



# Emergency Plan

## **BUILDINGS** **371, 372, 373, 374, 375, 376, 377,** **378, 379, 380, 382, 463, 465, 467, 469** **ST MARTIN'S COLLEGE**

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\* Please notify any changes to [emergency-planning@csu.edu.au](mailto:emergency-planning@csu.edu.au)

# SITE EMERGENCY PLAN

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# 1. PREFACE

A building emergency can develop from a number of causes: fire, bomb threat, earthquake, structural fault, leakage of gas or chemical and others.

Charles Sturt University established the Emergency Planning Committee (EPC) in 1997 in accordance with the then Australian Standard AS 3745, which sets out minimum standards in the approach to planning and management of emergency situations. The purpose of the Committee has been the planning and implementation of the Emergency Control Organisation (ECO), which is a structured group of people employed within a building who take command, on the declaration of an emergency in the building, facilitate safe and orderly implementation of emergency procedures within the building, including evacuation of occupants, pending the arrival of the fire brigade or other emergency service.

The Site Emergency Procedures Manual has been produced as a guide for use on all campuses and establishes the administrative structure and procedures for the handling of emergencies at CSU. The procedures can only be a guide as any emergency will have peculiarities that require some changes to suit the circumstances of that emergency. However the basic instructions for advising of an emergency and the conduct of authorised officers during an emergency will not vary.

For further information see CSUs Emergency Management website.

## **Authority and Indemnity**

During emergency situations or exercises, ECO personnel shall have absolute authority to issue instructions to evacuate all persons from buildings and/ or areas. Such instructions are to be adhered to at all times by all employees, students and visitors of the University. ECO personnel shall be indemnified against civil liability resulting from practice or emergency evacuation of a building where personnel act in good faith and in the course of their duties.

Professor Andrew Vann  
Vice-Chancellor and President

## 2. BUILDING EMERGENCY RESPONSE PERSONNEL

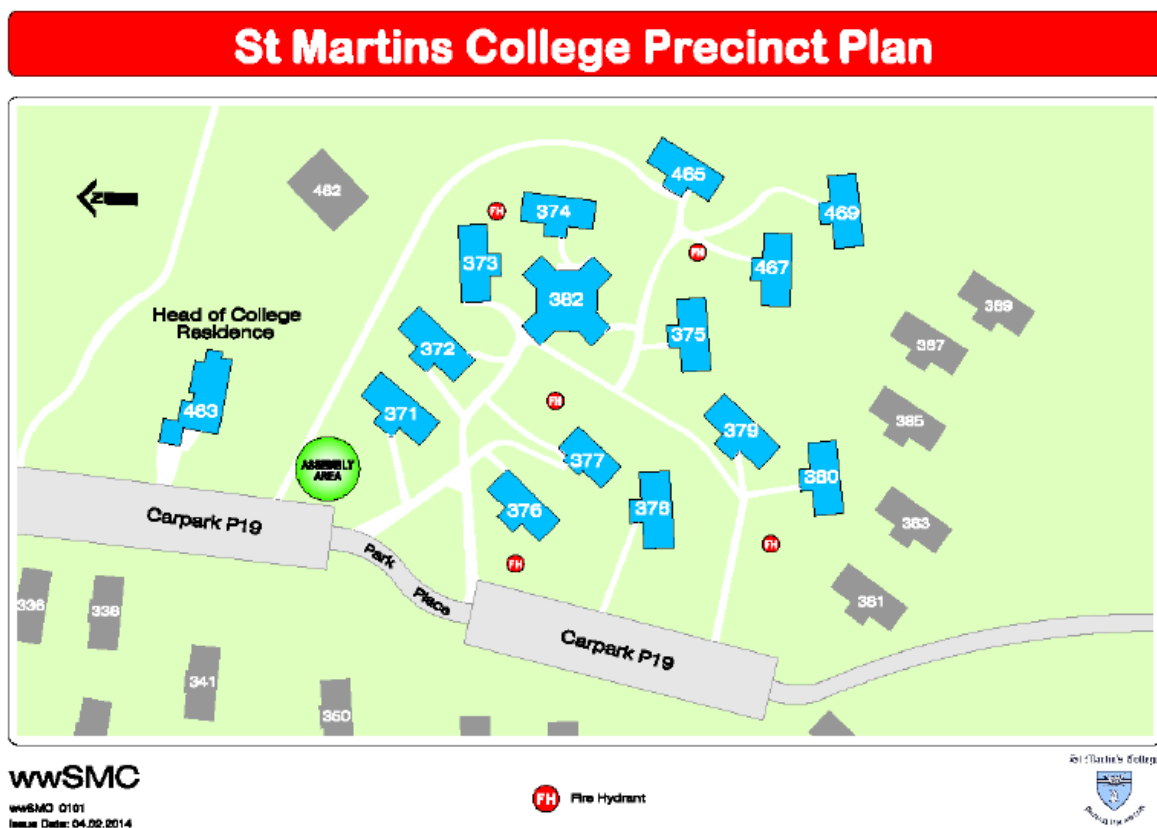
Emergency Personnel	Name	Contact Number
Head of College (382, 463)	Rev Dr Grant Bell	693 34966 (W) or 0428 213 303
<b>RAs for Cottages:</b>		
<b>371, 372, 373, 376</b>	James Iversen 327-7	0435 990 092
<b>374, 465, 467, 469</b>	Ryan Woodford	0459 441 587
<b>375, 377, 378, 379, 380</b>	Zoe Clarke	0457 180 040
First Aid Officers	Duty RA	<b>See the cottage notice boards for the weekly duty RA or contact any one of the 3 RAs in an emergency</b>
Alternate First Aid Officer	<b>Security</b>	1800 931 633

\* The current list of First Aid Officers (FAO's) can be viewed at  
<http://www.csu.edu.au/division/hr/health-safety-wellbeing/first-aid>

### 3. EMERGENCY EVACUATION

#### IF TOLD TO EVACUATE AN AREA OR BUILDING BY THE CHIEF WARDEN OR BUILDING / FLOOR WARDEN:

1. Follow the directions of your Warden
2. Assist others as directed
3. When evacuation is to proceed, the Building Warden or Floor Warden will:
  - Give clear directions to go to specific assembly point
  - Note the identity of your group leader
4. Maintain visual contact with one another and the group leader
5. Do not move from the assembly point until authorised by Security or Chief Warden (White hat)
6. Under no circumstances is anyone to re-enter the building until the position is declared safe by the relevant external authority or Chief Warden



#### 4. MEDICAL EMERGENCIES – Calling an Ambulance to campus

- If you feel a student, staff or visitor requires medical assistance,
  - call **000** and ask for Ambulance
  - Then call Campus Security and notify of situation and the 000 call

Campus	Wagga Wagga
Security	1800 931 633
Security Internal Shortcut	400

- First Aid Officers  
Nearest First Aid Officer\* Duty RA  
Alternate First Aid Officer **Security** 1800 931 633

The full list of First Aid Officers can be viewed at

<http://www.csu.edu.au/division/hr/health-safety-wellbeing/first-aid>

- Do not take persons requiring Medical assistance to hospital in your car
- If a person does not want you to call an ambulance, but you feel they require medical assistance please call **000** and let the ambulance officers discuss with the patient.





## 5. IN THE EVENT OF FIRE

1. Telephone **000** (State the exact location and details of the fire)
2. Ring Security or the Switchboard (Advise of 000 call and provide details)

Campus	Wagga Wagga
Security	1800 931 633
Security Internal Shortcut	400

3. Advise others nearby and the nearest Warden(s)
4. Stay calm **DO NOT** shout FIRE
5. Direct employees and students to exits until Building Warden or Chief Warden take over
6. Try to extinguish the fire with the correct equipment, but do not take unnecessary risks

## 6. TYPES OF PORTABLE FIRE EXTINGUISHERS

<p>:</p> <p>Type of Extinguisher:</p>	<p>Carbon Dioxide</p> 	<p>Dry Powder</p> 	<p>Water</p> 	<p>Wet Chemical</p> 
<p>Colour Code</p>	<p>Red body</p> <p>BLACK band</p>	<p>Red body</p> <p>WHITE band</p>	<p>Red body</p> <p>(RED band)</p>	<p>Red body</p> <p>OATMEAL band</p>
<p>For use on:</p>	<p>For flammable liquid, electrical, oil, grease, all other.</p>	<p>For chemical, flammable liquid, electrical, gases.</p>	<p>For use on paper, wood and plastics fires.</p>	<p>For use on cooking oils and fats.</p> <p>Also suitable for wood, paper and plastics.</p>
<p>Not for use on:</p>		<p>(Electronics)</p>	<p>Flammable liquids, cooking oils, fat or electrical fires</p>	<p>Energised electrical equipment</p>



## **7. IN THE EVENT OF A PHONE/ BOMB THREAT**

The University treats all threats seriously.

### **1. ABOVE ALL:**

*KEEP CALM AND DO NOT ALARM EMPLOYEES AND STUDENTS.*

### **2. IF THREAT IS BY TELEPHONE:**

- Prolong call - keep person talking and ask:
  - \* Location of Bomb
  - \* Time Set to Explode
- Record information for Police as well as any other relevant information as shown on the Phone Threat Checklist

### **3. REPORT CALL TO SECURITY OR THE SWITCHBOARD**

*ADVISE A WARDEN*

### **4. IF OBJECT FOUND:**

- Do not touch
- Report find
- Keep areas clear

### **5. BASIC RULES:**

- Treat as genuine
- Record exact information (using checklist if possible)

### **6. EVACUATION:**

- Any bags / articles brought into building on entry should be taken out upon evacuation

## 8. PHONE THREAT CHECKLIST - Keep Calm

Name:

Signature:

Phone No.:

### General questions to ask

1. What is it
2. When is the bomb going to explode OR When will the substance be released
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode? OR How will the substance be released?
7. Did you put it there?
8. Why did you put it there?

### Callers Voice

Accent (specify)  
 Any impediment (specify)  
 Voice (loud, soft etc)  
 Speech (fast, slow etc)  
 Diction (clear, muffled etc)  
 Manner (calm, emotional etc)  
 Did you recognise the caller?  
 If so, who do you think it is?  
 Was the caller familiar with the area?

### Threat language

Well spoken  
 Incoherent  
 Irrational  
 Taped  
 Message read by caller  
 Abusive  
 Other

### Chemical/ Biological Threat questions

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

### Background Noises

Street  
 House  
 Aircraft  
 Voices  
 Music  
 Machinery  
 Other  
 Local call  
 STD call

### Bomb Threat Questions

1. What type of bomb is it?
2. What is in the bomb?
3. What will make the bomb explode?

### Other

Gender of caller    Male/ Female    Estimated age

### Call Taken

Date:                      Time:                      Duration:

Number Called

### Exact Wording of Threat

### Notes

### Action

Report call immediately to Police (000), Security (400) and the Building Warden

Use additional paper as required

## **9. IN THE EVENT OF A HOLD-UP**

- 1. NOTE AND REPORT SUSPICIOUS PERSONS**
  
- 2. IF CONFRONTED, OBEY INTRUDERS INSTRUCTIONS**
  
- 3. OBSERVE CAREFULLY:**
  - Any articles touched by intruder(s)
  - Physical details and attire
  - Points which may aid description including mannerisms and weapons
  - Direction that intruders leave the area
  
- 4. RECORD INFORMATION FOR POLICE**
  
- 5. RING the POLICE and then SECURITY and provide DETAILS OF INCIDENT**

## 10. IN THE EVENT OF HIGH WINDS

During recent years a number of storms have produced winds high enough to cause damage to trees and buildings; presenting a danger to staff, students and visitors to the University. These measures are designed to provide for a higher level of safety during these events.

During periods of high wind warning, staff and students should not access their University offices or University buildings outside of normal office hours; student residences excepted.

The following procedures are provided for your safety and welfare at the University in periods of high wind warning:

### **NO WARNING – CAUGHT OUTSIDE DURING A WIND STORM AT WORK**

1. Move to open areas away from trees and building lines. Trees and building areas are more dangerous due to the possibility of falling tree limbs and building roofs and tiles.
2. If safe, proceed to the nearest building and stay at ground floor level and away from windows and glassed areas.
3. Stay put until danger of flying debris has abated.

### **NO WARNING – CAUGHT INSIDE DURING A WIND STORM AT WORK**

1. Close all doors and windows in your immediate vicinity. Turn off computers and other electrical items if time permits.
2. Proceed to a safe area within your building or accommodation, preferably at ground floor level and away from windows and glassed areas.
3. Close windows and blinds to minimize risks of flying glass should the window be struck by a flying object during the storm. Keep staff from looking out of windows.
4. If available, have torches or battery powered lighting ready should the power fail.
5. Remain inside until the storm has passed.

### **SHORT NOTICE OF WIND STORM WHILE AT WORK**

1. Building Wardens, Building Managers or Residential Advisors to take control.
2. Arrange for loose objects to be collected from outside building.
3. Arrange to have torches or other battery powered lighting ready should the power fail.
4. All staff or students to secure individual areas or rooms – close windows and pull blinds, turn off all electrical appliances and close doors.
5. Proceed to a safe area within your building, preferably at ground floor level and away from windows and glassed areas.
6. Remain inside until storm has passed.

### **ADVANCED WARNING OF WIND STORM WHILE AT WORK**

1. Head of Campus (or nominee) to authorise Chief Warden to arrange for any nominated buildings to be evacuated and secured.
2. Arrange for service crew to be placed on stand by.
3. Senior First Aid Officer to prepare for a coordinated first aid response. First Aid Officers to check kits are readily available.
4. Fill fuel tanks on all service vehicles and emergency generators.
5. All staff to secure individual work areas – close windows and pull blinds, turn-off all electrical appliances and close doors.
6. Staff to be ready to move to a safe area within their building, preferably at ground floor level and away from windows and glassed areas, when advised by Building Warden.
7. Remain inside until storm has passed.

## 11. IN THE EVENT OF BUSHFIRE OR GRASSFIRE

During periods of extreme bush fire alert, staff and students should not access their University offices or University buildings *outside of normal office hours* for non essential activities.

### **FORMAL, ADVANCED WARNING OF POTENTIAL BUSH OR GRASS FIRE DANGER WHILE AT WORK**

1. The threat will be assessed by the Chief Warden in conjunction with the Head of Campus, Senior Executive and relevant external agencies.
2. If a decision to close the campus is given, the Chief Warden and Building wardens will arrange for buildings to be evacuated and secured.
3. The Chief Warden will advise of 'outdoor areas' that are closed, such as outdoor amphitheatres, wet lands, bush tracks and similar.
4. All staff to secure individual work areas – close windows and pull blinds, turn off all electrical appliances and close doors.
5. All staff to proceed to assembly point or leave the University in an orderly manner.
6. Building Wardens to ensure all buildings are vacated and secured.
7. Building Warden to notify Chief Warden of their buildings status.
8. Chief Warden to ensure full 'lock down/ close' of Campus.

### **NOTICE OF BUSH FIRE OR GRASS FIRE WHILE AT WORK**

1. Don't panic. The safest place is within your building.
2. Building Wardens and Building Managers to take control.
3. Await notification from Chief Warden whether to evacuated building, evacuate site or stay and secure building.
4. Occupants to close all doors and windows, turn off electrical equipment and air conditioning system(s) if able
5. Your personal welfare is paramount; do not attempt to save or to protect your personal or University property.
6. Occupant to assembly within building 'safe areas'.
7. Building Warden and Chief Warden (deputy) to coordinate response.

**Important Note:** during an approaching grass fire, due to the smoke generated in the air, the buildings fire alarm system may activate. Building wardens are to assess the situation and on this situation only, determine that there is no internal fire and stay within the building. In this situation only, exiting the building may place occupants directly in the approaching fire threat.

### **NO WARNING – CAUGHT AT WORK IN A FIRE STORM**

1. Don't panic. The safest place is within your building until the fire front has past.
2. Close all doors and windows in your immediate vicinity.
3. If able, turn off Air conditioning systems.
4. Proceed to a safe area within your building, preferably at ground floor level and away from windows and glassed areas.
5. If available, have fire extinguishers and fire hoses ready.
6. Remain inside until fire storm has passed.

**Important Note:** during an approaching grass fire, due to the smoke generated in the air, the buildings fire alarm system may activate. Building wardens are to assess the situation and on this situation only, determine that there is no internal fire and stay within the building. In this situation only, exiting the building may place occupants directly in the approaching fire threat

## 12. BUILDING LOCKDOWN

The notification to undertake a building lockdown may come from a variety of sources depending on the nature of the threat itself. The threat may be identified by a staff member, a student or campus Security.

On declaration of the threat, wardens (ECO) should direct occupants as per the following instructions:

### 1. General Lockdown

To successfully lockdown a building the Building Warden shall direct staff to secure (lock) all external doors and windows in an expedient manner.

This may require authorised staff to lock the building down electronically or lock the buildings door with a key.

Depending on the nature of the particular threat, consideration should also be given to the locking of appropriate internal doors to place further protective barriers between staff and the threat. Care should be taken that this action is used to provide increased occupant safety and does not inadvertently create egress issues or zones that may trap the occupants.

### 2. Electronic Building Lockdown (EAC)

All building EAC operators have the ability to lockdown any access zone or facility under their control. The lockdown feature allows all doors to be opened from the inside to allow egress (out) but locks external doors preventing entry. When an area is in lockdown mode the electronic access that is normally available to an individual through the CSU access card is deactivated.

### 3. Cardax Lockdown Procedure

- Open Access zones in Cardax software.
- Select Access zone/s you wish to lock down
- Click LOCKDOWN button
- Leave system in lockdown mode until all clear is given by Chief Warden or Emergency Services.

### 4. Establish safety within building

To establish safety within the building relocate occupants out of direct sight from outside by keeping below window lines, the closing of blinds and curtains.

### 5. Emergency services notification

As soon as possible initiate the campus emergency process by notifying the appropriate emergency service (police) and campus security.

Provide as many details as available, including: identify yourself, provide a clear and calm description of the threat; clearly identify your city, your campus, the building name; building number and the road/street address and the closest campus street intersection.

**6. Consider Extent of Threat**

During the initiation of the building lockdown it is important to consider how the threat may impact on the occupants of neighbouring buildings and the broader campus.

The Building Warden originating the first lockdown shall arrange for neighbours in close proximity to their building to be advised of the lockdown and the nature of threat. Subsequently, the occupants within a building that have been made aware of the threat shall consider and implement an appropriate response to secure their buildings.

For a threat that impacts on the broader campus it is more appropriate for the ECO to coordinate this process. However, the ECO may require your assistance to communicate with others and if instructed to do each individual shall do whatever is necessary to ensure the safety of themselves and others.

**7. CSU Security Service Response**

If Security is not required at the scene they will immediately attend a Cardax enabled workstation and log into the Cardax system. If security is required at the scene the Chief Warden or Deputy Chief Warden will log into system and access the lockdown zone.

**8. During a building lockdown**

Implement the ECO warden structure and the Building Warden shall assume control of the immediate site and establish internal communications with occupants and Security. Ensure the lockdown procedure is adhered to and occupants stay within the building until the "All Clear" is given by Campus Security, the Chief Warden or the Emergency Service. Provide feedback and reassurance to the buildings occupants to maintain calm.

## 13. PRIVATE HIRE OF UNIVERSITY FACILITIES



EMERGENCY EVACUATION OF THIS BUILDING IS THE  
RESPONSIBILITY OF THE HIRER / USER

KEEP THIS NEAR YOU IN A PROMINENT PLACE

### EMERGENCY PLAN

**St Martin's College  
Dargin Way (off Valder Way), P37,  
Wagga Wagga Campus**

#### THESE PROCEDURES ARE TO BE PUBLICLY ANNOUNCED AT THE COMMENCEMENT OF ANY FUNCTION

1. (Ladies and Gentlemen) Please make yourself aware of the emergency exit nearest you. (Indicate Exits)
2. In the event of an emergency, please walk to the nearest exit and leave the building.
3. Once you have left the building, please move to the assembly point as directed by our personnel. The nominated assembly point for this building is <assembly point location>.
4. Please do not congregate on roadways or in other places which may obstruct the arrival of emergency vehicles.

#### Information for the Hirer:

1. Charles Sturt University has an established Emergency Planning Committee (EPC) in accordance with Australian Standard AS 3745, which sets out minimum standards in the approach to planning and management of emergency situations. The purpose of the Committee has been the planning and implementation of the Emergency Control Organisation (ECO), which is a structured group of people employed within a building who take command, on the declaration of an emergency in the building, facilitate safe and orderly implementation of emergency procedures within the building, including evacuation of occupants, pending the arrival of the fire brigade or other emergency service.
2. As the hirer of this University Venue, it is your responsibility to ensure that you are adequately prepared for emergency evacuation of this building should the need arise.
3. This may require the appointment of various staff / personnel from your organisation to fulfil the role of the ECO as mentioned above and effect the safe and orderly evacuation of all people from this building to the designated assembly area.
4. Please make sure that you and other designated staff / personnel familiarise yourselves with the location of Emergency Exits from this building, location of the Assembly Point and location of Fire Extinguishers within the building, prior to the commencement of your function.
5. Please ensure that someone within your organisation is nominated to phone the required Emergency Services as well as Campus Security using the nearest phone.
6. Please familiarise yourself with the attached procedures

#### University Contact Numbers:

	Internal phone	Mobile phone
Police / Ambulance / Fire Brigade	000	000 or 112
Campus Security / First Aid Head of College – Grant Bell	1800 931 633 or 400 34966(W) or 34907(H)	0428 213 303
Residential Advisers Zoe Clarke (379-1) Ryan Woodford (469-8) James Iversen (372-7)		0457 180 040 0459 441 587 0435 990 092



## EMERGENCY PLAN

### In the Event of Fire

1. **Telephone 000** (State the exact location and details of the fire)
2. Ring Campus Security on **693 32288** (Advise of 000 call and provide details)
3. Stay calm; **DO NOT** shout FIRE
4. Direct building occupants to exits
5. Try to extinguish the fire if you are trained to do so. Do not take unnecessary risks
6. Close all doors and windows as you exit if it is safe to do so

## EMERGENCY PLAN

### In the Event of a Bomb Threat

1. **ABOVE ALL:**  
*KEEP CALM AND DO NOT ALARM BUILDING OCCUPANTS*
2. **IF THREAT IS BY TELEPHONE (Use Phone Threat Checklist):**
  - Prolong call - keep person talking and ask:
    - \* Location of Bomb
    - \* Time Set to Explode
  - Record information for Police as well as any other relevant information using Phone Threat Checklist
3. **PHONE POLICE ON 000 and CAMPUS SECURITY ON <Ext Here>**
4. **IF OBJECT FOUND:**
  - Do not touch
  - Report find
  - Keep areas clear
5. **BASIC RULES:**
  - Treat as genuine
  - Record exact information
6. **EVACUATION:**
  - Any bags / articles brought into building on entry should be taken out upon evacuation
  - On evacuation **DO NOT** assemble near vehicles.

The evacuation assembly point for this building is

**The area between 371 and Head of College Residence (Bdg 463)**

#### University Contact Numbers:

	Internal phone	Mobile phone
Police / Ambulance / Fire Brigade	000	000 or 112
Campus Security / First Aid Head of College – Grant Bell	1800 931 633 or 400 34966(W) or 34907(H)	0428 213 303
Residential Advisers Zoe Clarke (379-1) Ryan Woodford (469-8) James Iversen (372-7)		0457 180 040 0459 441 587 0435 990 092

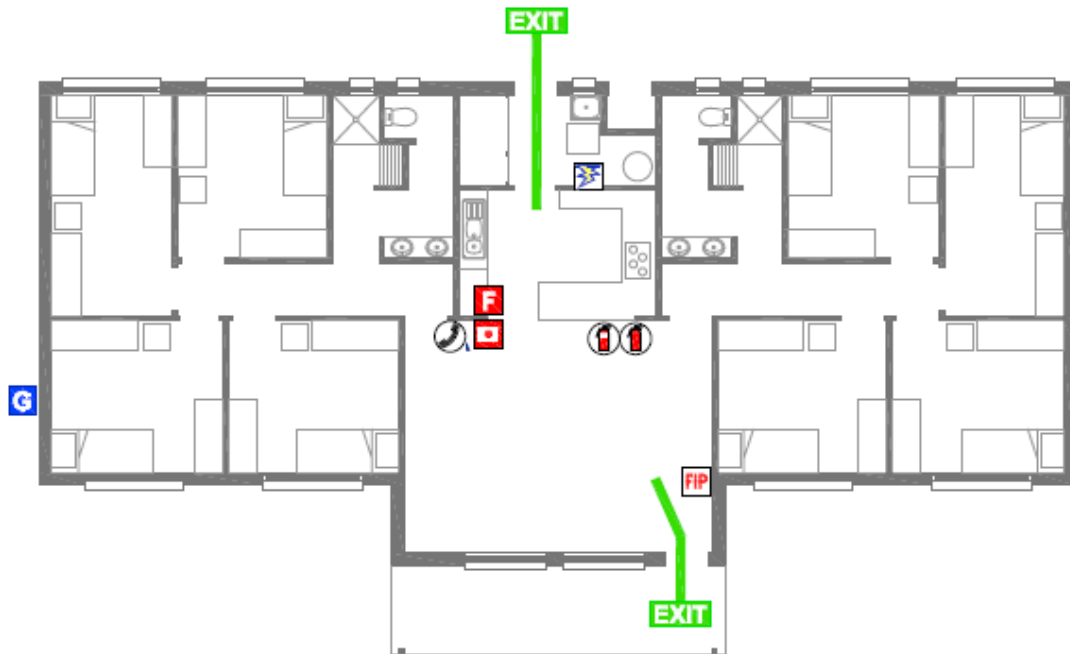
## 14. BUILDING EVACUATION DIAGRAM

# St Martins College Precinct Plan

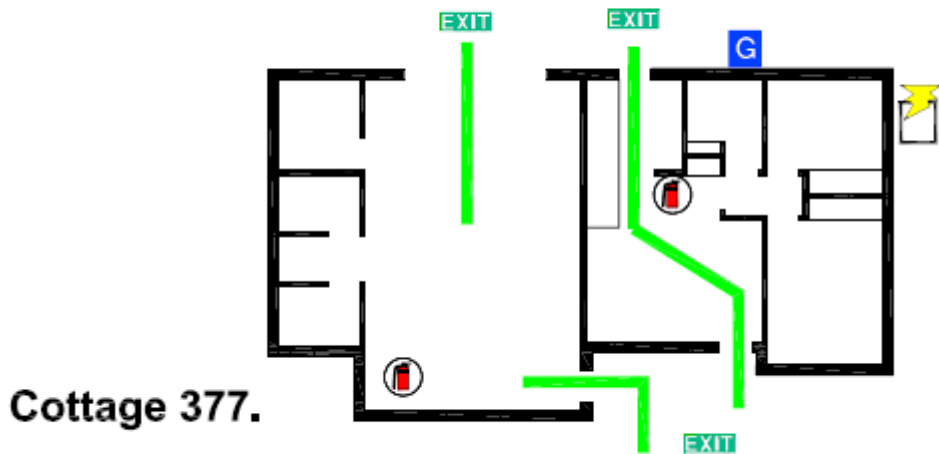







# 15. SAMPLE COTTAGE EVACUATION DIAGRAMS

Cottages- 371, 372, 373, 374, 375, 376, 378, 379, 380, 465, 467, 469



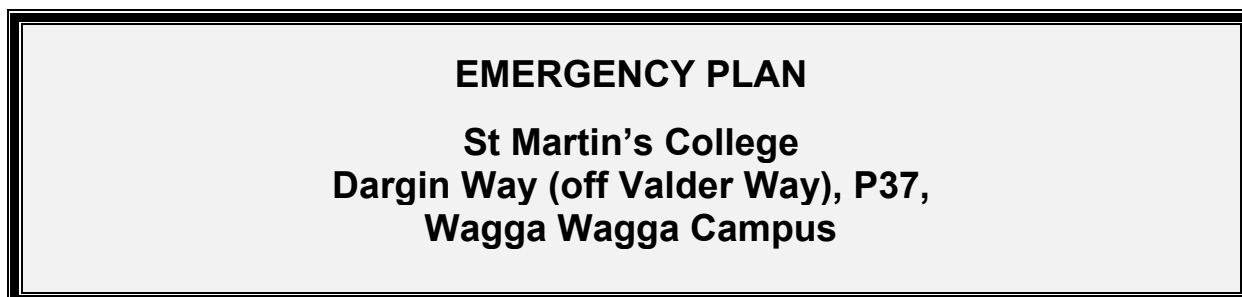
FH



-   
FIRE ALARM
-   
EXIT
-   
FIRE EXTINGUISHER
-   
BREAK GLASS ALARM
-   
FIRE HYDRANT
-   
FIRE PANEL
-   
ELECTRICAL SWITCHBOARD
-   
GAR VALVE

## 16. SUMMARY SHEET – Wagga Wagga campus

KEEP THIS NEAR YOU IN A PROMINENT PLACE



### THESE PROCEDURES ARE FOR 24 HOURS EACH DAY IN AN EMERGENCY

- |  |                     |
|--|---------------------|
| 1. Immediately the emergency is known, phone                         | <b>000</b>          |
| 2. Then contact Security   | <b>1800 931 633</b> |
| or   |                     |
| Internal Shortcut Extension  | <b>400</b>          |
| <br>If Security does not answer, contact the relevant Switchboard on | <b>9 or 32000</b>   |

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**To ensure an orderly evacuation in any emergency, await directions from your Wardens.  
(only if it is safe to do so!)**

#### Your Wardens and emergency personnel are:

Dr Grant Bell	0428 213 303
Zoe Clarke	0459 441 587
James Iversen	0435 990 092
Ryan Woodford	0459 441 587
Rev Dr Grant Bell (HOC)	693 34966 or 34907 or 0428 213 303
Nearest First Aid Officer	The Duty RA or any RA (numbers listed above)
Alternate First Aid Officer	Security 1800 931 633
Assembly Point (In the event of fire)	Grassed area between 371 & HOC residence
Assembly Point (In the event of bomb threat)	Grassed area between 371 & HOC residence OR follow instructions by RAs or Head of College

**Date of Issue:** 5 June 2018

## 17. EMERGENCY EVACUATION CHECKLIST

<b>SITE EMERGENCY PLAN</b> <b>EMERGENCY EVACUATION CHECKLIST</b> <b>St Martin's College</b> <b>Dargin Way (off Valder Way), P37,</b> <b>Wagga Wagga Campus</b>	
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Item	Comments and Time
Alarm activated	
Security called	
Emergency Services called (if required)	
Wardens report – Kaitlyn Rea	
Wardens report – James Iversen	
Wardens report – Grace Juhasz	
Wardens report – Head of College	
Wardens report –	
Note: include communication with staff manning entrances around building	
Persons with disabilities accounted for	
Evacuation completed	
Security arrived	
Emergency services arrived	

**DATE OF EVACUATION:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Comments** (include any injuries, reports, names etc):

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Please submit this completed form to [emergency-planning@csu.edu.au](mailto:emergency-planning@csu.edu.au) as soon as practicable after the evacuation.