



Faculty of Science – School of Biological, Earth and Environmental Sciences

Biological Sciences, G07 Classroom Induction

Year 10 Work Experience Students

- We are following the HS414 Visitors to UNSW Facilities Guideline
- Visitors will be met by the person organizing the visit
- Visitors need to be accompanied and supervised by UNSW staff members or teaching assistants
- Visitors are not allowed in medium- or high-risk areas
- Please fill the HS630 Visitor Induction Form with your contact details and check all items that apply to the induction
- All visitors must agree to follow any reasonable instruction in relation to health and safety.
- Report all work related hazards, incidents, injuries and illnesses to supervising staff members or teaching assistants

General safety in the classroom



- No special gear is required
- No food or drinks permitted in the classroom
- Please keep the classroom clean and tidy
- Locate First Aid Equipment
- Locate Fire extinguishers and fire blankets
- YOU ARE RESPONSIBLE FOR THE SAFETY OF YOU AND OTHERS – TAKE CARE!
 - If you see something unsafe, tell your teacher or other staff member.

COVID safety in the classroom

- **Sanitise** your hands when you **enter** the classroom.
- UNSW strongly encourages to wear a **face mask** in the classroom.
- Bring your own face mask. The vending machine (near the main entrance) sells disposable masks for \$4.



Face masks
encouraged

COVID prevention

DO NOT COME TO CLASS IF:

- You feel **unwell** or have **symptoms**
- You test **positive**

If you cannot come to class, notify your course/head teacher immediately via email or phone.

<https://www.covid-19.unsw.edu.au/information-students>



We are here!

Student Society Space

Multifaith space

Who to call in the event of an emergency

When on campus call

9385 6666

UNSW security will then contact the appropriate emergency service (e.g. Fire, Ambulance, Police, Hazmat)

Because the campus is complicated and hard for emergency services to navigate without help from campus security

BUT this shouldn't stop you from also calling 000 directly

Building Emergency Response Plan

 **Emergency on Campus**
Call **9385 6666** (ext. 56666)
State your name or zID and location on campus

Never Stand Still Facilities Management

Fire <ul style="list-style-type: none">If you see fire or smoke, do not panic or shoutRemember RACE<ul style="list-style-type: none">Rescue peopleAlert the Authority - use either break glass buttonContain fire and smoke - close doors and windowsExtinguish only if trained to do so	Medical Emergency <ul style="list-style-type: none">Call for a first aid officerCall UNSW Emergency and state AMBULANCE if requiredCall 999 (after consulting UNSW Emergency) for medical first aid adviceReassure the patientNever leave the patient alone	Bomb Threat <ul style="list-style-type: none">If you receive a bomb threat, do not use a mobile phoneAlert others nearby to call UNSW EmergencyCautiously note details of the threat (number of bombs, colour, background noises)Do not touch or move any suspicious package
Suspect Package <ul style="list-style-type: none">Stop what you are doing and put the item down or the bag down itAlert others nearbyDo not use mobile phones as they can trigger an explosionEvaluate the area	Power Outage <ul style="list-style-type: none">Provide assistance to others if necessaryEvacuate if advised to do soMake equipment safe that may auto restartTreat all electrical equipment as live as power may be restored at any time	Gas Leak <ul style="list-style-type: none">Turn off gas supply if it is safe to do soActivate the emergency isolation if it is requiredEvacuate the area

Report all emergencies on campus 9385 6666

Chemical Spill <ul style="list-style-type: none">Is it Minor or Major?If Major, evacuate areaIf Minor, evacuate others nearby to point and direct to spill kit per Safe Work Procedures	Environmental <ul style="list-style-type: none">An environmental emergency includes any incident, or potential for an incident, of uncontrolled discharge of a substance into water, air or land that harms or threatens to harm the environmentAlert others nearbyContain the spillage if safe	Personal Threat <ul style="list-style-type: none">Threats to self or others may include harassment, assault, racism, sexism, bullying and sexual or armed threatDo not take risksObserve offender's characteristics until avoid eye contact
Natural Disaster <ul style="list-style-type: none">Remove anyone from immediate dangerWait to be told toTake shelter in strongest part of building (such as the basement)Keep clear of windows	Evacuation <ul style="list-style-type: none">Alert the floor wardenFollow your Evacuation assembly PointFollow instructions to evacuateCall in a safe and orderly mannerDo not runDo not re-enter building until authorizedFollow the direction of Security, Wardens and Emergency Services	Shelter in Place or Lockdown <ul style="list-style-type: none">Take immediate shelter where you are, with the rest of the buildingKeep doors lockedRemove yourself from the immediate threatNever risk your safetyFollow the direction of Security, Wardens and Emergency Services

Download StaySafe@UNSW App

Cap 9385 6666 for General Security
Email for additional help or for more information
For full emergency procedures go to <https://www.unsw.edu.au/emergency>

BEEP BEEP – get ready to leave (but don't leave until you hear Whoop Whoop)

Whoop Whoop – leave following instructions of staff and building wardens

Meet in front of the John Clancy Auditorium

Building Emergency Response Plan

As serious incidents and emergencies could occur at any time, it is essential that every person follows the correct emergency response at all times. There may be times when occupants have to remain in the building or when it's more appropriate that only part of the building is evacuated. During emergency situations building occupants must abide by all instructions given by the ECO Wardens.

If an emergency requires a partial or total building evacuation occupants should hear a warning alarm, a continuous “Beep....beep” broadcast from speakers in the ceiling. This sound is to alert occupants that they are about to receive some building emergency information. When this sound is heard occupants must prepare to evacuate the building and await further instruction. Preparation to evacuate the building includes closing windows, turning off equipment, and so on.

If the alarm is not manually overridden within a few minutes the broadcast changes to an Evacuation message. This commences with a “Whoop...whoop” alarm accompanied by a voice calling on all occupants to evacuate the building. At this point, occupants must leave by the nearest exit (not via the lifts), and gather at the designated Emergency Evacuation Assembly Area. Occupants should take their personal belongings with them in case they are not able to return to their workplace for some time.

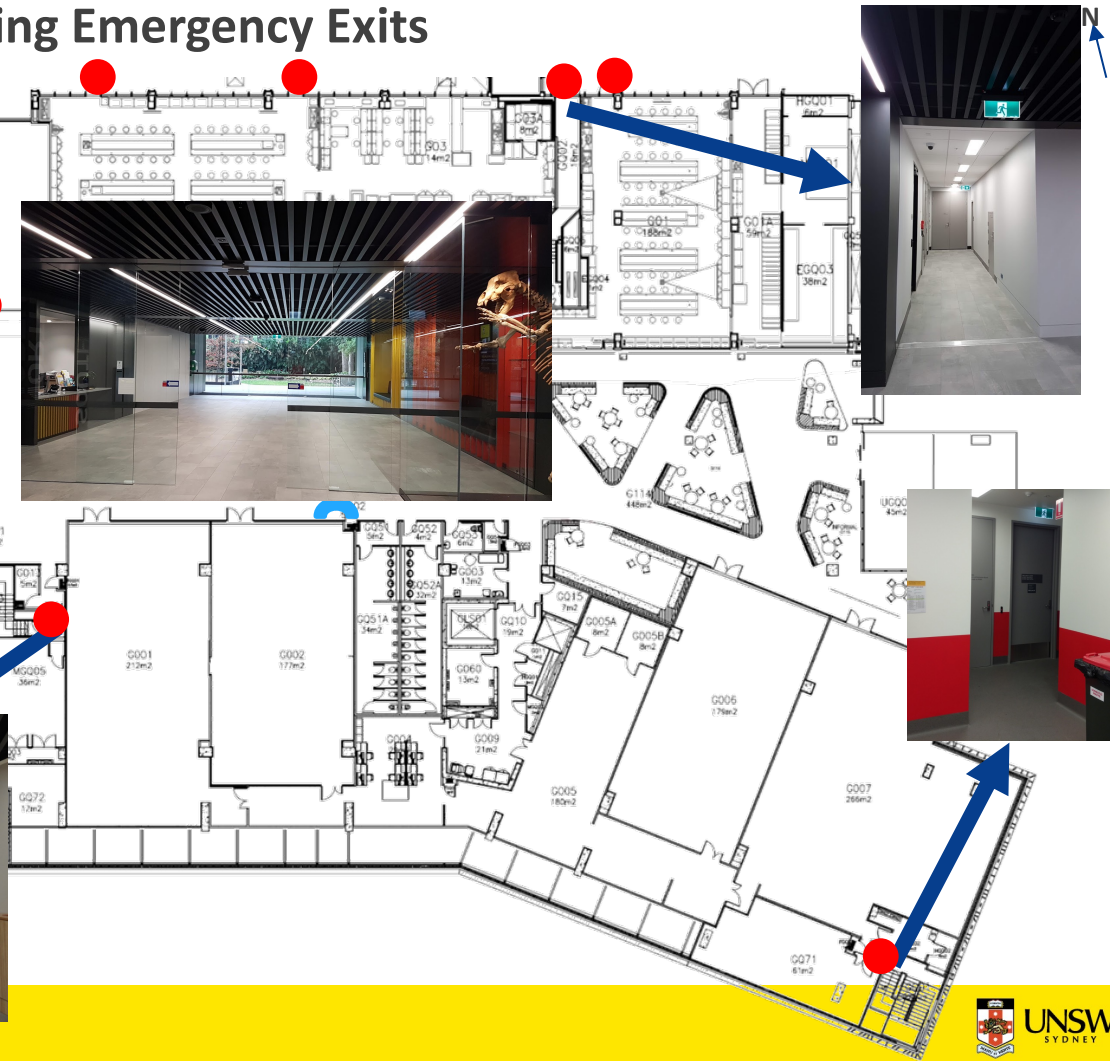
BEEP BEEP – get ready to leave (but don't leave until you hear Whoop Whoop from overhead speakers)
Whoop Whoop – leave following instructions of staff and building wardens
Meet in front of the John Clancy Auditorium

Building Emergency Exits

We are here!

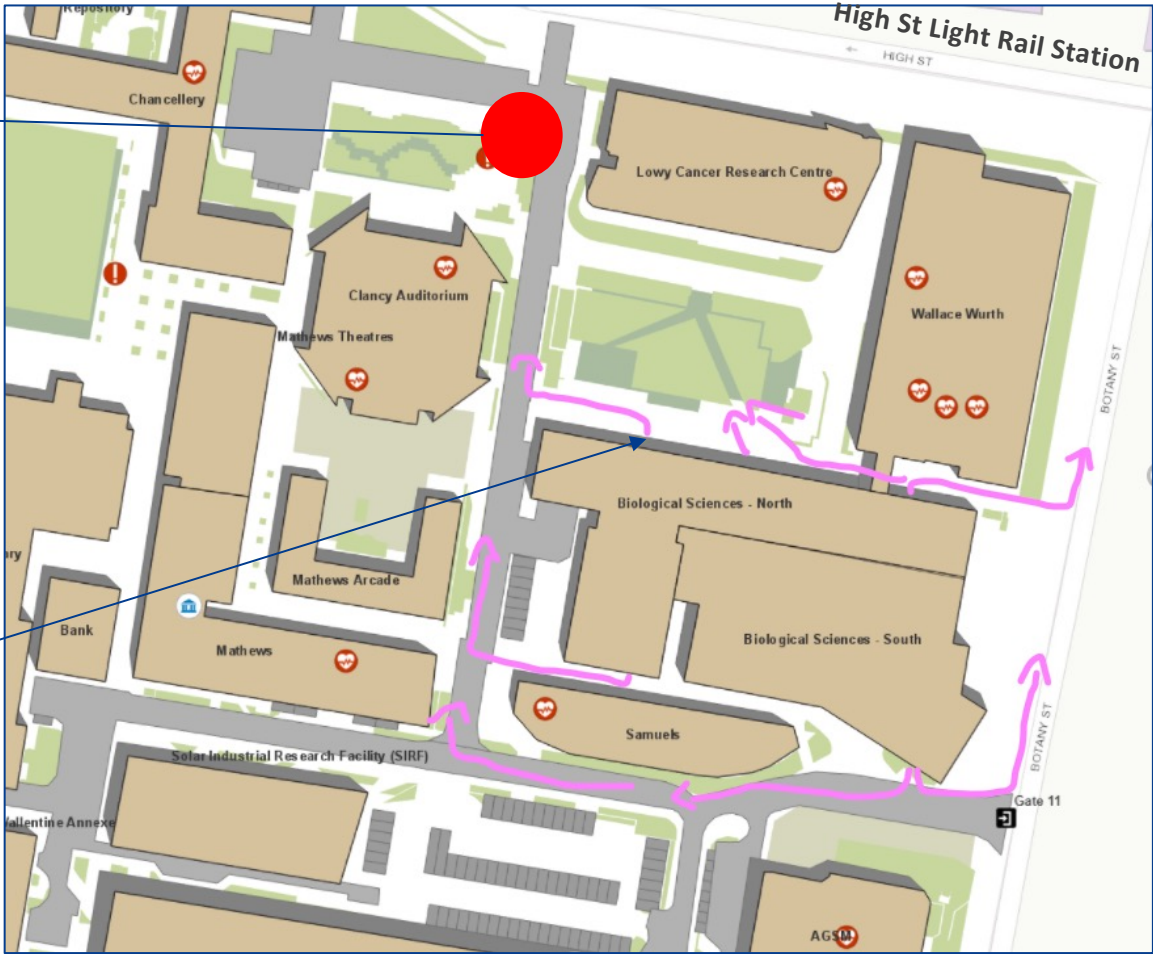


Follow the
green
emergency
exit signs



Evacuation meeting point

We are here!

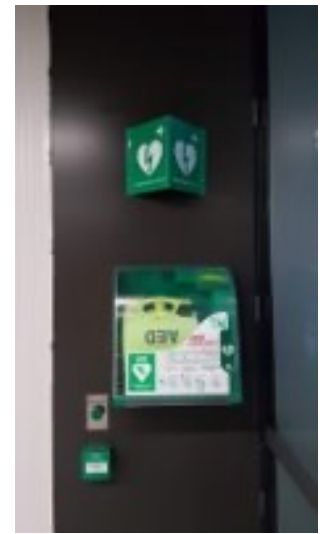


First Aid - Physical

	Name	Phone	Office
	Rochelle Johnston	0416 367 833	E26 Lower Ground, Room LG015
	Mira van der Ley	0400 719 861	E26 Lower Ground, Room LG015
	Bernadette Phu	02 9065 7593	E26 Ground, Room G004

First Aid - Physical

- Each lab has a first aid kit
- Is anyone in this class a trained first aider (either students or teachers)?
 - Names of technical staff who are first aiders is listed on lab wall.
- The closest AED (i.e. defibrillator) is at the ground floor main entrance.
- There is a first aid room which is also used for people with babies. Only first aiders and those with approval can access the room.
- If there is any incident requiring first aid or use of the first aid kit, or other incident however minor. These must be reported online to UNSW.





G07

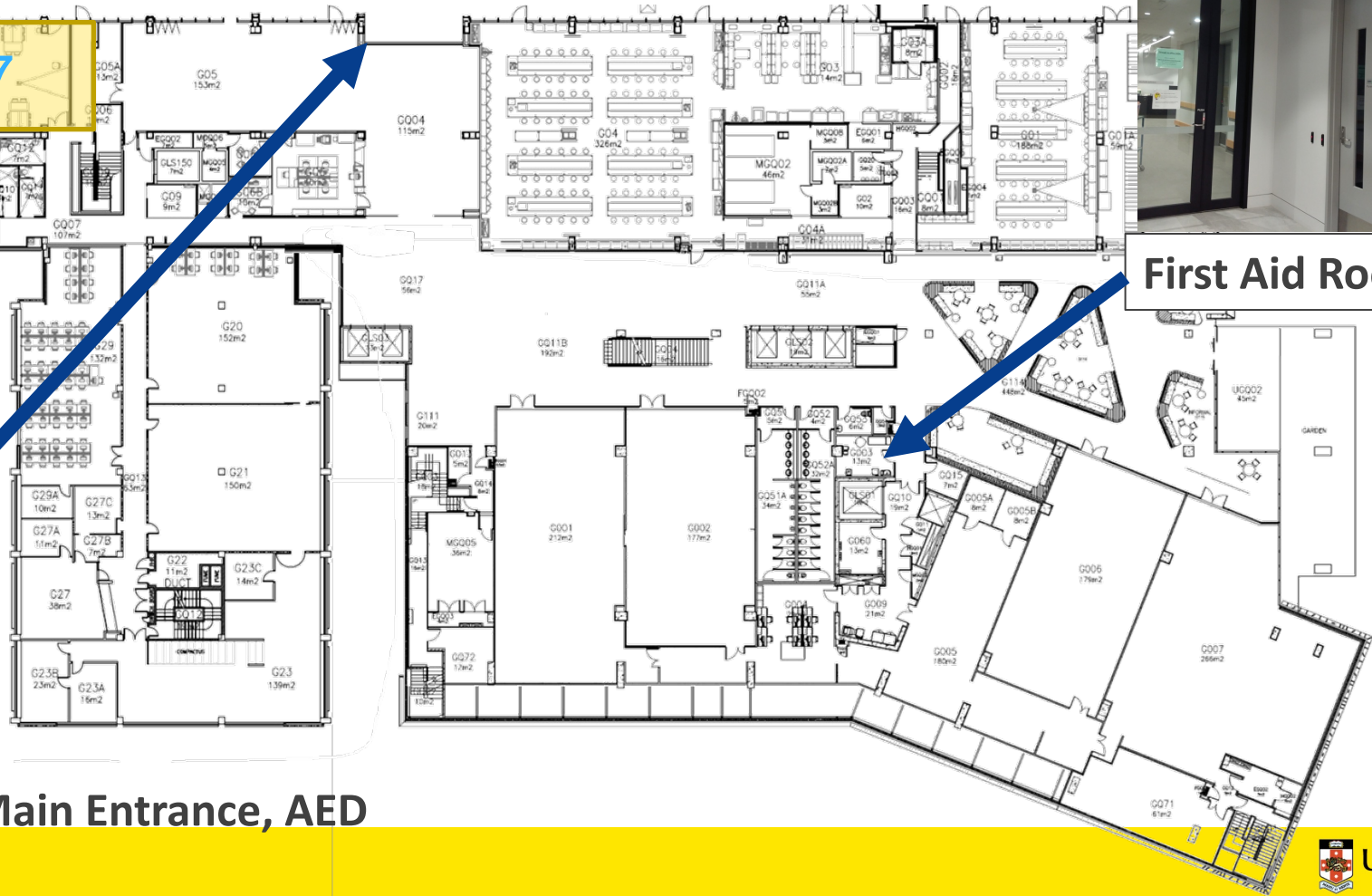
We are here!



First Aid Room



Main Entrance, AED



First Aid – Mental Health

- The Schools of BEES and BABS have trained Mental Health First Aiders who can provide initial support and help with accessing other resources.

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Snr. Tech. Officer, Bio Sci South, LG015

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First Responders

- We support students and staff who report sexual harassment or sexual assault. There are internal (i.e. within UNSW) and external options available.
- The UNSW has trained First Responders that you can speak to in a number of Faculties and in student services. First Responders understand that reporting sexual misconduct can be difficult. They are not counsellors but they are trained to provide an appropriate initial response to your concerns and guide you to the right services.



Mira van der Ley

Room G23A, Building D26 (near Biosciences Student Office)

Phone: 9385 8030

Email: m.vanderlay@unsw.edu.au

First Responder

A photograph showing the lower halves of two people standing on a paved surface, holding large rainbow flags. The flags are vibrant with horizontal stripes of purple, blue, green, yellow, orange, and red. The person on the left is wearing a ring on their finger.

ally@UNSW

The ally@UNSW network aims to ensure UNSW is a safe and welcoming place for all LGBTIQ+ students and staff.

If you would like to contact an ally@UNSW in your specific Faculty and Division, they will be happy to hear from you and provide confidential referral advice. [Contact an ally @UNSW.](#)