Emergency Procedures

P&F Middle Campus - Laucala
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OCCUPATIONAL HEALTH AND SAFETY POLICY OF THE UNIVERSITY OF THE SOUTH PACIFIC

The University of the South Pacific is committed to excellence in teaching and research. The University is equally committed to providing and maintaining a safe and healthy working environment for its staff and students and safety of others entering the precincts of the University in all its member countries.

The University:
- will comply with the requirements of the Health and Safety at Work Act of Fiji as well as any Health and Safety legislation in its other member countries;
- will provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of staff, students, visitors and members of the public;
- will provide and maintain buildings, facilities, equipment and systems of work that are safe and which do not pose undue risk to health;
- will ensure that a health and safety programme and procedures are effectively implemented and updated regularly; and
- will keep the University policy on health and safety under regular review and duly publish any amendments.

The University management is responsible for ensuring the implementation of the Policy. It recognises its obligations to:
- provide and maintain a workplace which is safe and without health risks;
- provide relevant training and familiarisation in OHS matters for all staff;
- consult staff and student representatives on the development and promotion of an effective health and safety programme; and
- provide adequate resources to meet the OHS statutory requirements.

All managers and supervisors are responsible and accountable for the safety of the people working under their direction.

The University expects everyone on its premises to observe and comply with the Health and Safety policy and procedures and to exercise responsibility and care in the prevention of injury to themselves and to others in the workplace.

The development of Occupational Health and Safety (OHS) policies and procedures and any amendments to them will be carried out in full consultation with workers through their elected representatives, as established under the Act.

Vice-Chancellor
Date 30 August, 1999
Emergency Personnel and Contacts within USP Laucala Campus

Your Workplace

• Your head of department
• Your building fire warden

Laucala Campus

• USP Security ☎ 123 or 3232211 Chief of Security mobile Number is
• USP Medical Center ☎ 3232362
• USP Switchboard ☎ 0 or 3231000
• USP OHS unit ☎ 3221887
Emergency Personnel and Contacts outside USP Laucala Campus

- Fiji Police Force ☏ 911 or 3383222
- National Fire Authority ☏ 911 or 3312877
- CWM Hospital ☏ 3313444
- St John Ambulance Services ☏ 3302584
Emergency Management Procedure
Medical & Trauma (Injury)

Illness or Injury occurs to worker whilst at work within USP

1. WORKER or Co WORKERS REPORTS ILLNESS / INJURY TO IMMEDIATE SUPERVISOR or his /her designate

2. Supervisor or Co Workers Contacts First Aider to provide First Aid Treatment TO WORKER at Worksite
   In the event there is no trained first aider or no first Aid equipment at work site
   Supervisor or his / her designate is to take injured worker directly to USP Medical Center

3. First Aider: Assesses and Applies First Aid Treatment to Ill / Injured Worker at work site or First Aid station.
   Supervisor: calls and informs USP Medical center to anticipate arrival of worker

4. Supervisor & First Aider transports Ill or Injured Worker to USP Medical Center within 30 minutes of initial contact to receive further Assessment & Treatment by USP Medical Staff
   Supervisor & First Aider on arrival at USP Medical Center Reception is to obtain and fill in Injury/Incident /Hazard Report kept there.
   Supervisor and First Aider hands over filled Injury/Incident/Hazard report form to USP Medical Staff (doctor or nurse treating the ill or injured worker)

5. USP Medical Staff provides treatment as per medical protocols
   USP Medical Center Doctor or Nurse treating Ill or Injured Worker: within 1 hour of attending to the same Worker, USP Medical Officer calls and email the following to USP OHS Unit: Phone 3231887 / Roman.chute@usp.ac.fj & USP ER Compliance Officer: Phone 3231947 / Vasiti.lilo@usp.ac.fj
   1. Filled Injury/Incident /Hazard report form
   2. Medical report of worker condition and management
Fire

Earthquake

Tsunami

Basic Safety Response Procedures for Staff, Students & Visitors
How will you know an emergency is happening!!

- An emergency occurring in or close to your building maybe indicated by any of the following
  - Fire Alarms loudly blaring in Building
  - Sirens eg. Loud Tsunami siren located in Lower Campus indicate impending tsunami
  - Fire Warden of building loudly issuing evacuation orders
  - Security Guards loudly issuing evacuation orders on loud hailers
  - People moving out of buildings towards emergency assembly areas.
  - Presence of Police and Fire authority vehicles and officers on campus.
Response Procedure 1: What to do in event of a Fire

R.A.C.E

- **R**escue
- **A**ctivate Alarm
- **C**onfine the Fire
- **E**xtinguish / Evacuate
Types of Fires

Class A Fires
• Caused by burning trash, paper, plastic, wood, rubber, combustible materials

Class B Fires
• Caused by flammable or combustible liquids.

Class C Fires
• Caused by burning electrical equipment

Class D Fires
• Caused by ignitable metals
Powder based Fire Extinguisher

• Here is a video of how to use a Powder Based Fire Extinguisher
• Use for Class ABE fires
Carbon dioxide Extinguisher

- Here is a Video on how to correctly use a carbon dioxide fire extinguisher.
- Use this for **Class C** Fires
Fire Blanket

- A fire blanket is a safety device designed to extinguish small incipient (starting) fires. It consists of a sheet of fire retardant material which is placed over a fire in order to smother it. (oxygen deprivation)
- Use on A, B and D Fires
- Should be kept in USP Kitchenettes and kitchens and laboratories
- Call for Help
- Stand between fire and exit
- Unfold fire blanket, use blanket to shield your face and hands
- Place blanket over and down over fire
- Leave fire blanket over burning area for minimum of 30 minutes
- Remove source of ignition. eg. close gas supply or electrical power.
Fire Blanket

• Here is a Video on how to correctly use a Fire Blanket.
Fire Sprinklers

• This is a video to demonstrate how sprinklers work
• Sprinkler Fire Suppression Systems are present in some buildings within USP.
• An example is the USP Library and Statham campus
Reducing Risk of Fire in this Building

- Housekeeping – clean and clear of rubbish, exits free of obstruction.
- Good Electrical & Chemical Safety
- Regular inspections
- No Smoking Zones
- Designated Smoking Areas outside Building – sand box & extinguisher
- Fire wardens
- Clear emergency procedures understood by staff
- Functional fire safety equipment
Your role as USP Staff in Maintaining Safety Standards & Equipment in USP

• Know your Building Emergency Procedures and Plans and convey this information to new staff students in your building.
• Check and report any Fire hazards & Faulty fire safety equipment to fire wardens, OHS reps and the head of your department.
• Do not tamper or damage fire safety equipment, this is a disciplinary offence.
• Participate and Cooperate in emergency drills, evacuations and safety inspections.
• Keep Work Areas Clean and Safe at all times.
P&F Role in Fire Safety

- USP Engineering Services
  Head: Mr. Richard Sekiguchi P&F

- Responsible installation and maintenance
- All fire safety equipment, exit signs and EAAs
- Contracted out to vendors
- Wormald Fiji Ltd

- Creation and Update of Floor Emergency Plans for all USP Buildings and Facilities
- Mr. Suliasi Lesikinakoro - Draftsman in Charge
P&F Role in Fire Safety

• USP OHS UNIT

Head : Mr. Roman Chute P&F in collaboration with Faculty/Department/School OHS Reps

• Responsible for
• Training – Fire Wardens and staff inductions
• Exercises – Drill and Exercise Coordination
• Inspections and Audits – Dealing with fire hazards, check status of Fire Equipment
• Compliance – Fire safety certification
Response Procedure 2:
What to do in event of earthquake

• Earthquake is present when there is
• Violent shaking of ground, building often accompanied by loud noise
• Last few seconds to several minutes.
• When Violent Shaking occurs you immediately
  • Drop
  • Cover
  • Hold
Response Procedure 2: What to do after earthquake passed

All Areas

• Move out of the building and proceed to nearest tsunami evacuation sites located at USP Upper Campus

• Use safest tsunami evacuation routes to tsunami evacuation sites.

• Listen to radio for further information

• Do Not Re Enter Buildings until instructed by wardens or P&F to do so
Tsunami

- > 95% of USP campuses are located in coastal areas in the South Pacific
- > 50% of USP campuses are located within or close to the Pacific Ring of Fire.
- Large coastal earthquakes can generate large tsunami waves
- Priority is to evacuate to higher ground or further inland within minutes of earthquake happening
- Emergency Assembly Areas (EAAs) in coastal USP Campuses must incorporate this information
- Precious time can be wasted with people moving to local EAAs rather than moving to higher ground or further inland.
Tsunami Hazard Zones

- Tsunami Hazard zones are areas demarcated according to risk of tsunami inundation by DISMAC-Fiji

**Yellow Zone**
- Low Coastline Areas with highest risk of tsunami inundation

**Red Zone**
- Elevated Coastline Areas with medium risk of tsunami inundation

**Blue Zone**
- High & Inland Areas with low risk of tsunami inundation
Yellow and Red Zone EAA Sign
Blue Zone EAA Sign
Response Procedure 3: What to do in event of tsunami

- USP Tsunami Siren Lower Campus across road from P&F.
- USP Laucala campus is located in Tsunami Hazard Zone. You must evacuate to your nearest Tsunami evacuation sites in the event of:
  - Large Earthquake being felt in Laucala campus
  - Loud Tsunami Siren alert will sound
  - Ordered to by building wardens
  - General tsunami evacuation Radio Fiji.
Sector 1 Blue Zone
Tsunami Travel Times to Fiji.

• Major Submarine earthquakes within Fiji waters can generate large tsunami waves that hit Fiji coastlines in less than 60 minutes!

• From PNG/Solomon/Vanuvatu, Tonga, Samoa can hit Fiji coastlines less than 6 hrs.