### 5.10 Hazardous Materials

#### Purpose
*In the event of a reported hazardous material emergency an immediate response is required.*

#### Guideline

**UNDER NO CIRCUMSTANCES ARE ANY STAFF TO PLACE THEMSELVES AT RISK OR EXPOSE THEMSELVES TO ANY RISK**

While most hazardous materials alarms will be reported by individuals, some may be reported by alarms activated on the TCT monitoring system.

**The Control Room Operator** is to clearly note the *full name* and *contact details* of the person(s) reporting the emergency.

Listen carefully and note *exactly* all the information that is being relayed concerning the incident.

The person should be requested to remain on site until the alert is resolved and assist in pinpointing the area of concern.

**The Control Room Operator:**

The CRO will initiate a “Code Yellow” alert and direct all Security Services Officers (SSO) to the location of the alarm.

Notify the Fire Brigade – Dial 0,000 and report the details of the alarm when it is raised/confirmed by a responsible University Officer that a serious incident has occurred.

Advise the following:
- Campus Security Manager
- Security Operations Coordinator
- Occupational Health & Safety Manager.
- Director Wellbeing.

Check the Hazardous Materials Database/Register in readiness to advise the Fire Brigade.
Keeps open all lines of communication.

If the Fire Brigade is notified a mobile SSO is to be dispatched to meet the NSWFB at the Balaclava Road Gatehouse to escort the fire tender directly to the building in alarm.

On the advice of the Campus Emergency Coordinator, CRO will the contact:

- Key-holder (Office, Division, or Department)
- BGO Duty Supervisor…whatever the time of day.

**Security Services Officers:**

The first SSO deployed to the area of the alarm will remain at the panel in readiness to activate an evacuation of the building.

**SSO – Fire Panel Duties:**

Depending on the extent and type of alarm, the SSO attending the alarm panel may be required to operate the EWIS Panel to initiate the evacuation process.

If the Emergency Services are called the Senior Officer of the Fire Brigade attending the scene shall be the only officer authorised to call an “All Clear”.

On approval from the Fire Brigade, the SSOs at the Fire Alarm Panel will ensure that any persons assembled in the evacuation areas are advised that it is safe to return to their floors.

**SSO – Floor Warden Duties**

Approach the incident area carefully. Do NOT enter buildings at this stage

If the hazardous material is identifiable confirm the location of the alert and advise the Control Room Operator (if not yet been done, so further call outs can be initiated).

Initiate an evacuation with the assistance of the Building Warden (if present).

Render First Aid if necessary. Do not allow persons with any exposure to any substance to eat, drink or smoke until they are decontaminated and/or have received medical attention.

If there is no Building Warden present then the responding SSO will assume the role of Building Warden.
Particular attention will be made to address and reassure mobility impaired persons who have congregated in the various lift foyers. The SSO is not to attempt to contain any hazard.

**SSO – Brigade Escort**

Meet the NSWFB at the Balaclava Road Gatehouse to escort the fire tender directly to the building in alarm. (Note: Depending which Service District provides the first response (Eastwood or West Ryde) the tender may enter via the Herring Road entrance.) After the Brigade has arrived at the alarm area, stand by for further instructions.

**SSO – Traffic Control**

Maintain a clearway for Emergency Services to access the building and to access the location of the incident. Remember if the incident escalates there will need to be room for several fire, police, ambulance and hazchem vehicles.

Maintain fire emergency and evacuation records.

Order the return to normal operations.

**Ensure all Incident Reports are completed.**

**Handling Chemicals:**

Security Officers can only deal with hazardous chemicals within the limits of their training and knowledge of chemicals.

In the event of an incident where hazardous materials are released personal safety is more important than the safety of persons affected by the accident.

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
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</thead>
<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
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<tr>
<td>Approval Authority</td>
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<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
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