



ST ANDREW'S COLLEGE EMERGENCY ORDERS

FOR WARDENS & RUNNERS

Distribution

Copy of whole to:

Nighthawks
Senior Student and Deputy Wardens
Wardens and Runners

2024

ST ANDREW'S COLLEGE EMERGENCY ORDERS

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SECTION I - PROCEDURES

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. .**
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

All college staff, students and visitors are required to respond to emergency alarms and follow instructions

1. Check for any signs of immediate danger

2. If the fire, smoke or emergency situation warrants immediate, or subsequent evacuation, safely follow the exit signs to the nearest available fire stairs or exit.
3. ASSEMBLE ON THE OVAL, and assist Wardens to determine that the building is clear of occupants.
4. Inform the Chief Warden or a Fire Brigade Officer if someone is not accounted for.
5. Do not re-enter the building until the Fire Brigade or a College Officer advises that it safe to do so.

SECURITY

1. The University Security emergency number is 9351 3333.
2. The St Andrew's Nighthawk number is 0434 602 994

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. 9565 7566),
UNIVERSITY SECURITY SERVICES (Tel. 9351 3333), they hold
the master keys. BURSAR (Tel. 9565 7565)
After hours NIGHTHAWK (Tel. 0434 602 994)

NOTIFY SENIOR STUDENT (CHIEF WARDEN) OR DEPUTY CHIEF WARDEN OR AREA WARDEN

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 the building.

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 at your location)**

Runner **(Check the fire notice at your location)**

The Chief Warden is **Ewan Jackson** Room 901

The Deputy Chief Warden is **Phoebe Lotz** Room 900

The Area Warden is **Georgina Beer** Room 903

SECTION II - DUTIES OF NOMINATED PERSONS

DUTIES

PERSONNEL

1. **Chief Warden and Deputy Chief Warden and Area Warden** are appointed by the Principal and responsible to the Principal, through the Vice Principal for all matters relating to: -
 - i) Emergency preparedness in all buildings of the College including the physical presence of fire-fighting equipment (but not its maintenance which is the responsibility of the Works Manager) and ensuring that all corridors, landings and stairs are clear of all impediments at all times.
 - ii) Complete evacuation control during an emergency condition.
 - iii) Meeting and taking Fire Brigade officers to the fire.

Whenever possible arrangements should be made between Wardens so that they are not all absent from the College at the same time.

2. **Wardens**

The Senior Student is to be the Chief Warden. The Deputy Chief Warden or the Area Warden becomes the Chief Warden in the Senior Student's absence.

Each floor of Main, Thyne, Reid, Hanks, The Old Laboratory, Sulman, ,Lodge, Harper Building and Gatehouse have a Warden who, under the control of the Chief Warden, will be responsible for implementing all operations necessary to safeguard life and property on their floor including the physical presence of fire-fighting equipment (but not its maintenance which is the responsibility of the Works Manager) and ensuring that all corridors, landings and stairs are clear of all impediments at all times and for controlling the movement of personnel down fire stairs. There is also a Warden who will look after people on the Oval.

3. **Runners**

There should be at least one person, who under the control of the floor Wardens will visit toilets or other rooms to ensure that no one is left behind in the event of evacuation being implemented.

Runners are to be appointed to assist the Chief Warden and floor Wardens to carry verbal messages in the event of communication failure.

Fire Wardens List – All Locations 2024

TITLE	NAME	ROOM	LOCATION
CHIEF WARDEN	Ewan Jackman	901	Hanks
DEPUTY CHIEF WARDEN	Phoebe Lotz	900	Hanks
AREA WARDEN	Georgina Beer	903	Hanks
WARDEN	Dylan Simpson	05	Ground Floor Main
RUNNER	Conor Press	08	
WARDEN	Leon Mason-Bunton	26	
RUNNER	Hector Saker	21	First Floor Main
WARDEN	Remy Cameron	45	
RUNNER	Maxime Benoit	35	
WARDEN	Jenna Veal	52	
RUNNER	Nicholas Cradock	47	Top Floor Main
WARDEN	Jenny Hill	62	
RUNNER	Xavier Cardozo	68	
WARDEN	Kristen Emseis	83	
RUNNER	Luc Do	76	
WARDEN	Luca Wynn	52	Sulman
RUNNER	Ailish Barry	55	
WARDEN	Maya Levin	101	Reid 100's
RUNNER	Mirren Fitzgerald	106	
WARDEN	Nicholas Harris	212	Reid 200's
RUNNER	Harriet Lotz	206	
WARDEN	Thomas Lynch	312	Reid 300's
RUNNER	Harrison Hartnell	302	
WARDEN	Destiny Batman-Peris	403	Reid 400's
RUNNER	Kokulaan Santhakumar	412	
WARDEN	Lucy Waddell	145	Thyne 100's
RUNNER	Aredith Janarth	157	
WARDEN	Allegra McGivern	244	Thyne 200's
RUNNER	Clara McDonald	252	
WARDEN	John Coleman	353	Thyne 300's
RUNNER	Jasmine Petty	345	
WARDEN	Olivia Scott	453	Thyne 400's
RUNNER	Sofia Hurley	445	
WARDEN	Charlie McLaren	544	Thyne 500's
RUNNER	Saxon Fenwicke	541	
WARDEN	Tushar Aneja	236	Link 200's
RUNNER	Kiahn Ladkin	230	
WARDEN	Scarlett Pearce	336	Link 300's
RUNNER	Jack Clarke	330	
WARDEN	Imogen Taylor	436	Link 400's
RUNNER	Amelia Hansen	430	
WARDEN	Lucia Williamson	536	Link 500's
RUNNER	Saskia Roberts	530	
WARDEN	Anouk Wickham	636	Link 600's
RUNNER	Eleanor Miller	631	
WARDEN	March Peters	515	Hanks 500's
RUNNER	Edward Cropper	516	
WARDEN	Hayley Leighton	618	Hanks 600's
RUNNER	Matilda Lund	620	
WARDEN	Sophia Wood	723	Hanks 700's
RUNNER	Katherine Mahony	716	
WARDEN	Jamie Podmore Taylor	800	Hanks 800's
RUNNER	Anna Hunt	801	
WARDEN	Charlotte Scott	904	Hanks 900's
RUNNER	Benjamin Wright-Smith	905	
WARDEN	Rosie Charge	TOL 3	The Old Laboratory
RUNNER	Wilfred Evans	TOL 4	
HARPER	Adam Ward	H3	Harper
GATEHOUSE	Jason Chin	GH	Gatehouse
LODGE	Robert Leach	Lodge	Lodge

SECTION III – GENERAL INSTRUCTIONS PRECAUTIONS PRIOR TO EMERGENCY

1. **Instruction Signs**

The following instruction signs are to be displayed throughout the building:

“In the event of an emergency contact emergency personnel and assemble on the Oval.”

All Hours: Fire – Police – Ambulance Dial 000

2. **Floor Plans and Emergency Personnel**

Floor plans which clearly indicate the position of fire stairs and exits will be prominently displayed on each floor so that persons may become familiar with the location of all available exits, and the names and locations of the Chief Warden, Deputy Warden, Wardens and Runners.

3. **Identification of Emergency Personnel**

A red colored cap is to be used by emergency personnel for easy recognition by staff and attending emergency authorities in a crowd situation.

They shall be designated at the front: “Chief Warden”, “Warden”, etc. as appropriate.

4. **Training**

Once emergency procedures are established fire drills and evacuation exercises are to be held periodically, at least twice per year, to ensure all occupants: -

- Readily understand applicable procedures.
- Are familiar with the emergency procedures for their area.
- Know locations of exits, Wardens, the designated assembly area outside the building and the location of fire extinguishers.

YOUR SAFETY DEPENDS ON IT

5. **Warden’s Caps**

The red Warden’s caps will be issued at the beginning of each academic year and recovered at the end of it under the direction of a student, normally the Honorary Assistant Treasurer, as nominated by the Senior Student. The Bursar will have custody of the caps at other times.

ST ANDREW'S COLLEGE
OUT OF HOURS
INCIDENT MANAGEMENT PLAN

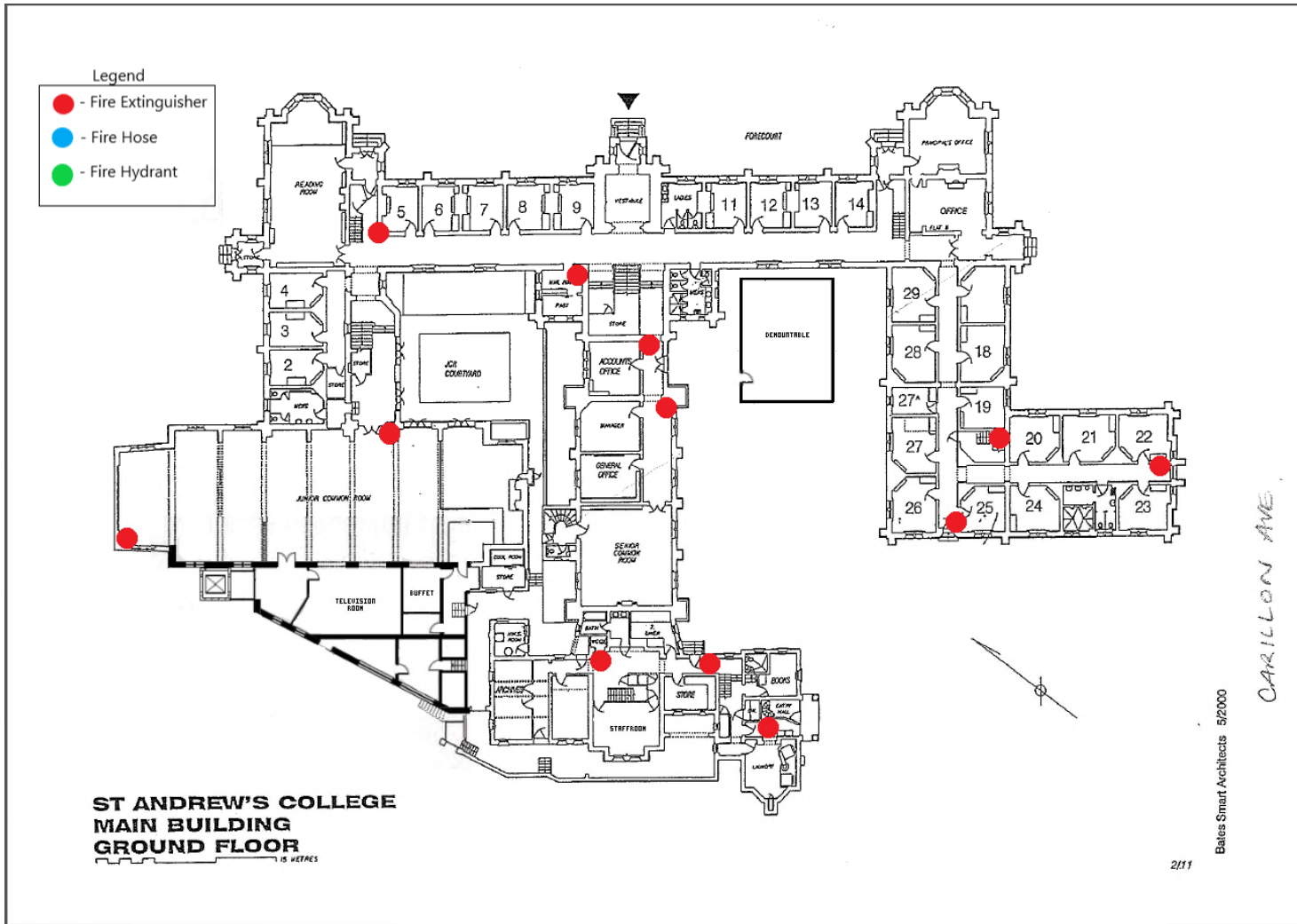
ALL PROBLEMS SHOULD BE ASSESSED ON THE SPOT AND JUDGEMENTS MADE AS TO THE SERIOUSNESS OF THE SITUATION.

IF THERE IS A:

MATERIAL PROBLEM	or	AN EMERGENCY	or	A PEOPLE PROBLEM
<u>BEFORE CALLING A</u>		<u>FOR</u>		<u>HELP</u>
❖ PLUMBER		❖ SECURITY 9351 3333		❖ STUDENT
❖ ELECTRICIAN		❖ NIGHTHAWK After Hours.....0434602994		❖ GUEST
❖ GLAZIER		❖ POLICE 000		❖ HEALTH
❖ ROOFER		❖ FIRE 000		❖ HARM
❖ AIR CONDITIONER		AMBULANCE 000		❖ HARASSMENT
❖ HEATING ENGINEER				
❖ PABX TECHNICIAN				
❖ ANY OTHER TRADESMAN				
→ CALL THE PRINCIPAL		→ CALL THE SERVICE		→ CALL
→ CALL THE NIGHHAWK (After Hours)				
IF NO RESPONSE ACT INDEPENDENTLY		THEN INFORM THE NIGHTHAWK PRINCIPAL VICE PRINCIPAL		NIGHTHAWK PRINCIPAL VICE PRINCIPAL

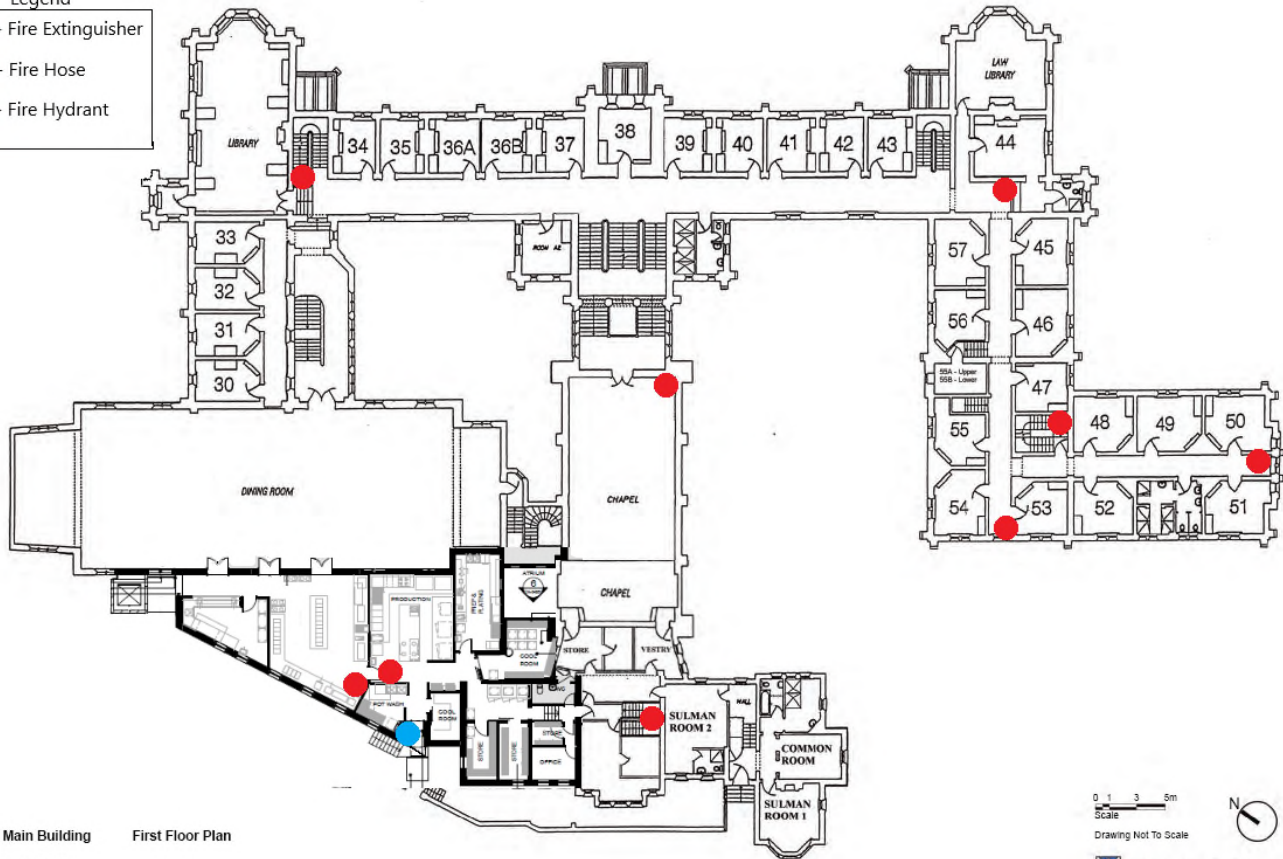
Title	Name
Principal	Robert Leach
Vice Principal	Ian Smith
Nighthawk	Nathan Lange
Senior Student	

Annex B- FIRE SAFETY EQUIPMENT LOCATIONS



Annex B- FIRE SAFETY EQUIPMENT LOCATIONS

- Legend
- - Fire Extinguisher
 - - Fire Hose
 - - Fire Hydrant

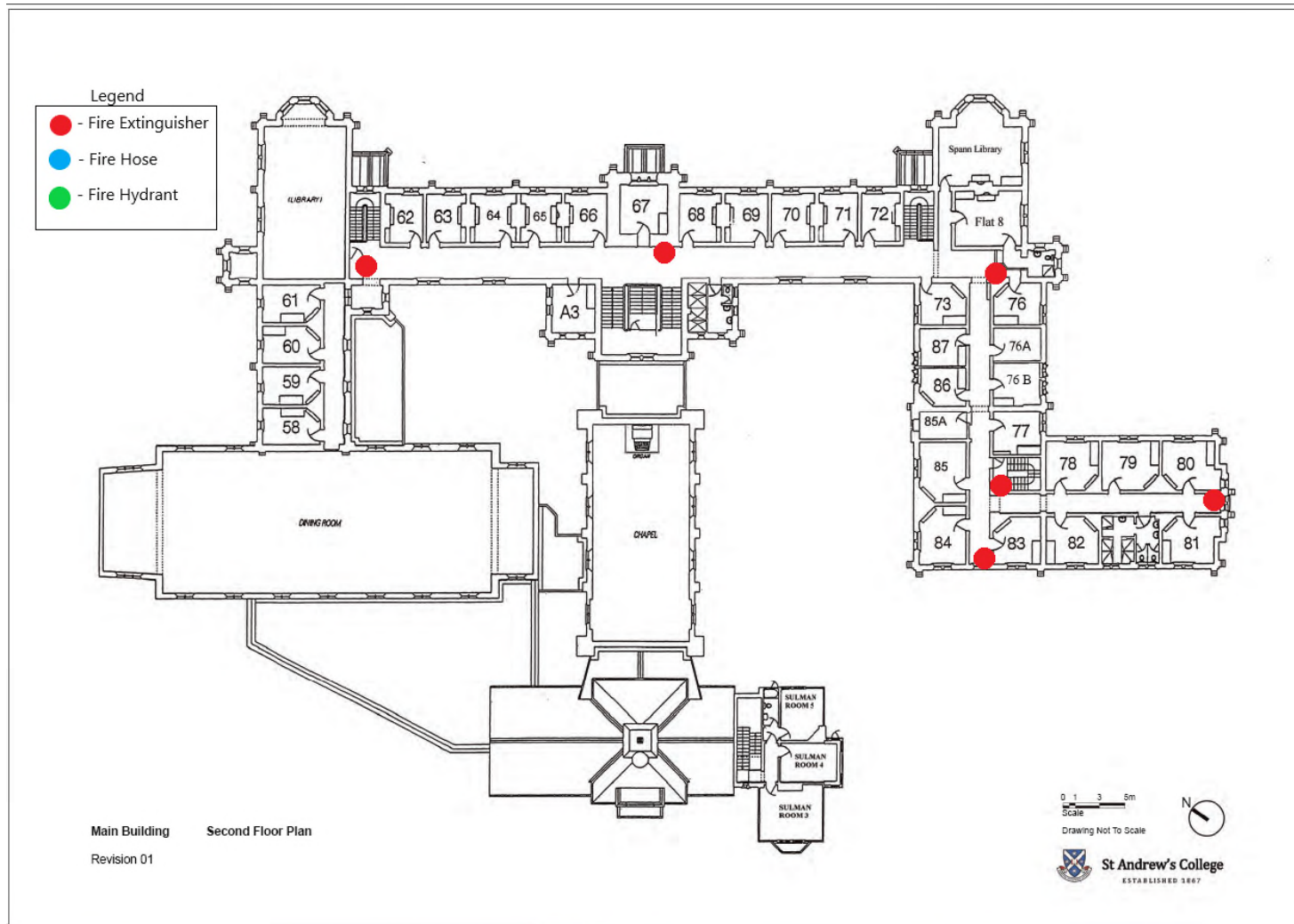


Main Building First Floor Plan
Revision 01

0 1 3 5m
Scale
Drawing Not To Scale

St Andrew's College
ESTABLISHED 1867

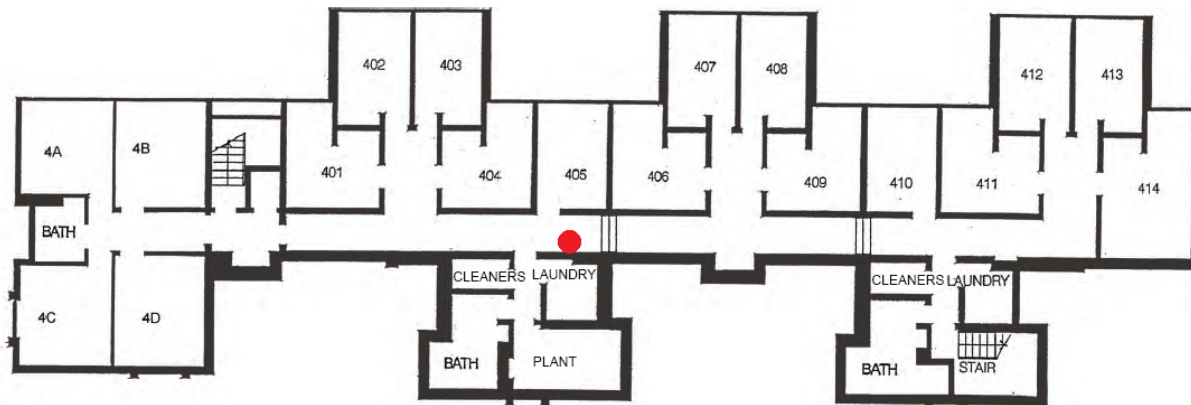
Annex B- FIRE SAFETY EQUIPMENT LOCATIONS



Annex B- FIRE SAFETY EQUIPMENT LOCATIONS

Legend

- - Fire Extinguisher
- - Fire Hose
- - Fire Hydrant



Thyne Building Lower Ground Floor Plan - 400's
Revision 01

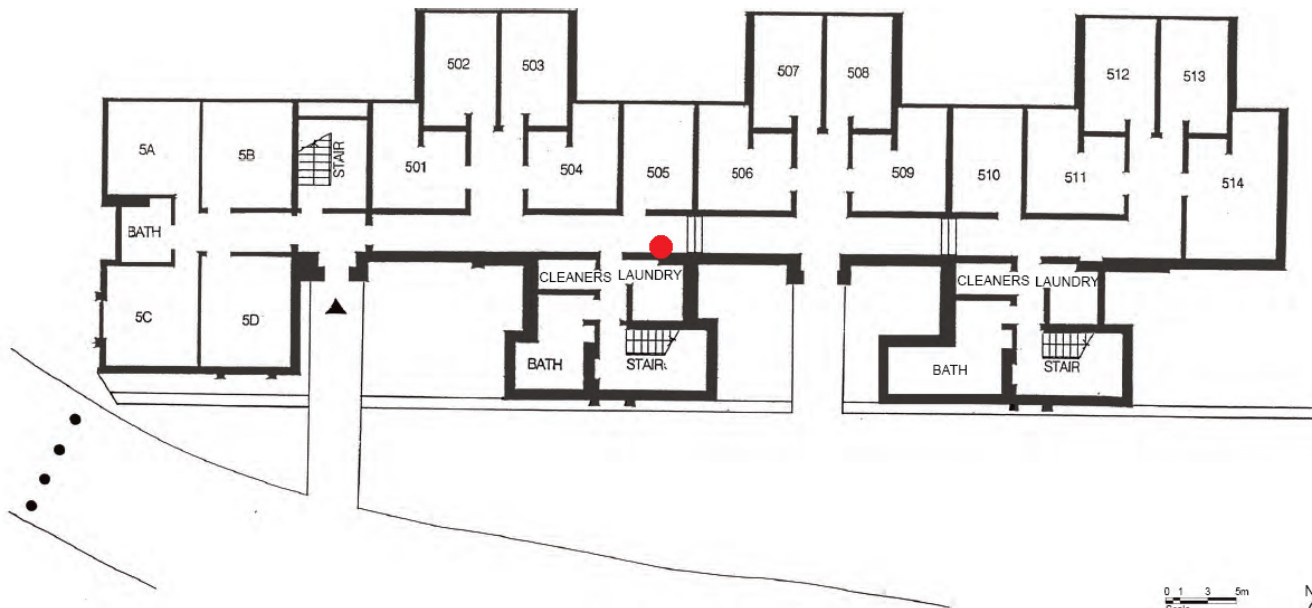
0 1 3 5m
Scale
Drawing Not To Scale



Annex B- FIRE SAFETY EQUIPMENT LOCATIONS

Legend

- - Fire Extinguisher
- - Fire Hose
- - Fire Hydrant



Thyne Building Ground Floor Plan - 500's
Revision 01

MAIN GATE

0 1 3 5m
Scale
Drawing Not To Scale

St Andrew's College
ESTABLISHED 1867

Annex B- FIRE SAFETY EQUIPMENT LOCATIONS

Legend

- - Fire Extinguisher
- - Fire Hose
- - Fire Hydrant



Thyne Building First Floor Plan - 600's
Revision 01

0 1 3 5m
Scale
Drawing Not To Scale

St Andrew's College
ESTABLISHED 1867

Annex B- FIRE SAFETY EQUIPMENT LOCATIONS

Legend

- - Fire Extinguisher
- - Fire Hose
- - Fire Hydrant

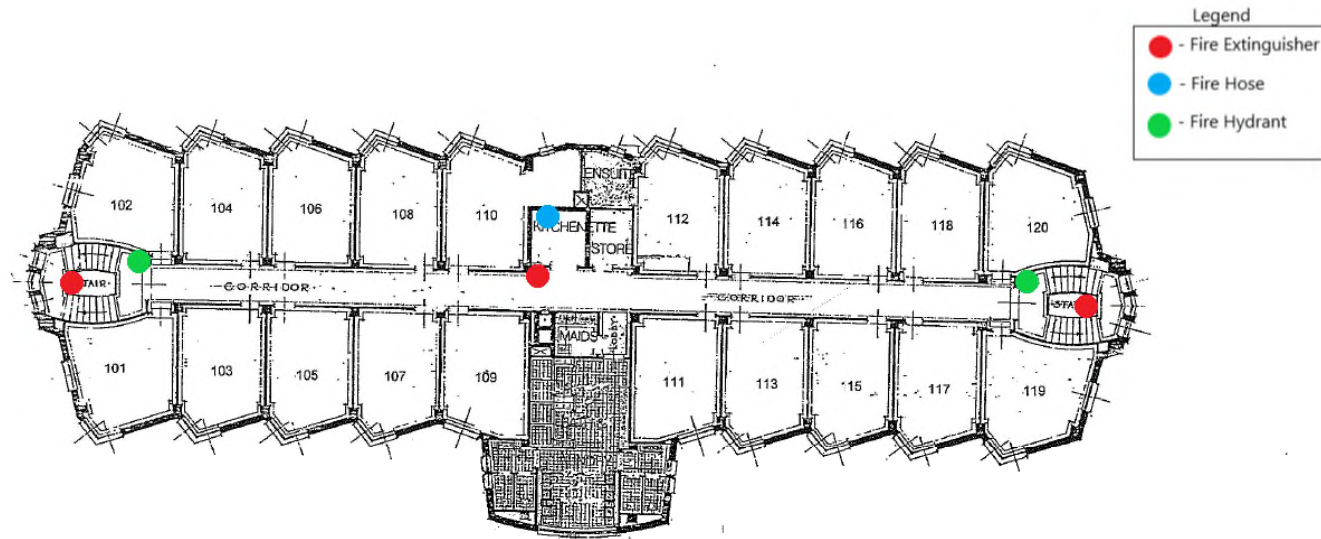


Thyne Building Second Floor Plan - 700's
Revision 01

0 1 3 5m
Scale
Drawing Not To Scale

St Andrew's College
ESTABLISHED 1867

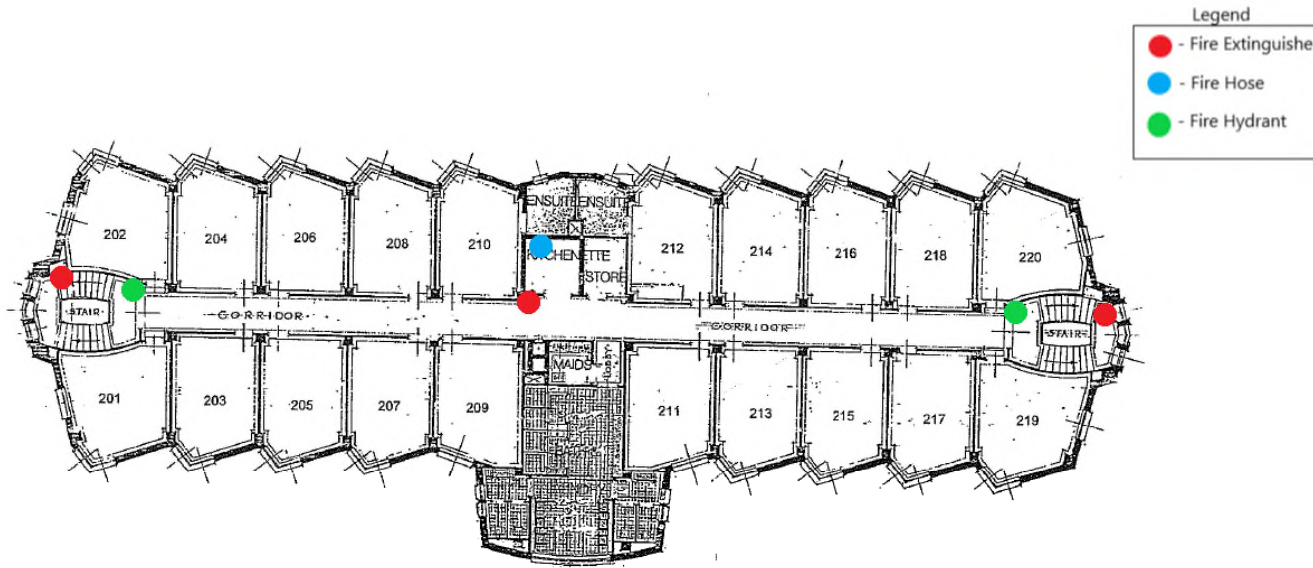
Annex B- FIRE SAFETY EQUIPMENT LOCATIONS



ST ANDREW'S COLLEGE
REID BUILDING
GROUND FLOOR (100'S)



Annex B- FIRE SAFETY EQUIPMENT LOCATIONS

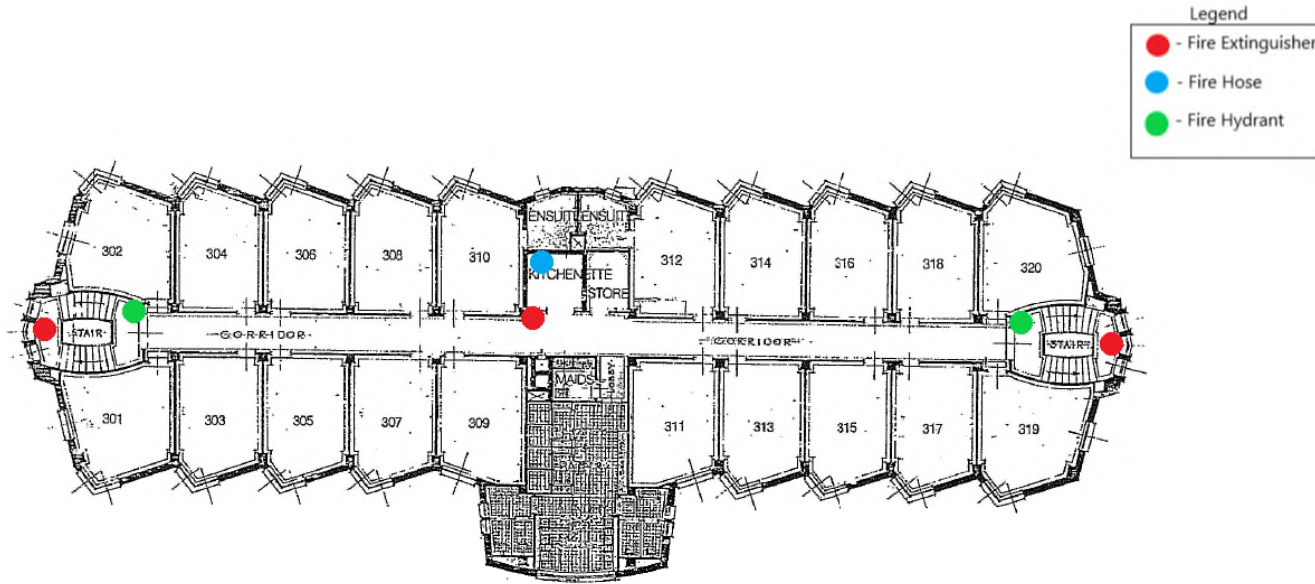


**ST ANDREW'S COLLEGE
REID BUILDING
FIRST FLOOR**

(200'S)



Annex B- FIRE SAFETY EQUIPMENT LOCATIONS

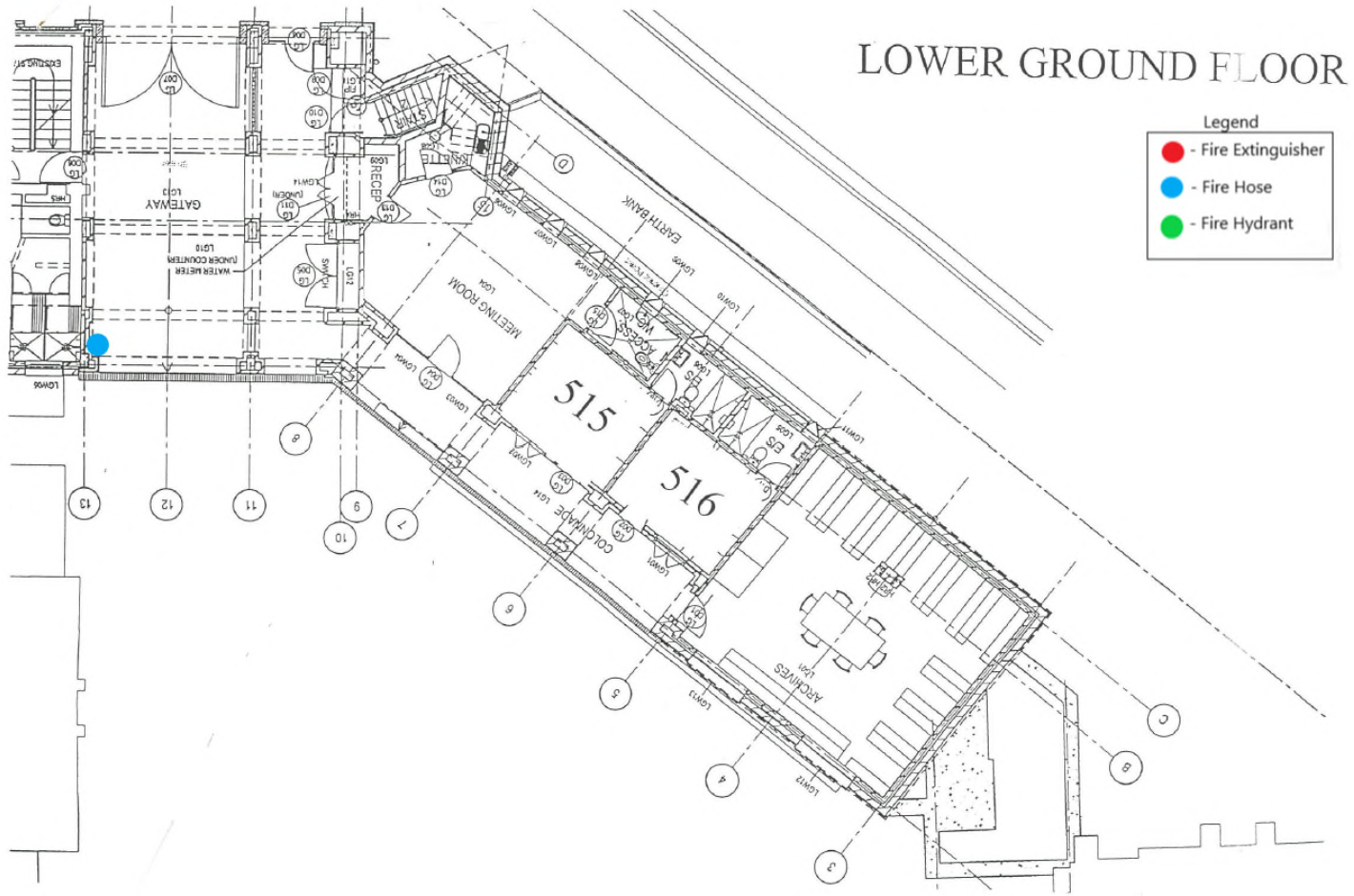


**ST ANDREW'S COLLEGE
REID BUILDING
TOP FLOOR**

(300'S)

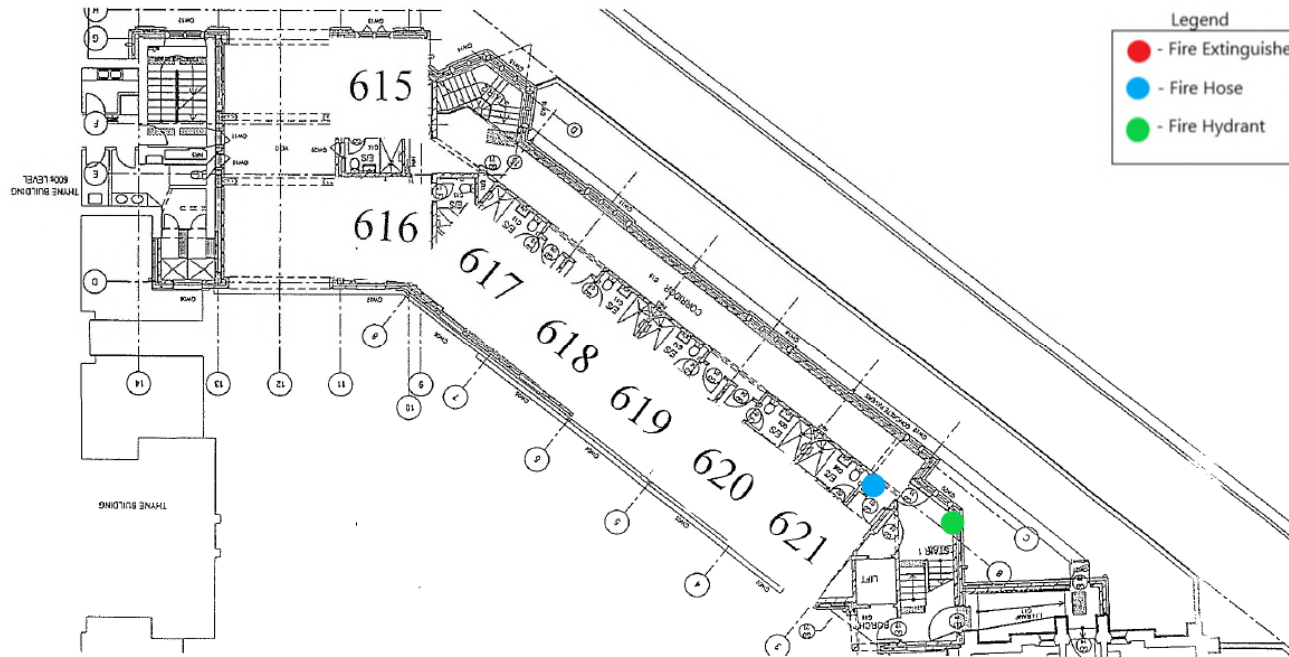


Annex B- FIRE SAFETY EQUIPMENT LOCATIONS

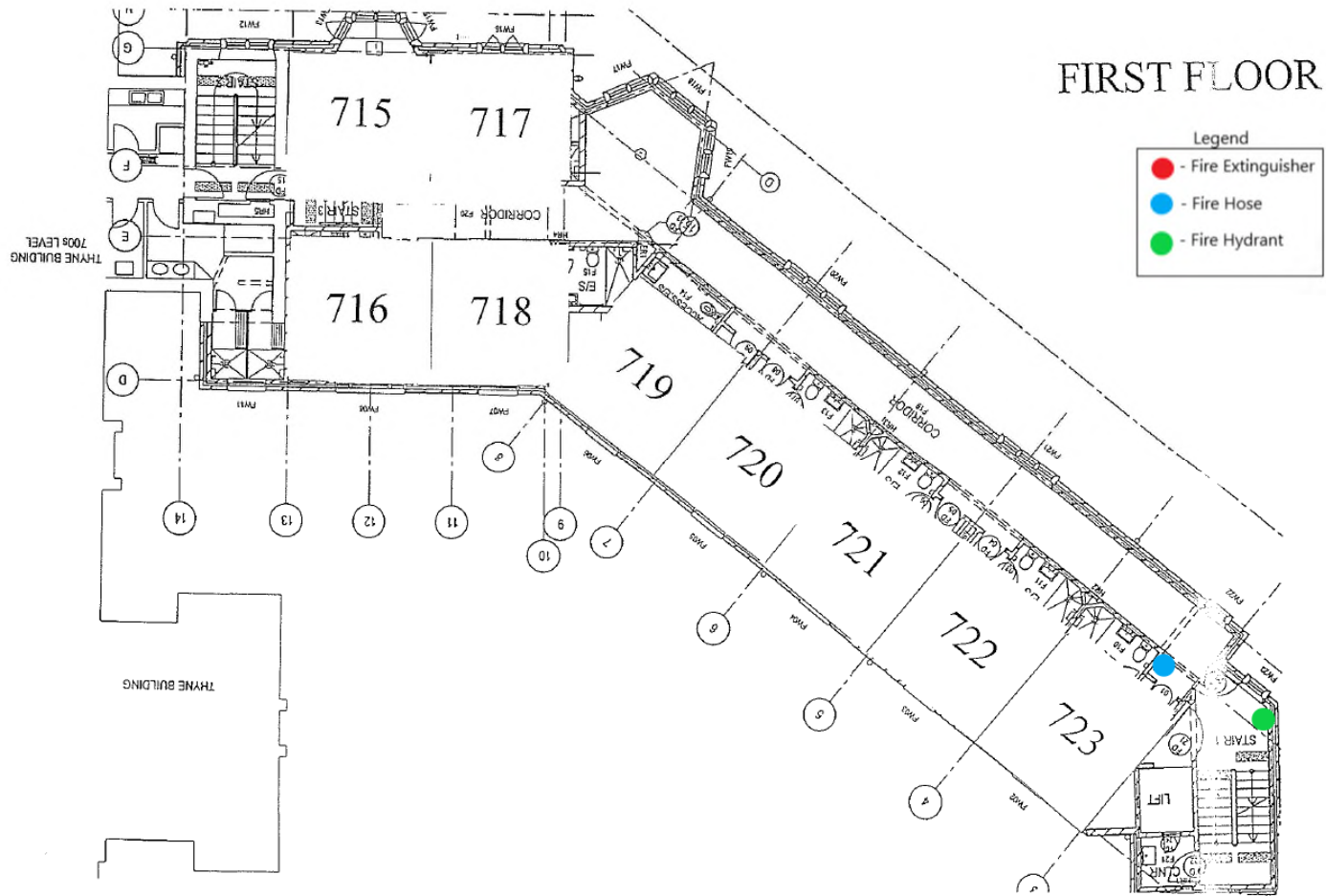


Annex B- FIRE SAFETY EQUIPMENT LOCATIONS

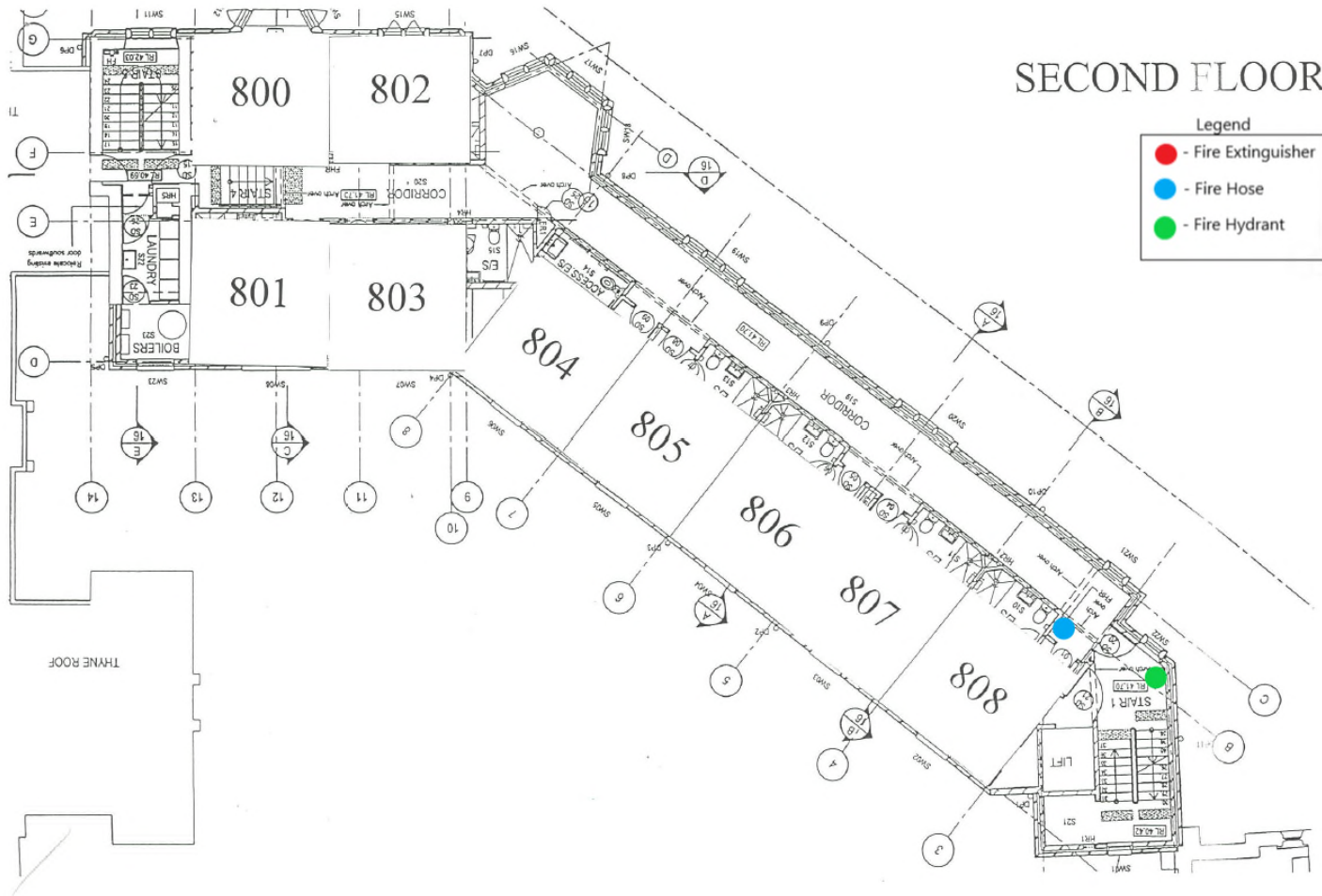
GROUND FLOOR



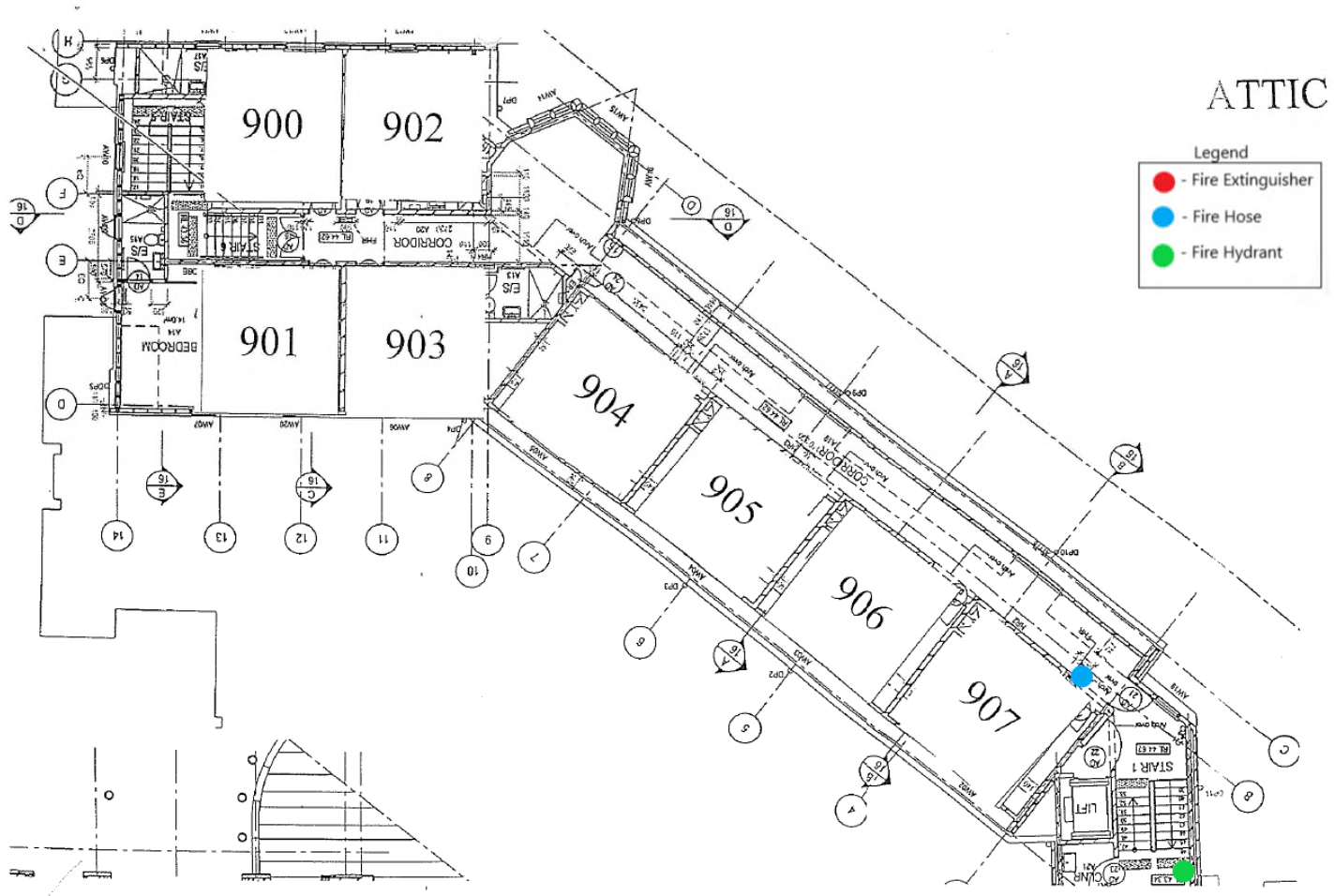
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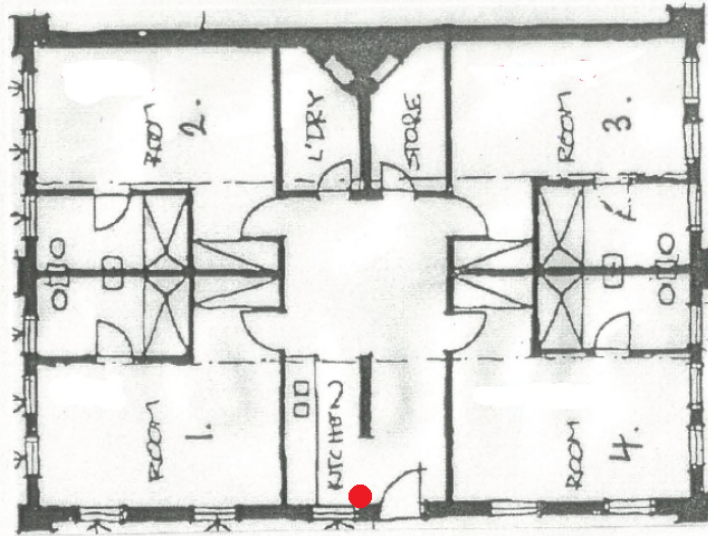


Annex B- FIRE SAFETY EQUIPMENT LOCATIONS



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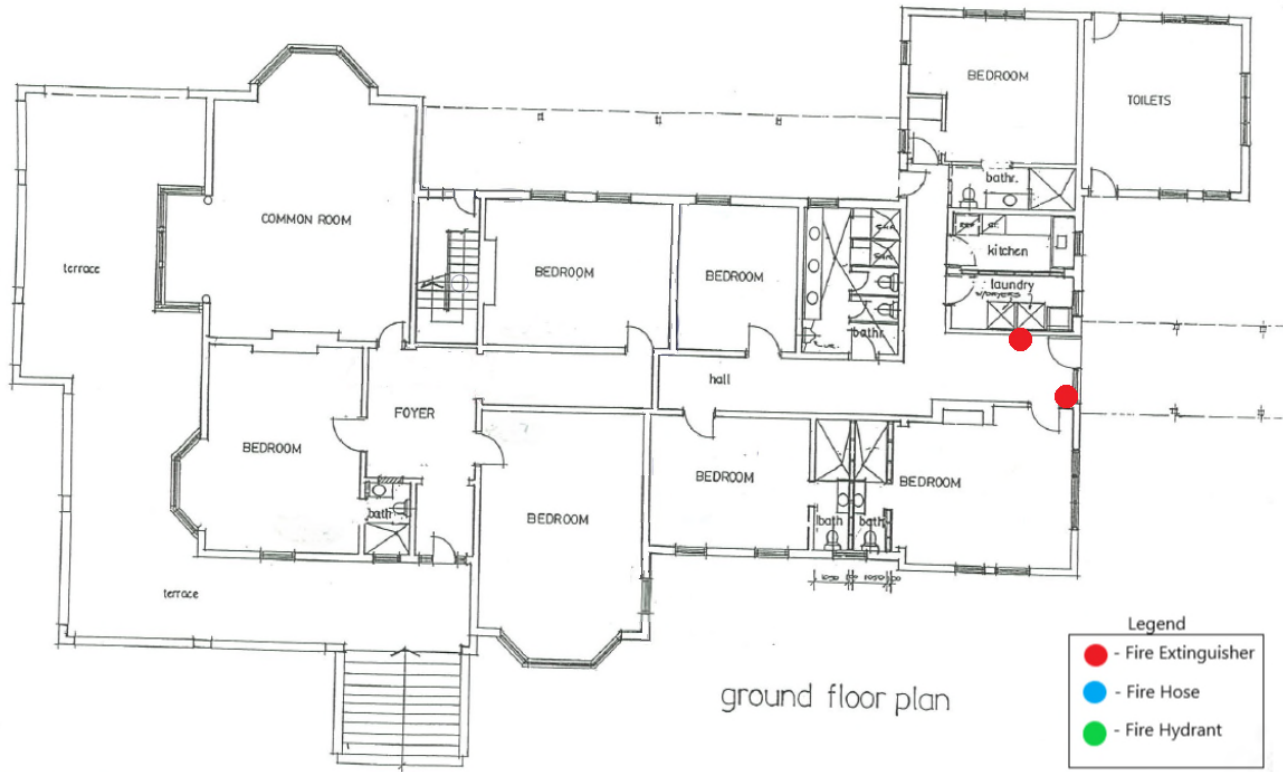
- Legend
- - Fire Extinguisher
 - - Fire Hose
 - - Fire Hydrant



ST ANDREW'S COLLEGE

OLD LABORATORY

Annex B- FIRE SAFETY EQUIPMENT LOCATIONS



ST.ANDREW'S COLLEGE HARPER BUILDING