



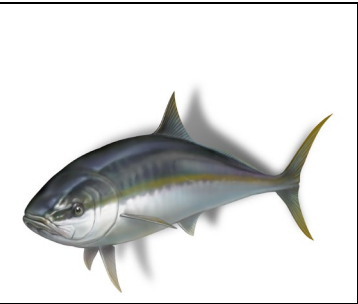



|   |   |  |   |   |
|---|---|--|---|---|
|  | <b>Flinders University</b><br>College of Science and Engineering<br><b>Standard Operating Procedure</b><br><b>For Emergency Management 18/06/19</b> |  |   |  |
|  |    |  |  | <b>Animal Facility</b>  |
| SOP Number  |   | RA Number  |   | AWC Approval Date   |
| SOP-BIOL-4-06/2016  |   | RA_  |   | 18/06/2019  |
| Contact Person  |   | SOP prepared by  |   | Review Date   |
| Leslie Morrison   |   | Leslie Morrison  |   | June 2021   |

**Contents**

The SOP **Emergency Management** contains the following sections:

- Legislation
  - University Policy
  - Standard Operating Procedures
- Emergency Contact Numbers
- Release Policy
- Assessment and Prioritising
  - Birds
  - Lizards
  - Fish
  - Bushfire Safety
  - Emergency Procedures
  - Earthquakes
  - Emergency Procedures
  - Unauthorised Access

### Legislation

- *Australian Code for the Care and Use of Animals for Scientific Purposes 8<sup>th</sup> Ed.*
- *Animal Welfare Act 1985*
- *Animal Welfare Regulations 2012*
- [Gene Technology Act 2000](#) (the Act)
- [Gene Technology Regulations 2001](#)
- *Work Health and Safety Regulations 2012*
- *Fisheries Management Act 2007* (Section 115)
- *South Australian National Parks and Wildlife Act 1972*

### University Policy

- Work Health and Safety Policy 2013
- Responsible Conduct of Research Policy 2016
- NHMRC Guidelines

### Standard Operating Procedures

Refer to Risk assessments, Standard Operating Procedures and Safe Operating Procedures for chemicals, processes and plant equipment where appropriate.

The following are a list of the main SOP's governing working with animals in the College of Science and Engineering - these must be complied with. An extensive database of specific technique SOP's are also available from the Animal Facility Manager and on the AWC home page.

- **Standard Operating Procedure and Safe Work Procedure for the Use of the Animal Facility, Aquaculture and Marine Aquarium Facilities**
- **Standard Operating Procedure for Working With Fish / Aquatic Organisms**
- **Standard Operating Procedure for Working With Lizards**
- **Standard Operating Procedure for Working With Birds**

### Emergency Contact Numbers

- **Security - 12880 (8201 2880 from outside the university)**
- **Animal Facility Manager - 0408 891 526**
- **Animal Welfare Officer/ Veterinarian - 0450 424 143**
- **Ambulance/Fire/Police - 000**

## Release Policy

- **In an emergency situation, animals may be:**
  1. Secured in their existing housing, with further emergency specific supportive measures (e.g. sprinklers, generator, temperature control, increased oxygen supply); or
  2. Removed to a designated safe and secure location (animals must be identified before moving if not already done so).
  
- **They must not be released if:**
  1. There is a possibility of releasing diseases into local populations if they survive the fire;
  2. There is a possibility of establishing a “feral” colony of a species if they are not endemic to the local area;
  3. After the emergency, the resident animal populations will be trying to re-establish their feeding / breeding areas. Captive animals competing for limited resources would put additional pressure on them; or
  4. The probability of the animals surviving in the wild is low, so releasing them is unlikely to be in their best interests.

## Assessment and Prioritising

- The majority of Teaching and Research work in the College of Science and Engineering is undertaken with animals of specific age, social group, location, and genetics. It will almost always be impossible to replace them and continue with existing work. Therefore, in an emergency situation, priority must first be given to evacuating animals (if possible) that will be the most difficult to replace. The Animal Facility Manager, in consultation with researchers and the Animal Welfare Officer will make this assessment in an emergency situation.

## Birds

- As much as practicable, adhere to existing SOPs and Risk assessments for working with these animals.

### **Discovery Aviary:**

| Emergency | Capture | Alternative        | No. of Staff Required | Equipment                   | Time Required |
|-----------|---------|--------------------|-----------------------|-----------------------------|---------------|
| Fire      | no      | Turn on sprinklers | 1                     | Soaker hoses/<br>sprinklers | 5 minutes     |
| Flood     | no      |                    |                       |                             |               |

|            |    |  |  |  |  |
|------------|----|--|--|--|--|
| Earthquake | no |  |  |  |  |
|------------|----|--|--|--|--|

**Compound Aviaries:**

| Emergency  | Capture | Alternative        | No. of Staff Required | Equipment   | Time Required      |
|------------|---------|--------------------|-----------------------|---|--------------------|
| Fire       | yes     | Turn on sprinklers | 1-3                   | Soaker hoses/<br>sprinklers<br><br>Calico bags- 1 per bird, 2 + nets, box to carry birds and bags | 5 minutes – 1 hour |
| Flood      | no      | no                 |                       |   |                    |
| Earthquake | no      | no                 |                       |   |                    |

|         |
|---------|
| Lizards |
|---------|

- As much as practicable, adhere to existing SOPs and Risk assessments for working with these animals.

**Animal Facility:**

| Emergency  | Capture | Alternative        | No. of Staff Required | Equipment                   | Time Required |
|------------|---------|--------------------|-----------------------|-----------------------------|---------------|
| Fire       | no      | Turn on sprinklers | 1                     | Soaker hoses/<br>sprinklers | 5 minutes     |
| Flood      | no      |                    |                       |                             |               |
| Earthquake | no      |                    |                       |                             |               |

**Outdoor Compounds:**

| Emergency | Capture | Alternative | No. of Staff Required | Equipment  | Time Required |
|-----------|---------|-------------|-----------------------|--|---------------|
| Fire      | yes     |             | 2                     | <ul style="list-style-type: none"> <li>• 1 calico bag per 1-2 lizards</li> <li>• Tubs to carry bagged lizards</li> </ul> | 60 minutes    |
| Flood     | yes     |             | 2                     | As above   | 30 minutes    |

|            |    |    |  |  |  |
|------------|----|----|--|--|--|
| Earthquake | no | no |  |  |  |
|------------|----|----|--|--|--|

### Fish

- As much as practicable, adhere to existing SOPs and Risk assessments for working with these animals.

#### **Animal Facility / Marine Aquarium:**

| Emergency  | Capture   | Alternative | No. of Staff Required | Equipment   | Time Required |
|------------|---|-------------|-----------------------|---|---------------|
| Fire       | Yes- but only endangered, genetically important stock |             | 2 +                   | Fish bags, nets, foam eskies, rubber bands, aerators, and temperature controlled room to evacuate to. | 60 minutes    |
| Flood      | no  |             |                       |   |               |
| Earthquake | no  |             |                       |   |               |

#### **Aquaculture Compound:**

| Emergency  | Capture   | Alternative | No. of Staff Required | Equipment   | Time Required |
|------------|---|-------------|-----------------------|---|---------------|
| Fire       | Yes- but only endangered, genetically important stock | no          | 2                     | Fish bags, nets, foam eskies, rubber bands, aerators, and temperature controlled room to evacuate to. | 30 minutes    |
| Flood      | no  |             |                       |   |               |
| Earthquake | no  |             |                       |   |               |

### Bushfire Safety

- The Bedford Park Campus is susceptible to bushfire threats from adjacent undeveloped land on the southern boundary (Sturt Creek Conservation Park), the heavily wooded suburb of Belleview Heights on the eastern boundary, and the University's own pine forest and native woodland adjacent to University Drive/Ring Road.

- Bushfire threat could come from an external bushfire that migrates onto the campus, or from a fire on University grounds.
- If there is a bushfire on or near the Bedford Park campus, the University's Emergency Control Coordinator is responsible for activating the University's Bushfire Plan.
- Staff, students, contractors, and visitors are required to follow the directions of Chief Wardens, Wardens, Security Officers, and the Emergency Control Coordinator in the event of a bushfire.
- In particular, if there is a bushfire on or near the campus:
  1. Close all windows and external doors;
  2. Remain, or go inside, and await further instructions from Wardens, University Security, or Emergency Services personnel; and
  3. Do not evacuate from the campus or drive vehicles until or unless directed to do so by the incident Control Coordinator, Wardens, University Security, or Emergency Services personnel.

## Emergency Procedures

|   |                                      |
|---|--------------------------------------|
| <b>Emergency Services 000</b>                   | <b>University Security 12880</b>     |
| <b>(0 - 000 from University internal phone)</b> | <b>(8201 2880 from mobile phone)</b> |
| <b>For emergencies at FMC 33#</b>               | <b>AWO 0450 424 143</b>              |

### *Stay Calm* **Stop - Assess - Act**

#### **Ask yourself - what has happened? Can I be injured?**

|                              |   |
|------------------------------|---|
| <b>Medical<br/>Emergency</b> | <p><b>1 Call an ambulance 000 (or 0 - 000 from University internal phone)</b></p> <p>State:</p> <ul style="list-style-type: none"> <li>• Your contact number,</li> <li>• Location,</li> <li>• Nature of emergency,</li> <li>• Identify yourself.</li> </ul> |
|------------------------------|---|

|                                   |  |
|-----------------------------------|--|
|                                   | <p><b>2 Call University Security 12880 (or 8201 2880 from mobile phone)</b></p> <p>And give them the same information.</p> <p>University Security will meet the ambulance and guide them to the correct location on the grounds.</p> <p>Remain with the injured/ill person or contact your <a href="#">local first aider (PDF 181KB)</a> to assist until help arrives.</p>   |
| <b>Fire</b>                       | <p><b>If you discover a fire:</b></p> <ol style="list-style-type: none"> <li>1 Alert people nearby and request assistance</li> <li>2 Ring the Fire Service 000 (or 0 - 000 if ringing from a University internal phone)<br/>or operate the nearest Break Glass Fire Alarm</li> <li>3 Ring University Security 12880 (or 8201 2880 from mobile phone)</li> <li>4 Exit the building to your Assembly Area, as directed by a Warden.</li> <li>5 Do not use lifts</li> </ol>   |
| <b>Bushfire</b>                   | <p><b>If there is a bushfire on or near the campus:</b></p> <ol style="list-style-type: none"> <li>1. Close all windows and external doors</li> <li>2. Remain, or go inside and await further instructions from Wardens, University Security or Emergency Services personnel</li> <li>3. Do not evacuate from the campus or drive vehicles until or unless directed to do so by Wardens, University Security or Emergency Services personnel</li> </ol>  |
| <b>Hazardous Substances Spill</b> | <ol style="list-style-type: none"> <li>1 Alert people nearby and request assistance</li> <li>2 Ring the Fire Service 000 (or 0 - 000 if ringing from a University internal phone)</li> </ol> <p>State</p> <ul style="list-style-type: none"> <li>• Your contact number</li> <li>• Location</li> <li>• Nature of Substance</li> <li>• Identify yourself</li> </ul> <p>or operate the nearest Break Glass Fire Alarm</p> <ol style="list-style-type: none"> <li>3 Ring University Security 12880 (or 8201 2880 from mobile phone)</li> </ol> |

|                    |  |  |
|--------------------|--|--|
|                    | <p>4 Keep people away from spill area if safe to do so (do not put yourself in danger)</p> <p>5. If the animals may be/are affected, immediately contact the AWO.</p> <p>6 Exit the building to your Assembly Area, as directed by a Warden. Do not use lifts</p> <p>7 Remain in Assembly Area until advised to leave the area.</p>  |  |
| <b>Earthquake</b>  | <ul style="list-style-type: none"> <li>• Keep away from windows, mirrors &amp; overhead fittings</li> <li>• Take cover under an internal door frame, table or bench</li> <li>• Keep well clear of buildings, walls, power lines, trees etc if outside</li> <li>• Do not stand under awnings or parapets as they may collapse</li> <li>• Move to open ground when safe</li> </ul> | <ul style="list-style-type: none"> <li>• Do not use machines, lights, open flame appliances, lighters or matches, or electrical equipment when gas or fuel leaks are suspected</li> <li>• Do not use the telephone unless there is serious injury or risk</li> <li>• Avoid driving (keep roadways clear for emergency vehicles)</li> <li>• Be prepared for after shocks</li> </ul> |
| <b>Bomb Threat</b> | <p><a href="#">Refer to Guidelines (DOC 125KB)</a></p>   |  |





**BOMB THREAT CHECKLIST**

Remember – keep calm – don't hang up – keep caller talking for as long as possible

**Questions to ask**

1. When is the bomb going to explode?
2. Where did you put the bomb?
3. When did you put it there?
4. What kind of bomb is it?
5. What does the bomb look like?
6. What will make the bomb explode?
7. Why did you place the bomb?
8. Where are you?
9. What is your name?
10. What is your address?

**Exact wording of threat**

**Information on caller**

Sex \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_

Length of call \_\_\_\_\_

**Caller's voice**

- |  |                                     |                                  |
|--|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Calm            | <input type="checkbox"/> Angry      | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Slow            | <input type="checkbox"/> Rapid      | <input type="checkbox"/> Soft    |
| <input type="checkbox"/> Loud            | <input type="checkbox"/> Laughing   | <input type="checkbox"/> Crying  |
| <input type="checkbox"/> Normal          | <input type="checkbox"/> Distinct   | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Intoxicated     | <input type="checkbox"/> Stuttering | <input type="checkbox"/> Lisp    |
| <input type="checkbox"/> Cracking voice  | <input type="checkbox"/> Deep       | <input type="checkbox"/> Ragged  |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Disguised  | <input type="checkbox"/> Accent  |
| <input type="checkbox"/> Deep breathing  | <input type="checkbox"/> Familiar   | <input type="checkbox"/> Raspy   |

If the voice is familiar, who did it sound like?

**Action on call**

Number call received at \_\_\_\_\_

Recipient \_\_\_\_\_

Time \_\_\_\_\_ am/pm Date \_\_\_ / \_\_\_ / \_\_\_

Call reported to \_\_\_\_\_

Telephone No. \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

**Threat language**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Incoherent                   | <input type="checkbox"/> Speech type |
| <input type="checkbox"/> Taped message                | <input type="checkbox"/> Irrational  |
| <input type="checkbox"/> Abusive/foul                 |                                      |
| <input type="checkbox"/> Message read by threat maker |                                      |
| <input type="checkbox"/> Other _____                  |                                      |

**Background noises**

- |  |  |
|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery      | <input type="checkbox"/> Animal noises     |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Clear             |
| <input type="checkbox"/> PA system     | <input type="checkbox"/> Static            |
| <input type="checkbox"/> Music         | <input type="checkbox"/> House noises      |
| <input type="checkbox"/> Motor noises  | <input type="checkbox"/> Office machinery  |
| <input type="checkbox"/> Public phone  | <input type="checkbox"/> Local call        |
| <input type="checkbox"/> STD call      | <input type="checkbox"/> Aircraft          |
| <input type="checkbox"/> Other _____   |  |

**Remarks**

**Instructions**

Report IMMEDIATELY to University Security on 12880.

DO NOT discuss with other staff.

DO NOT return to the area until advised by the Chief Warden, Deputy Chief Warden or Building Warden.

IMMEDIATELY after receipt of the call, please complete this form.

|                              |
|------------------------------|
| <b>Name:</b>                 |
| <b>Position:</b>             |
| <b>Telephone No.</b>         |
| <b>Date:</b> ___ / ___ / ___ |

[http://www.flinders.edu.au/ohs-files/documents/bomb\\_threat\\_checklist.doc](http://www.flinders.edu.au/ohs-files/documents/bomb_threat_checklist.doc)

**Personal Threat**

**Ring University Security 12880 (or 8201 2880 from mobile phone)**

State:

- Your contact number
- Location
- Nature of threat
- Your name

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Description of person(s) involved</li> </ul>   |
| <b>Emergency<br/>Warning<br/>Procedures</b> | <p><b>When Alert signal sounds (Beep ...Beep...)</b></p> <ul style="list-style-type: none"> <li>• Cease inter-floor movement</li> <li>• Await further instructions via the PA or from the Warden</li> </ul>   |
|   | <p><b>When evacuation signal sounds (whoop...whoop...)</b></p> <ul style="list-style-type: none"> <li>• Proceed via the safest route to the assembly area. <b>Do not use lifts.</b></li> <li>• Assist mobility impaired people as necessary</li> <li>• Follow the directions of the Warden(s)</li> <li>• Do not re-enter the building until instructed to do so by persons in authority.</li> </ul> <p><b>After Hours</b></p> <p>Outside of normal business hours, evacuate the building on hearing the alert or evacuation signal.</p> |

## Earthquakes

- The following guidelines are provided to assist staff and students in the event of an earthquake. The major threat of injury during an earthquake is from falling objects and debris, and many injuries are sustained while entering or leaving buildings. Therefore, it is important to remain inside the building and quickly move away from windows, glass and free standing partitions and shelves. Take cover under a sturdy desk or table, or against an inside wall until the shaking stops.
- **If you are inside the building:**
  1. Get under desk or table or other sturdy furniture with your back to windows.
  2. If this is not possible, sit in a corner or with your back against a wall and away from any windows.
  3. Adopt crouching position and protect face, eyes and ears. Cover with clothing (if available).
  4. Stay away from windows, bookcases, or other heavy objects and maintain this position until shaking stops.
- When the danger inside the building has passed proceed to the designated evacuation assembly point as quickly as possible. If any persons are unable to exit the building, please report this to the designated emergency control staff

(University Emergency Control Coordinator, building Chief Warden, or Wardens), or security staff.

- **DO NOT USE LIFTS**
- **If you are outside the building:**
  1. Assume crouching position in open space and maintain this position until shaking stops.
  2. Move away from buildings, trees, and overhead wires/poles.
  3. **DO NOT ENTER** the building until it is determined to be safe by the emergency personnel (police, fire officers), the designated emergency control staff (University Emergency Control Coordinator, building Chief Warden, or Wardens), or security staff.
- After the shaking subsides, provide first aid assistance or support to any injured persons. **DO NOT MOVE** injured persons unless they are in immediate danger. For a serious injury, ring for an ambulance first and then contact University security.
- If possible, proceed to the designated evacuation assembly area and away from the buildings. There may be aftershocks or tremors following the earthquake. Protect yourself by crouching down and covering face, eyes, and ears using clothing if available.
- If a fire occurs, activate the nearest fire alarm "break glass" point as the system may still be functional.
- If the animals are affected, immediately contact the AWO.

### Emergency Procedures

- Wardens should assume their designated roles of evacuating building occupants **ONLY** if it is safe to do so. If you are unable to re-enter the building, please provide any assistance necessary in directing personnel to the assembly area or make yourself available to provide first aid assistance if qualified to do so.
- The University Emergency Control Coordinator will be overseeing the situation and may have allocated security staff to designated areas to instruct staff/students in relation to further action.

### Unauthorised Access

- Entry to the facilities must not be granted to anyone without access or identification to support access request (contractor, etc).
- If access is breached, retreat to a secure location and contact Security.

## SOP Review

This SOP currently applies to the animals housed in the College of Science and Engineering Animal Facility and field sites. This SOP will be reviewed 3 yearly, but also updated more frequently as policies, techniques and animal care requirements change.

Any questions regarding the above guidelines and any technical advice/ assistance required can be directed to Animal Facility Manager.

| Position                | Name            | Contact Details  |
|-------------------------|-----------------|--|
| Animal Facility Manager | Leslie Morrison | X 12196<br>Office in Animal Facility<br><a href="mailto:Leslie.morrison@flinders.edu.au">Leslie.morrison@flinders.edu.au</a> |
| Animal Welfare Officer  | Lewis Vaughan   | 0450 424 143<br><a href="mailto:awo@flinders.edu.au">awo@flinders.edu.au</a>   |