

**EMERGENCY PROCEDURES**

**MECHANICAL & INDUSTRIAL**

**ENGINEERING**

**BUILDING**

Compiled by: Karina Smith

On behalf of: **Mechanical & Industrial Engineering Building, Faculty of  
Engineering, Stellenbosch University**

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# EMERGENCY PROCEDURES AND PLAN FOR

## MECHANICAL & INDUSTRIAL ENGINEERING BUILDING

### DECLARATION OF AN EMERGENCY

The Emergency Coordinator shall communicate with the Dean of the Faculty of Engineering before a declaration of emergency is issued or cancelled in the General Engineering Building.

In the absence of such officials, the most senior person on site shall endeavour to contact the Emergency Committee for a declaration or cancellation of an emergency.

### MECHANICAL & INDUSTRIAL ENGINEERING BUILDING RISK MANAGEMENT COMMITTEE

NAME	POSITION	LAND LINE.	CELL NO.
Prof Corne Schutte	Chairman: Industrial Eng. Dept.	021 808 3617	082 447 7780
Prof Cornie Scheffer	Chairman: Mechanical & Mechatronic Eng. Dept.	021 808 4249	082 777 2882
Me Karina Smith	Secretary (4th Floor)	021 808 4234	082 386 2239
Mr Philip Hugo	IBI Laboratories	021 808 4257	072 185 7567
Ms Marilie Oberholzer	Secretary (5 <sup>th</sup> Floor)	021 808 4374	082 321 9072
Mr Pieter Hough	2 <sup>nd</sup> Floor Office & Classrooms	021 808 3479	078 208 9173
Me Shiyaam Valentyn	6 <sup>th</sup> Floor	021 808 4054	076 798 6422
Mr Cobus Zietsman	M&M Laboratories	021 808 4275	083 767 1835

Date: 27 August 2014

Compilation date: 27 August 2014

6 Monthly Review Date: 31 January 2015

Any suggested changes to this document must be submitted to the Emergency Coordinator for review and further approval by the Dean of the Faculty.

# EMERGENCY PROCEDURES AND PLAN FOR

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### **DISTRIBUTION LIST**

NAME	POSITION
Mr Viljoen van der Walt	Head: Risk and Protection Services
Mr Mahoney Viljoen	US Occupational and Health Safety Officer
Mr Chris Munnik	Chief Director: Facilities Management
Prof JH Knoetze	Dean: Engineering
Mr VS D'Aguanno	Faculty Manager: Engineering
All staff:	Mechanical & Industrial Engineering
Risk and Protection Services	Sharepoint
Prof Corne Schutte	Chairman: Industrial Engineering
Prof Cornie Scheffer	Chairman: Mechanical & Mechatronic Eng.
Mr Cobus Zietsman	Labs: Mechanical & Mechatronic Eng.
Mr Philip Hugo	Labs: Industrial Engineering
Mr Pieter Hough	1 <sup>st</sup> and 2 <sup>nd</sup> Floor of Mechanical & Industrial Building
Mrs Karina Smith	3 <sup>rd</sup> and 4 <sup>th</sup> Floor of Mechanical & Industrial Building
Ms Marilie Oberholzer	5 <sup>th</sup> Floor of Mechanical & Industrial Build
Mrs Shiyaam Valentyn	6 <sup>th</sup> Floor of Mechanical & Industrial Build

### **PURPOSE OF THIS DOCUMENT**

To ensure a timeous, well co-coordinated plan of action in the event of a major incident, accident or any event the Dean deems to be a risk to employees, students or the general public at the Faculty of Engineering, Stellenbosch University.

### **SCOPE OF DOCUMENT**

To cover any emergency type eventuality that may require a co-coordinated action by any organization and or individuals.

### **AIM OF DOCUMENT**

To identify and outline a procedure drawn up by the Safety committees to cope with any emergency situation at Faculty of Engineering, with the ultimate aim to minimize the effects of such emergency so as to avoid:

- Panic
- Loss of Life
- Damage to property
- Injury to persons

### **DEFINITIONS**

#### **(a) STELLENBOSCH UNIVERSITY CONTROL CENTRE**

The place from where emergency communications and responses are centrally co-ordinated and normally situated at the Campus Protection Services unless this is incapacitated.

#### **(b) DEAN OF FACULTY**

The person appointed by the University of Stellenbosch as Dean of the Faculty of engineering. The Emergency Coordinator reports to this person.

#### **(c) EMERGENCY COORDINATOR**

Appointed by the Dean of the Faculty of Engineering to head the General Engineering Building Risk Management Committee and holds the position of Faculty Manager.

#### **(d) EVACUATION TEAM LEADER**

The senior person employed by the Faculty of Engineering and member of the staff of the university

## EMERGENCY PROCEDURES AND PLAN FOR MECHANICAL & INDUSTRIAL ENGINEERING BUILDING

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**(e) EVACUATOR**

To be appointed by the Evacuation Team Leader.

**(f) FIRE FIGHTER**

Any staff member suitably qualified and appointed by the Evacuation Team Leader. Fire fighters will automatically act under the auspices of the Fire Department during an emergency.

**(g) FIRST AIDER**

Any suitably qualified person appointed by the Evacuation Team Leader.

**(h) FIRST AID TEAM LEADER**

Any suitably qualified person appointed by the Evacuation Team Leader.

**(i) HEAD OF DEPARTMENT/CHAIRPERSON**

The person appointed by the Dean of the Faculty of Engineering for the daily running of the operations and facilities in a specific area of the Mechanical & Industrial Engineering Building.

**(j) PREMISES**

Mechanical & Industrial Engineering Building, Faculty of Engineering, Joubert Street, Stellenbosch

**(k) S.A.P.S.**

The South African Police Service.

**(l) MARSHALLS**

Any suitably qualified person appointed by the various departments or divisions within the General Engineering Building.

**(m) FACULTY OF ENGINEERING RISK MANAGEMENT COMMITTEE**

The Risk Management Committee of the Faculty of Engineering under the Chairmanship of the Dean of Engineering and consisting of the different Building Risk Management Committee Chairpersons, Vice-Deans of the Faculty of Engineering and Faculty Manager.

### **COMMAND AND CONTROL**

- In the event of an emergency the Emergency Coordinator shall inform the Dean or his representative, Risk and Protection Services and the necessary emergency services immediately.

## EMERGENCY PROCEDURES AND PLAN FOR

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- The Emergency Coordinator shall work in conjunction with Risk and Protection Services, the appointed persons, the S.A.P.S or any other person or organisation he/she deems to be needed for such emergency.

## ORGANISATIONS AND RESPONSIBILITIES

### **STAFF:**

- Shall provide support for the Department Heads/Chairpersons, Emergency Coordinator and any person in its employ to work in conjunction with the S.A.P.S in time of crisis to ensure that all evacuation routes are clear to effect an orderly and safe movement of persons from the premises.
- Provide technical support where deemed necessary.
- Assist with the evacuation of all students and staff and the manning of assembly points, roll-calls and determination of attendance.

### **S.A.P.S:**

- The SAPS will be responsible for law and order, cordons, crowd control or any other necessary action needed as directed by the Minister of Safety and Security.
- To assist/improve and provide backup support during an evacuation, in line with their legal obligations.
- The SAPS bomb squad and dog unit shall be informed at the discretion of the Emergency Coordinator.

### **FIRE RESCUE SERVICES OF STELLENBOSCH**

- In the event of a fire, notify the Fire Department that falls under the control of the Stellenbosch Municipality. (The numbers are listed on page 22 of this document)

### **DISASTER MANAGEMENT UNIT**

- The role of disaster management is a staff function, namely one of planning, coordination and back up in a major incident where additional resources or manpower and equipment are needed.

### **PUBLIC INFORMATION**

- It is the responsibility of University of Stellenbosch, through the Rectors Office to provide information to the media and public. In the event of deaths or casualties, the S.A.P.S. will handle this in conjunction with the appointed Public Relations Officer of the University of Stellenbosch.

# EMERGENCY PROCEDURES AND PLAN FOR

## MECHANICAL & INDUSTRIAL ENGINEERING BUILDING

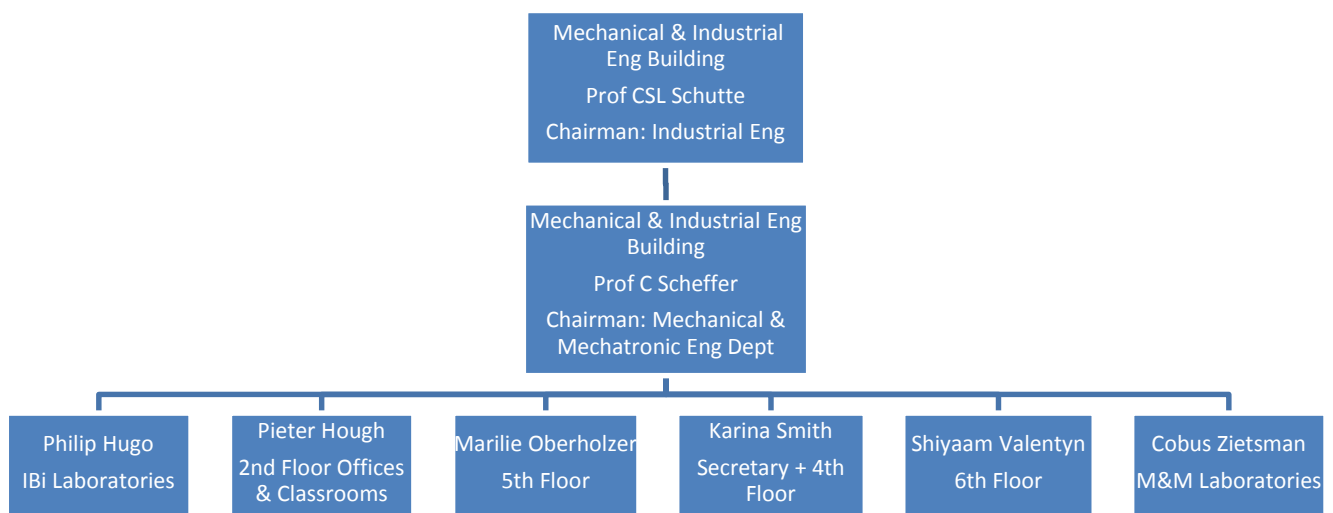
### EMERGENCY PREPAREDNESS

- This Emergency Plan shall be revised on a six monthly basis and submitted to the Faculty of Engineering Risk Management Committee for initial approval and Risk and Protection Services for further approval.
- The Rector shall give final approval.

STELLENBOSCH UNIVERSITY shall carry out all necessary training of its employees to cope with any emergency situation.

Mock emergency evacuations will be carried out on a six monthly basis. This exercise will require the full participation of the Emergency Committee and other support persons.

### EMERGENCY MANAGEMENT ORGANOGRAM







# EMERGENCY PROCEDURES

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### FIRE

#### ALL STAFF

##### UPON DISCOVERY OF A FIRE

- Activate fire alarm or signal or alert any staff member in the Mechanical & Industrial Engineering Building (5th floor) immediately.
- Inform Fire Department by cell phone, land line, messenger or break glass unit.
- Notify Risk and Protection Services

##### THEREAFTER

- Floor Marshalls to guide staff and students away from the affected area to designated gathering points.
- Cordon off affected area
- Close doors and windows in the immediate proximity of the fire
- Commence fire fighting procedures with nearest fire extinguishing equipment without endangering own life.
- Await instructions from the Fire Team Leader/Fire Fighter/Emergency Coordinator.

#### EMERGENCY COORDINATOR

- Ascertain if the Fire Department has been informed and contact Rector
- Assess situation.
- Communicate with fire team and obtain situation reports.
- Establish forward control point
- Evacuate if required
- Instruct responsible person to liaise with the fire department upon arrival.
- Order stand down at termination of incident.

#### PERSONNEL

##### UPON NOTIFICATION OF A FIRE

- Inform Manager
- Inform Emergency Coordinator.

##### UPON INSTRUCTION FROM EMERGENCY COORDINATOR

- Inform fire department.
- Follow emergency procedure card for category of disaster as determined by Emergency Coordinator
- Keep telephone lines clear for calls.
- Await further instructions from Emergency Coordinator.

# **BOMB THREAT**

## EMERGENCY PROCEDURES AND PLAN FOR MECHANICAL & INDUSTRIAL ENGINEERING BUILDING

### ALL STAFF

#### **UPON RECEIPT OF A TELEPHONIC OR VERBAL BOMB THREAT:**

- Obtain as much information as possible (use Bomb Threat Checklist).
- Inform Risk and Protection Services by telephone, radio or messenger.
- Complete remainder of Bomb Threat Checklist to the best of your ability.

#### **UPON RECEIPT OF A BOMB SEARCH ALARM / SIGNAL:**

- Search immediate work area for objects that appear “out of place” If nothing found, await instructions from Emergency Coordinator.
- If anything suspicious found, refer to next procedure.

#### **UPON DISCOVERING A SUSPICIOUS PARCEL / OBJECT:**

- **DO NOT TOUCH OR TRY TO REMOVE!**
- Inform S.A.P.S.
- Open all windows and doors in immediate proximity.
- Keep all people away from affected area without causing panic.
- Await instructions from Emergency Coordinator.

#### **ACTUAL BOMB BLAST:**

- Evacuate premises
- Set up a perimeter and cordon off area
- If possible, assist seriously injured casualties (do not move seriously injured or unconscious people unless qualified to do so or unless the casualties life is further endangered).
- Guide all people away from affected area.
- Guide injured people to safety, where possible.
- Await instructions from Emergency Coordinator.

### RECEPTION

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### **UPON RECEIPT OF A TELEPHONIC OR VERBAL BOMB THREAT:**

- Receive particulars of bomb threat (use Bomb Threat Checklist where possible).
- Inform the Emergency Coordinator.

### **UPON INSTRUCTION FROM EMERGENCY COORDINATOR:**

- Notify S.A.P.S/ Fire Department.
- Sound evacuation alarm or signal.
- Keep telephone lines clear for calls.
- Inform officers to sweep the area.

## **EMERGENCY COORDINATOR**

### **DEPENDING ON THE SITUATION:**

- Notify S.A.P.S or Fire Department.
- Summon Fire Team, First Aid and Evacuation Team Leaders.
- Assess situation.
- Instruct Control to notify Emergency Response Teams.
- Order superficial search, partial or full evacuation.
- Liaise with S.A.P.S upon arrival.

## **EVACUATION TEAM RESPONSIBILITIES**

- Evacuate students and staff from building avoiding affected area, if known.
- Conduct search of premises for slow moving people.
- Receive roll call results from Section members.
- Report findings to Emergency Coordinator.

## **FIRST AID TEAM**

- Await instructions from Emergency Coordinator.
- Attend to casualties as required (at scene of injury or Emergency Centre or Control Point).
- Request further assistance, if required.
- Liaise with professional emergency medical services.

# EMERGENCY PROCEDURES AND PLAN FOR

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### BOMB THREAT CHECK LIST

Date: ..... Time: .....

TRY TO ENSURE THAT CONVERSATION IS RECORDED OR HAVE SOMEONE LISTENING IN.

Exact wording of message: **(KEEP THE CALLER TALKING - ASK QUESTIONS SUCH AS):**

1. When will it go off? .....
2. What kind of bomb is it? .....
3. Where is it? ..... Building? ..... Area? ..... Office?.....
4. Why was it placed? .....
5. Are you aware that people will be injured when the bomb goes off? .....
6. How do you know so much about the bomb? .....
7. Where are you now? .....
8. What is your name / telephone number? .....

COMPLETE THE FOLLOWING SECTION **AFTER RECEPTION** OF CALL:

<b>ORIGIN OF CALL:</b>							
Local	Long Distance	Call Box	Internal	Cell Phone			
<b>CALLER WAS:</b>							
Male	Female	Adult	Teenager	Child			
<b>LANGUAGE USED: '</b>							
Afrikaans	English	Other (stipulate):					
<b>CALLER'S VOICE WAS:</b>							
Loud	High Pitched	Raspy	Pleasant	Calm	Crying	Disguised	Muffled
Soft	Deep	Clear	Angry	Excited	Laughing	Normal	Other
<b>CALLER'S ACCENT WAS</b>							
Heavy (Pronounced)	English	American	German	African	Irish	Slight	Afrikaans
Indian	British	Coloured	Other:				
<b>BACKGROUND SOUNDS:</b>							
Factory Machines	Bedlam	Party Atmosphere	Animals	Voices	Street Noises	Television Radio	Office Machines
Music	Trains	Aircraft	House Noises	None	Other:		

COMMENTS: .....

PERSON RECEIVING CALL: .....

# EVACUATION

## ALL STAFF AND STUDENTS

### UPON RECEIPT OF EVACUATION ORDER, ALARM OR VOICE SIGNAL FROM THE EVACUATION ADDRESS SYSTEM:

- Remain calm at all times.
- Follow instructions from staff and floor marshals.
- Do not run, but move quickly.
- Assist those that require help.
- Keep to the left of the corridors and in single file.
- Await instructions from the Emergency Coordinator.
- Proceed to the assembly points closest to your premises as indicated on the map.

## RISK AND PROTECTION SERVICES

- Inform Emergency Coordinator of the emergency situation.

### UPON INSTRUCTIONS FROM THE EMERGENCY COORDINATOR:

- Inform the Fire Department.
- Sound evacuation alarm or signal.
- Keep telephone lines clear.

## EMERGENCY COORDINATOR

- Assess the situation.
- Contact Reception and personnel / duty manager.
- Instruct Reception to notify Fire Department
- Summon Fire, First Aid and Evacuation Teams.
- Unlock and open all doors
- Cordon off affected area
- Order partial or full evacuation.
- Follow Emergency Procedures Check Sheet
- Dispatch staff to affected entrances to conduct access control and restrict access to affected area and direct Emergency services to area.
- Deploy staff at key cordon points to restrict access
- Conduct sweep of entire area to remove all individuals.
- Establish forward command post.
- Dispatch staff to direct emergency services
- Dispatch staff to assembly points
- Liaise with emergency services upon arrival.

# CHEMICAL SPILL

## GENERAL

Accidents resulting in the release of chemicals will occur despite the best efforts of researchers and students to practice safe science in the laboratories. It is therefore essential that all laboratory personnel have a spill response plan that includes the necessary procedures and materials to contain and clean up a chemical spill.

## SPILL RESPONSE PROCEDURES

### MAJOR SPILL

- Assess the situation and if found necessary, evacuate the building by following the evacuation procedures.
- Call Risk and Protection Services (808 2333) and give details of the accident including the specific location, types of hazardous materials involved and whether there is personal injury.
- If the accident involves personal injury or chemical contamination, follow the above steps as appropriate and at the same time:
  - Move the victim from the immediate area of fire, explosion or spill if this can be done without further injury to the victim or you
  - Locate the nearest emergency safety shower and/or eyewash station. Remove all contaminated clothing from the victim and flush all areas of the body in contact with the chemicals with plenty of water for at least 15 minutes.
  - Administer first aid as appropriate and immediately seek medical attention

### MINOR SPILL

In the event of a spill involving the release of a type or quantity of a chemical which does not pose an immediate risk to health and does not involve chemical contamination to the body:

- Notify laboratory personnel and students in the vicinity of the spill of the accident
- Isolate the area. Close all laboratory doors and evacuate the immediate area if necessary
- Remove ignition sources and unplug nearby electrical equipment
- Establish as much exhaust ventilation as possible in the vicinity to vent vapours to the outside of the building only by opening windows and switching on fume hoods within the laboratory
- Locate the emergency spill kit and choose appropriate personal protective equipment (PPE) such as goggles, face shields, impervious gloves, laboratory coats and aprons, etc. If a respirator is required, it must be properly fit tested for the person before being used.



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- Confine and contain the spill. Cover with appropriate absorbent material. Acid and base spills should be neutralized prior to clean-up but beware of noxious fumes that can result from the neutralizing reaction. Sweep solid material into plastic dust pans and place in a sealed container.
- Wet mop the spill area and remember to decontaminate the cleaning tools used in this process. All contaminated items must be placed in sealed containers and disposed of using the appropriate disposal procedures.

# BIOLOGICAL CONTAMINATION

## GENERAL

The consequences of any spill of biological material can be minimized by performing all work on plastic-backed absorbent liner to absorb spills. A simple spill kit should be readily available and should include the following items:

- chlorine bleach or some other concentrated disinfectant
- package or roll of paper towels
- autoclavable bag
- latex or nitrile gloves
- forceps for picking up broken glass

## SPIILLS INSIDE A BIOLOGICAL SAFETY CABINET

- LEAVE THE CABINET TURNED ON.
- Put on gloves and a lab coat.
- Spray or wipe cabinet walls, work surfaces, and equipment with disinfectant equivalent to a 1:10 bleach solution. If necessary, flood the work surface, as well as drain pans and catch basins below the work surface, with disinfectant.
- Wait at least 20 minutes.
- Soak up disinfectant and spill with paper towels. Drain catch basin into a container. Lift front exhaust grill and tray and wipe all surfaces. Ensure that no paper towels or solid debris are blown into the area beneath the grill.
- Autoclave all clean-up materials before disposal in the biohazardous waste container.
- Wash hands and any exposed surfaces thoroughly after the clean-up procedure.

## SMALL SPIILLS OUTSIDE OF A BIOLOGICAL SAFETY CABINET

- Put on gloves and a lab coat.
- Cover spill with paper towels and gently apply disinfectant, proceeding from the outer edge of the spill to its centre.
- Leave in place for at least 20 minutes
- Pick up the towels, autoclave and discard into a biohazard container. Use forceps to pick up any broken glass and place them into a sharps container.
- Re-wipe the spill area with disinfectant.
- Remove gloves and thoroughly wash hands.
- Wash hands and any exposed surfaces thoroughly after the clean-up procedure.

### **LARGE SPILL (MORE THAN 500ML) OF BL-2 MATERIAL OUTSIDE OF A BIOLOGICAL SAFETY CABINET**

- HOLD YOUR BREATH AND LEAVE THE ROOM IMMEDIATELY.
- Warn others to stay out of the spill area to prevent spread of contamination.
- Post a sign on the door warning others of the biological materials spill.
- Remove any contaminated clothing and put it into a biohazard bag for later autoclaving.
- Wash hands and exposed skin and inform the Laboratory Manager or Emergency Coordinator about the spill.
- Put on protective clothing (lab coat, gloves, mask, eye protection, shoe covers) and assemble clean-up materials.
- Wait 30 minutes before re-entering the contaminated area to allow dissipation of aerosols.
- Cover the spill with paper towels and gently apply disinfectant, proceeding from the outer edge of the spill to its centre.
- Leave in place for at least 20 minutes.
- Collect all treated materials, autoclave and discard in a biohazard container. Use forceps to pick up any broken glass and place in a sharps container.
- Re-wipe the spill area with disinfectant.
- Remove glove and wash hands thoroughly.
- If biological matter has any infectious properties, seek medical advice from an appropriate medical practitioner as a cautionary measure.

### **DUTIES OF PERSONNEL**

#### **Duties of the Emergency Coordinator**

- Comprehensive emergency planning is undertaken with the assistance of the General Engineering Risk Management Committee, and such planning is recorded in the form of a written Emergency Plan.
- Liaise closely with the Dean of the Faculty of Engineering and the Faculty of Engineering Risk Management Committee.
- Ensure an emergency control area is available and equipped.
- Liaise with the emergency team leaders.
- Devise a method whereby the General Engineering Risk Management Committee can be convened without delay and as soon as possible.
- Appoint Team leaders/members in writing, with their respective duties
- Ensure that receptionists/secretaries are trained to summon emergency services when authorized to do so, without delay.
- Ensure that Emergency Response Team members are identifiable.
- Ensure that communications are effective and that clear or coded instructions can be given to the staff and students and Emergency Response Team members in any part of the building with the minimum loss of time.
- Ensure that all exits, evacuation routes and emergency equipment are prominently marked / displayed.
- Ensure that the required emergency equipment is procured and kept serviceable and secure.
- Ensure that monthly status reports are received from all staff.
- Ensure that regular exercises and practices are held with the assistance of the other managers.
- Liaise with neighbours with a view to mutual aid.
- Ensure that the Emergency Plan is regularly reviewed and updated.

#### **Duties of Fire Team**

**Responsible to the Emergency Coordinator for the following:**

- To assist the Emergency Coordinator with emergency planning and keeping him informed during emergencies.

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- Assessment of premises from a fire point of view in conjunction with the Fire Department.
- Implementation of effective fire prevention measures.
- Submission of recommendations for procurement of fire fighting equipment, after liaison with the fire department.
- Training of all fire teams.
- To ensure that fire escapes are accessible and comply with regulations.
- To ensure that fire-fighting equipment is kept secure, accessible, correctly positioned/marked and well maintained.
- The training of all personnel in basic use of fire equipment and fire prevention.
- Receipt of status reports. These reports should cover equipment, personnel, training and possible hazards.
- To ensure that during an emergency, fire fighters/wardens are identifiable.

### **Duties of First Aid Team**

#### **Responsible to the Emergency Coordinator for the following:**

- To assist with emergency planning and keep him/her informed during emergencies.
- The establishment of a Medical Centre.
- The determination and procurement of adequate first aid equipment in consultation with first aid societies or the appropriate medical authorities.
- To ensure that first aid equipment is correctly distributed and readily accessible.
- That first aiders are trained to Medical and Occupational Health and Safety standards.
- The locations of first aid equipment is to be located at the Reception and Rectors office
- To ensure that first aid equipment is kept secure, accessible and correctly positioned/marked.
- To ensure that during an emergency first aiders are identifiable.

### **Duties of Evacuation Team Leader**

#### **Responsible to the Emergency Coordinator for the following:**



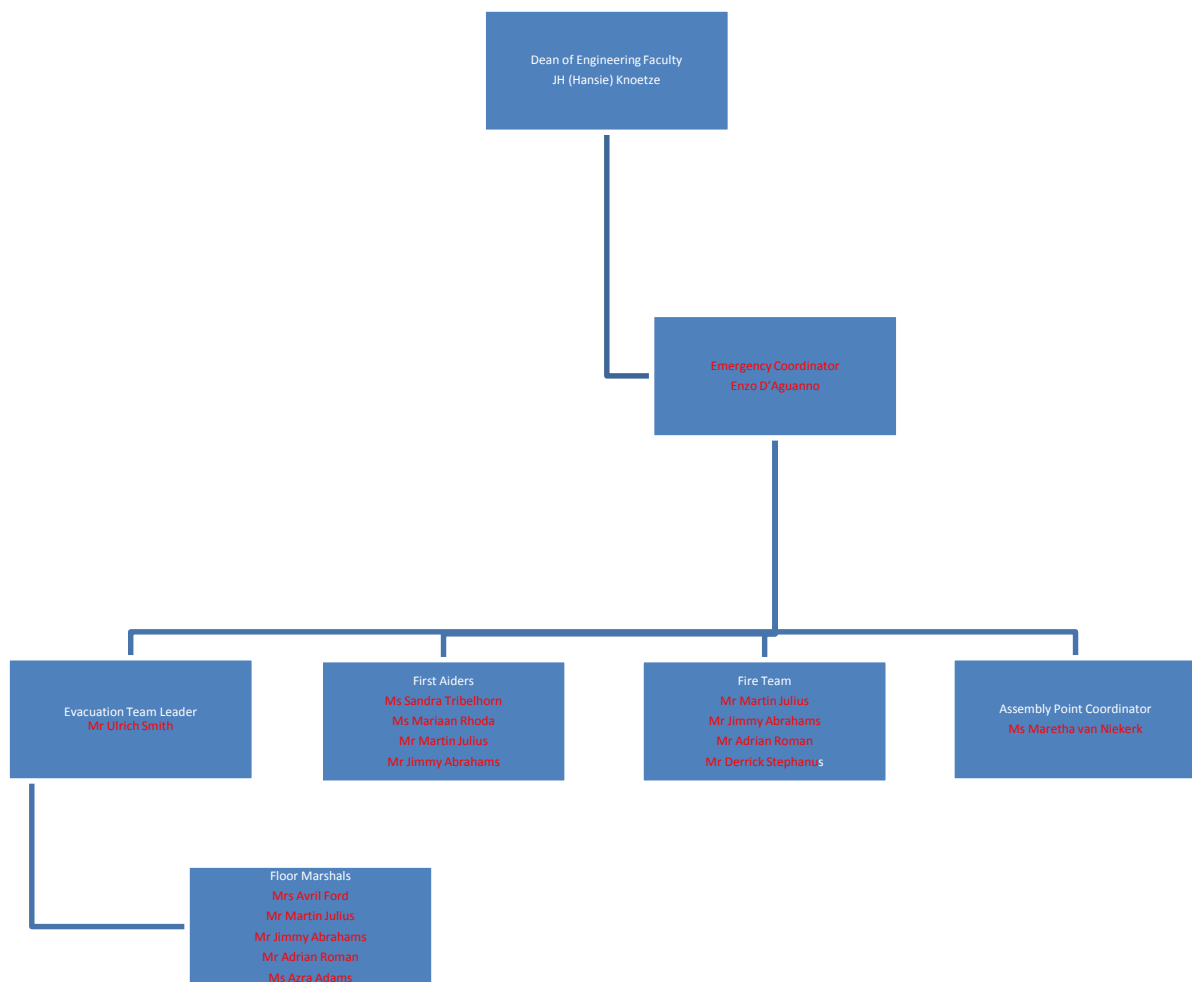
## EMERGENCY PROCEDURES AND PLAN FOR

### MECHANICAL & INDUSTRIAL ENGINEERING BUILDING

- 
- Assist with emergency planning and keep him informed during actual emergencies.
  - That the safest evacuation routes (and alternatives) are clearly marked and kept unobstructed at all times. These must be indicated on the site and floor plans (refer to attached floor plans).
  - Training of evacuators and personnel.
  - To ensure that panic is kept to a minimum when evacuating and that order is maintained throughout.

# EMERGENCY PROCEDURES AND PLAN FOR MECHANICAL & INDUSTRIAL ENGINEERING BUILDING

## EMERGENCY MANAGEMENT ORGANOGRAM FOR GENERAL ENGINEERING BUILDING



### EMERGENCY CONTACT TELEPHONE NUMBERS

[illegible]



# EMERGENCY PROCEDURES AND PLAN FOR MECHANICAL & INDUSTRIAL ENGINEERING BUILDING

## ESCAPE ROUTE PLAN

Faculty of Engineering Escape Route Plan

