may be affected, and to take the following measures:

* Contact SA Water on phone no. 1300 883 121 to establish:
  + How long the water will be turned off.
  + The possibility of an alternate supply.
* Consider notifying local fire station if water supply is affected.
* In consultation with your workplace health and safety representative/key committee member, decide whether or not keeping the workplace open will affect the health or compromise the safety of workers and the organisation’s community.
* Consider such issues as hygiene, whether or not some areas can continue to function, provision of drinking water, toilets and firefighting capabilities.

**FIRE GUIDE**

It is the responsibility of the person detecting the fire to initiate the following:

* Alert persons nearby and request assistance.
* Alert the Site Responsible Person and Emergency Wardens.
* Call the fire brigade.
* Use fire extinguishers or hose reels if safe to do so.
* Evacuate if necessary, closing the doors to confine the fire.

It is the responsibility of the Chief Warden to determine the nature of the emergency and initiate action required to safe guard persons and property.

It is the responsibility of any other Evacuation Control Personnel to:

* keep themselves up to date on the requirements of mobility impaired persons under their jurisdiction.
* In the event of a fire or any other emergency, on the directions of the Chief Warden they should:
  + proceed to the assembly area for the mobility-impaired persons with those nominated as being in their charge
  + ensure that all mobility-impaired persons are present
  + maintain a calm atmosphere among their charges
  + proceed with the evacuation when instructed to do so, using the information provided to enable the effective evacuation of the persons in their charge.

**EARTHQUAKE GUIDE**

It is the responsibility of the Site Responsible Person during and after an earthquake to ensure the following occurs.

During an earthquake and people are indoors:

* advise people to stay indoors and ensure that nobody moves about or leaves the building;
* get people under desks, tables, benches or internal door frames;
* keep people away from windows, shelves and overhead fittings;
* in multi-storey buildings stay clear of windows and outer walls and do not use elevators.

If people are outdoors, keep everybody clear of buildings, walls, power lines, trees and anything else that may present a hazard.

Following an earthquake:

* check for injuries and administer first aid. Do not move seriously injured individuals unless they are in immediate danger
* turn off utilities such as electricity, gas and water
* evacuate everybody outside, away from buildings, trees and power lines by the safest route
* listen to local radio and follow any relevant advice given
* be prepared for after-shocks and ensure that people do not re-enter (even slightly damaged buildings) until they have been checked by the authorities.

**FLOOD GUIDE**

It is the responsibility of the Site Responsible Person to ensure that they are aware of any local flood history and know where the nearest safe location is and to establish a plan to get there.

For first warning response**:**

* listen to local radio/television for warnings
* if required (and possible):
  + Stack items such as furniture, equipment and books above the likely flood level – books high up and electrical items on top.
  + Move chemicals, fuel, garbage to a high secure place.
  + Remove or secure floatable objects.
  + Remain tuned to radio or television until the flood threat has passed and follow any relevant emergency procedures.
* contact SES or CFS- if assistance is required.

For evacuation:

* If given sufficient warning, and acting on advice of police and emergency services, contact any relevant caregiver to collect people who may need assistance.
* Organise accommodation for those stranded away from home.
* Activate prearranged plan for release of workers with homes or property threatened by flooding.
* Turn off gas, water and electricity prior to final evacuation.

For any post-emergency/disaster, plan to continue to provide services to any person/s who may be isolated for prolonged periods of time e.g. accommodation, food, schooling, medical, etc.

**SEVERE STORM GUIDE**

It is the responsibility of the Site Responsible Person to prepare for the possibility of severe storm. This can be achieved by the following:

* Routinely have tree branches trimmed well clear of buildings.
* Routinely have roofing, guttering and down pipes checked for blockages and cleaned.
* Maintain radio with fresh batteries.
* Clear grounds of loose objects that could be flung about dangerously in high winds.

For the first warning response:

* If the storm is an electrical storm, disconnect all electrical appliances.
* If deemed necessary by emergency services, tape (‘X’ fashion) or cover windows.
* Listen to the local radio for further reports.

When the storm strikes:

* Ensure everybody stays inside away from windows and skylights.
* If an electrical storm do not use telephones.
* Listen to local radio for further reports.

After the Storm Passes:

* Check buildings for damage and if in a dangerous condition evacuate.
* Before moving outside check for damage to neighbouring buildings, for fallen power lines, fallen branches, debris and local flooding.
* For emergency assistance contact SES and/or CFS.