



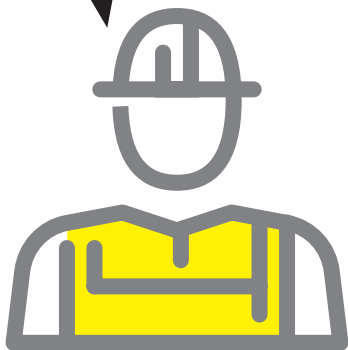
MONASH  
University



# FLOOR WARDEN ACTION LIST



**ALL CLEAR!**



For all emergencies where an evacuation is initiated within a building, re-entry is only to occur once the **'ALL CLEAR'** is given by Emergency Services, the Building Warden or Security Personnel.

The Emergency Control Organisation (ECO) is to conduct a debrief after each emergency event.

**REMEMBER**



## **FIRE / SMOKE**

**NOTE: For residential buildings (or similar) that do not have an automated emergency system or Manual Call Point (red break glass alarm) dial '000'**

## **ALERT TONE:**

- Collect Warden Vest and WIP key (if applicable)
- Sweep the floor and check for any sign of smoke or flame
- Go to WIP and report status to Building Warden as required

## **EVACUATION TONE:**

- Commence evacuation of the floor/area
- Check that doors are closed
- Ensure that any individuals with a disability are assisted
- Report status of floor or area back to Building Warden via WIP
- Follow any further directions



**MEDICAL EMERGENCY**

- Confirm that an ambulance (000) and Security 9905 3333 (Mobile) 333 (Physical handset / Soft phone) have been called
- Call a First Aider to the scene if one is not already present
- Organise to obtain equipment as required e.g. Defibrillator, First Aid Kit
- Assist Ambulance Officers upon arrival on the scene, as requested



## **CHEMICAL / BIOLOGICAL / RADIATION**

**NOTE: This applies for chemical / biological / radiation spills or emissions within a building that are beyond capacity of occupants to control.**

- Direct individuals to leave the affected area
- Isolate area and restrict access
- Do not touch or move the hazardous substance
- Confirm that Emergency Services (000) and Security 9905 3333 (Mobile) 333 (Physical handset / Soft phone) have been notified
- Separate individuals who may have been exposed to the substance and organise First Aid
- Ensure area is kept clear for arrival of Emergency Services e.g. specialist HAZMAT teams



## **OTHER INTERNAL BUILDING EMERGENCIES**

(e.g. GAS LEAK, FLOODING, STRUCTURAL  
DAMAGE)

- Remove individuals from affected area
- If required commence evacuation of the floor/area
- Isolate gas/electricity by pressing '**red e-stop**' (if present) or contact BPD Helpdesk on 9902 0222
- Contact Security 9905 3333 (Mobile) or 333 (Physical handset / Soft phone) to provide a status report
- Take further direction from Security or Building Warden or Emergency Services (if present at the scene)



## EXTERNAL EMERGENCIES

(e.g. SEVERE STORMS, LIGHTNING, SMOKE FROM ADJACENT STRUCTURES)

A 'shelter in place' (no evacuation) will be initiated via PA message by the Building Warden or Security for external emergencies. For example:

**“Attention all occupants, this is a shelter in place announcement due to <emergency scenario>.**

**Do not leave the building until further advised.”**

*Repeated.*

Or, in the event occupants need to move to a safer location in the building. For example:

**“Attention all occupants, this is a shelter in place announcement. Proceed to and stay in the <location in building> until further advised.”** *Repeated.*

- Collect Warden vest and WIP key (if applicable)
- Go to WIP and confirm your presence to Building Warden or Security 9905 3333 (Mobile) or 333 (Physical handset / Soft phone)
- Organise manning of ‘Exits’ to prevent occupants from leaving
- Sweep your floor and direct occupants to either continue their activities or move to another specified location
- Use WIP to confirm back to Building Warden or Security the status of the floor/area
- Take further direction from the Building Warden or Security



## ARMED OFFENDER

A lockdown of a building may be initiated by Security via a PA message. For example:

**“Attention, this is a Security announcement, the building has been placed into lockdown due to... <emergency scenario>.”** *Repeated.*

Follow further instructions announced.

- If there is a safe route to leave the area then do so quickly and quietly i.e. ESCAPE and warn other occupants of the danger (if safe to do so)
- If unable to leave the area safely then direct occupants (only if safe to do so) to HIDE in a secure location, remain quiet and stay out of sight from doors and windows
- When safe to do so call the Police on 000 and Security 9905 3333 (Mobile) or 333 (Physical Handset / Soft phone) i.e TELL to inform them of the status of your floor / area
- Take further direction from Security and the Police

**Important: Maintain your own safety AT ALL TIMES.**

An armed offender scenario is very fluid and unpredictable and the principles of '**Escape, Hide and Tell**' are to be followed.



**BOMB THREAT**

- Contact Security immediately 9905 3333 (Mobile) or 333 (Physical handset / Soft phone) and follow any directions provided
- Inform the Building Warden of the situation
- Assist Security as required

**If an evacuation (full or partial) is initiated then:**

- Listen to any PA announcements for an alternative Assembly Area to be used
- Request occupants to take personal belongings
- Direct occupants to nominated Assembly Area
- Sweep the floor or area and leave doors open
- Report status of floor or area to Security (or Building Warden)

**If any suspicious object is identified e.g. on the floor/area or exit route then:**

- Restrict access and move occupants away from the object
- Do not touch or move the object
- Report to Security and provide details of the object e.g. location, size, physical appearance

# Emergency Contact Numbers

Security ..... **333** (Physical Handset / Soft Phone)  
**9905 3333** (Mobile)

Police, Fire, Ambulance ..... **000**

Flood / Storm Emergency (SES)..... **132 500**

**Thank you for keeping the  
Monash community safe!**





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