



# **ST ANDREW'S COLLEGE**

## **EMERGENCY ORDERS**

### **FOR RESIDENTS**

**THE MAIN AIM IS TO**

**SAVE LIFE**

**THE SAVING OF PROPERTY IS  
A SECONDARY AIM**

#### **CONTENTS**

Cover Page  
Aim  
Introduction  
Action  
Safety and Evacuation  
Security  
Emergency Procedures  
Fire Warden's List

# **PROCEDURES FOR RESIDENTS IN THE EVENT OF FIRE OR OTHER EMERGENCIES**

## **INTRODUCTION**

When informing anyone in authority of an emergency,

advise:

- a) St Andrew's College, 19 Carillon Avenue, Newtown.
- b) Nearest cross street, Missenden Road.
- c) Name of building.
- d) What type of emergency and location.
- e) Your name.
- f) Telephone Number of College 9565 7300

## **ACTION**

1. In the event of fire which is, perhaps, the most likely emergency, and if you have been trained in the use of portable fire extinguishers, attempt to extinguish, or control the fire, **IF SAFE TO DO SO**. For other emergencies such as a violent intruder or a bomb threat then immediate evacuation should be considered.
2. Alert others in the immediate vicinity of the emergency. Do not merely shout "FIRE" or "BOMB"; to do so may cause panic. **CLEAR THE BUILDING AS QUICKLY AS POSSIBLE AND PROCEED STRAIGHT TO THE OVAL**. Lives are more important than property.
3. In the event of fire, or in the presence of smoke, no matter how minor it may appear to be, **CONTACT THE FIRE BRIGADE (000)**. For other emergencies also call the Police.
4. If a fire is severe, or is producing quantities of smoke, try to close doors and windows to prevent the spread of fire and smoke, before evacuating the area. **BUT DO NOT DELAY YOUR ESCAPE**.
5. Obey all directions given by Wardens.

(Items 1 to 5 inclusive are intended to be undertaken simultaneously by you and others in the immediate area)

## **SAFETY AND EVACUATION**

1. If not involved with controlling the emergency **KEEP AWAY FROM THE DANGER AREA**. Your presence will be a hindrance to those persons attempting to deal with the emergency. Furthermore it could endanger **YOU** and you could become a casualty.
2. Assemble initially at a safe distance from the emergency **AS QUICKLY AS POSSIBLE**.
3. If the fire, smoke or emergency situation warrants immediate, or subsequent evacuation, proceed quickly and quietly and in an orderly manner to the nearest available fire stair or exit. **ENTER** the staircase and ensure the door closes behind you if you are the last to enter.
4. **MOVE CLEAR OF THE BUILDING** to avoid impeding those following. Assemble on the Oval and assist Wardens to determine that the building is clear of occupants.
5. Inform the Chief Warden or a Fire Brigade Officer if someone is not accounted for.
6. Do not re-enter the building until the Fire Brigade or a College Officer advises that it safe to do so.
7. Do not attempt to obtain personal effects from laundries or other rooms or stores before leaving as this action will contribute to confusion, delay and disruption to the orderly and safe evacuation of the building. **IT COULD ALSO ENDANGER YOUR LIFE**.

## **SECURITY**

1. The University Security emergency number is 9351 3333.

**REMEMBER ALWAYS REACT TO AN ALARM ASSUMING IT IS FOR REAL. TREATING IT AS A FALSE ALARM, NO MATTER HOW MANY FALSE ALARMS THERE MAY HAVE BEEN, CAN BE FATAL.**

# ST ANDREW'S COLLEGE EMERGENCY PROCEDURES



**FIRE**



**FIRE**



## **IN THE EVENT OF FIRE, THE FOLLOWING PROCEDURE APPLIES:**

ASSESS SITUATION AND TAKE IMMEDIATE MEASURES:

Attempt to control fire with fire extinguishers, if safe to do so.

Alert others in the immediate vicinity of the fire.

TELEPHONE: POLICE FIRE AMBULANCE 000

INFORM PRINCIPAL (Tel. bh 566, ah 567),  
UNIVERSITY SECURITY SERVICES (Tel. 9351 3333), they hold  
the master keys. BURSAR (Tel. 565)

NOTIFY SENIOR STUDENT (Tel. 333) (CHIEF WARDEN)  
OR DEPUTY CHIEF WARDEN (581) OR AREA WARDEN (584)

UNLESS DIRECTED BY A HIGHER AUTHORITY THE CHIEF WARDEN  
EVALUATES EMERGENCY, INITIATES EVACUATION ALARM, IF NECESSARY

EMERGENCY PERSONNEL DIRECT OCCUPANTS OUT:

Proceed in an orderly manner to the nearest available fire exit or stair. Close fire door  
if you are the last to enter. Proceed to the Oval assembly area. Do not re-enter  
building or collect personal effects from laundries, etc.

**IF YOU ARE NOT INVOLVED IN FIGHTING THE FIRE OR EVACUATING  
PERSONNEL LEAVE THE BUILDING IMMEDIATELY AND PROCEED TO THE OVAL**

The Warden for this floor is      **(Check the fire notice on your floor)**

Runner      **(Check the fire notice on your floor)**

The Chief Warden is      The Senior Student      Room 901      Ext 333

The Deputy Chief Warden is      Hon Secretary      Room 900      Ext 581

The Area Warden is      Hon Treasurer      Room 903      Ext 585

## Fire Wardens List – All Locations 2014

TITLE	NAME	ROOM	EXT	LOCATION
CHIEF WARDEN	Brendan Pryke	901	333	New Wing
DEPUTY CHIEF WARDEN	Georgina Quigley	900	581	New Wing
AREA WARDEN	Carolyn Harris	903	585	New Wing
WARDEN RUNNER	Brogan Lamoureux	5	331	Ground Floor Main
WARDEN RUNNER	Isabeau Gavel	8	318	
WARDEN RUNNER	Catherine Romeo	28	348	
WARDEN RUNNER	Kathleen Rooney	21	341	
WARDEN RUNNER	Edward Close	45	367	First Floor Main
WARDEN RUNNER	Jack McCalman	35	355	
WARDEN RUNNER	Suzannah Dewhurst	52	374	
WARDEN RUNNER	James Matheson	47	369	
WARDEN RUNNER	Madeline Berry	62	384	Top Floor Main
WARDEN RUNNER	Tahlia Goodwin	68	390	
WARDEN RUNNER	Matthew Stern	83	406	
WARDEN RUNNER	Matthew Anderson	76	397	
WARDEN RUNNER	Stefan Dimou	S2	320	Sulman / Staff Quarters
WARDEN RUNNER	Timothy Hill	S5	321	
WARDEN RUNNER	Michael O'Neil	101	411	Reid 100's
WARDEN RUNNER	Micaela Williams	106	416	
WARDEN RUNNER	Benjamin Romeo (SD)	212	442	Reid 200's
WARDEN RUNNER	Athena Newman-Andrews	206	436	
WARDEN RUNNER	Bosco Chan	312	462	Reid 300's
WARDEN RUNNER	Elizabeth Pearson	302	452	
WARDEN RUNNER	Alicia Caldwell	403	473	Thyne 400's
WARDEN RUNNER	Lauren Mostyn	412	482	
WARDEN RUNNER	Campbell Harvey	512	512	Thyne 500's
WARDEN RUNNER	Walter Denning	502	490	
WARDEN RUNNER	Nathaniel Romeo (SD)	6C	547	Thyne 600's
WARDEN RUNNER	Harry Reid	608	522	
WARDEN RUNNER	Kathleen Tregurtha	712	540	Thyne 700's
WARDEN RUNNER	Philippa Sutherland	711	539	
WARDEN	Mathew Bukit	516	550	New Wing 500's
WARDEN RUNNER	Zoe Crowley	618	495	New Wing 600's
WARDEN RUNNER	Lucy Stranger	620	497	
WARDEN RUNNER	Natalie Matias (SD)	723	564	New Wing 700's
WARDEN RUNNER	Amelia Gilbert	716	557	
WARDEN RUNNER	Fiona Tout	800	571	New Wing 800's
WARDEN RUNNER	William Beaumont	801	572	
WARDEN RUNNER	Rhys Griffiths	904	586	New Wing 900's
WARDEN RUNNER	Freya Potts	905	596	
WARDEN RUNNER	Imogen Gardam	TOL 3	553	The Old Laboratory
WARDEN RUNNER	Kirsty Assef	TOL 4	554	
WARDEN	Samuel Drysdale	201	431	Oval
MEDICAL WARDEN RUNNER	Tim Dunstone	F7	366	With Chief Warden With Chief Warden
MEDICAL WARDEN RUNNER	Sophie Payton	803	311	
HARPER WARDEN GATEHOUSE WARDEN	William McNamara	H3	326	Harper Gatehouse
HARPER WARDEN GATEHOUSE WARDEN	Audrey Irish (SD)	GH 4	213	
LODGE WARDEN	Wayne Erickson	Lodge	567	Lodge