

In case of fire, bomb, hazardous substance or gas release, vapours, spillages, aviation, or an earthquake emergency, immediately report it to the Department of Protection Services at:



M Mahikeng Campus
018 389 2167
All hours

P Potchefstroom Campus
018 299 2211
018 299 2215
All hours

V Vanderbijlpark Campus
016 910 3339
All hours



TYPES OF EMERGENCIES & ALARMS

Please take note:

- All emergencies must be reported to the North-West University Protection Services.
- Do not attempt to transport the patient on your own.
- Do not provide first aid unless you have been trained.
- Do not contact your medical aid or house doctor for NWU emergencies.

STONE	DESCRIPTION OF TONE	ACTION TO BE TAKEN
-----	Air horn: Alarm is sounded at short intervals (± 10 second blasts for 1 minute); or Fire Detection System: Continuous sound	Fire/ Hazardous Gas/ Vapour (LPG) Release: Evacuate the premises and assemble at the closest available safe position (where wind is blowing from).
- - - - -	A long burst followed by a short burst sound	Bomb/Aviation: evacuate- the premises and assemble at the assembly point as indicated on the attached site plans.

INCIDENT/ ACCIDENT PROCEDURE



- All incidents/accidents (office hours AND after hours) are to be reported to your Campus Protection Services Dept:
 - Mahikeng Campus** - 018 389 2167
 - Potchefstroom Campus** - 018 299 2215/2211
 - Vanderbijlpark Campus** - 016 910 3339
- All incidents/accidents must be reported within 24 hours.
- Complete the NWU first reporting form, which is available from your Protection Services control room / Campus Health Care Centre or online via NWU SHE System. Complete the form and send/submit a copy to the Occupational Health Practitioner at the Campus Health Care Centre.
- If the injured person cannot report the incident/accident himself/herself, it is the responsibility of the person's direct line manager to see to it that the incident/accident is reported to the Protection Services Dept.
- No person may take it upon himself to transport an injured person to a medical institution. Your campus's Protection Services Dept. will make the necessary arrangements for transport.

Documentation required if an injured person is referred to a medical doctor / hospital:

- The NWU Health Care Practitioner will ensure the WCL 2 form with supporting documentation is submitted to the medical institution.
- Under no circumstances may employees visit a doctor or medical institution before the person has completed the necessary documentation and unless he/she has been referred to the institution by a NWU medical practitioner or emergency services.

FATAL OR SERIOUS ACCIDENT PROCEDURE



Remain calm - do not panic.

- Where moving machinery is involved, stop or arrange to have machinery stopped.
- Report incident to Protection Services.
- Protection Services to contact NWU Emergency Team or Private Ambulance Services.
- Do not remove the patient except where there is the possibility of further injuries.
- First aider to stabilise the patient until emergency team or ambulance arrive on scene.
- Do not disturb incident site until approval is granted from Department of Employment and Labour (DoEL).

FIRE PROCEDURE



Remain calm - do not panic.

- Push the manual call point and activate the relevant alarm tone or use and air horn system.
- Report fire to Protection Services. Clearly state where the fire is.
- Inform NWU staff and other persons (including but not limited to contractors, students, and visitors) **& close doors and windows as you leave.**
- Evacuate and escort all visitors with you from the building to the Emergency Assembly Point.
- Attempt to extinguish the fire with firefighting equipment if your own safety is not jeopardised.
 - Paper = Water, CO² extinguisher, DCP extinguisher
 - Machinery / electrical equipment = CO² extinguisher & DCP extinguisher
- Do not use water on machines and electrical equipment.
- Do not open doors or windows that will cause airflow.
- Do not use lifts.
- Do not re-enter building or leave the NWU premises unless authorised.

PSYCHOLOGICAL EMERGENCIES



- MAHIKENG CAMPUS** - 018 389 2177
- POTCHEFSTROOM CAMPUS** - 018 299 1777
- VANDERBIJLPARK CAMPUS** - 082 815 9781 / 086 132 2322

Includes any type of emergency where emotions, behaviour or interaction can cause trauma, distress or endangerment to self/others, e.g., Rape, Assault, Suicide Attempts, Panic Attacks, Erratic Behaviour, etc.

Follow these steps:

- Secure Safety: Ensure the safety of the person and those around them, without jeopardizing your own.
 - Call for help:
 - Call the Campus Protection Services
 - Call Crisis help line:** Mahikeng Campus 018 389 2177 / Potchefstroom Campus 018 299 1777 / Vanderbijlpark Campus - 082 815 9781 / 086 132 2322
 - Establish if the person has any pre-existing medical conditions and current symptoms.
 - Calm mood: Express your concern and state that help is on its way. Occupying a person's mind often distracts attention from their emotions.
 - Control Breathing: Breathing deeply counteracts stress. Ask the person to breathe with you.
- Teamwork is paramount in the success of any intervention. Asking someone to call for help while you assist the person is always better. Make sure you allow the trained crisis team to take over when they arrive and give them the information and space needed to assist them optimally.

LEAKAGE, SPILLAGE OF HCS & RELEASE OF GASES PROCEDURE



Remain calm - do not panic.

- Immediately report / contact Campus Protection Services.
- Clearly state the type & quantity of substance(s) released.
- Keep on working unless the health and safety of yourself and other people are compromised.
 - If this is the case activate alarm and proceed to Emergency Assembly Point.
- Try to isolate the leakage or spill.
- Ensure that all electricity is switched off at the Main Switch.
- Prevent spillages into storm water drainage or sewer systems.
- If flammable substances are spilled or leakages occur keep away all sources of ignition.
- Keep above the wind from affected area.
- If possible and safe to do: Clean up spillage or handle release according to safe work procedure. Remove the contaminated materials and equipment and leave them in the usual place for safe disposal by waste removal contractor.

ACTIONS BY NWU EMERGENCY TEAM - SPILL / LEAKAGES.

- Proceed to scene of incident as authorised by Protection Services.
- Assess the situation and act as required by situation.
- Take all possible steps to rescue and evacuate people.
- Take note of wind direction when fighting fires or handling hazardous substances or gases.
- Contact external HAZMAT team to assist with containment and spill clean-up.
- Liaise with local emergency services or HAZMAT team when they arrive at site of situation.
- Follow instructions of the Local Emergency Services or HAZMAT team.

BOMB PROCEDURE



Remain calm - do not panic.

- Break glass of nearest alarm point and activate the relevant alarm tone or use an air horn system.
- Stop working immediately and report bomb threat or explosion to Protection Services. Clearly state where the bomb threat or explosion occurred.
- Inform NWU staff and other people (including but not limited to contractors, students and visitors) & Open doors and windows as you leave.
- Evacuate and escort any visitors with you from the building to the Emergency Assembly Point.
- Do a quick visual inspection while leaving the building.
- Do not touch or examine any suspicious package or object.
- Do not use lifts.
- Do not re-enter building or leave the NWU premises unless authorised.

STRIKE/RIOTS PROCEDURE



- Immediately inform Campus Protection Services.
- Protection Services will handle situation and inform relevant management.
- Protection Services must keep record of times; listing events etc. (may be used for legal actions).
- All possible facts must be obtained, number of people involved, the potential for violence, duration of strike, possible reasons for strike etc.
- Security must stay on high alert until strike becomes peaceful.
- Inform Management at regular intervals as well as SAPS.
- Refer any media enquiries to the NWU Communication Department.
- No unofficial strikes to be allowed on NWU premises.
- Stop all delivery or collection of goods.
- Brief all other staff and keep them informed of the situation.

ARMED ROBBERY PROCEDURE



- Do:
 - Remain calm.
 - Cooperate with armed robbers if they have a hostage or if you feel that your life is in danger.
 - Once the robbers have left, contact Protection Services.
- Report as much information as possible on suspects to Protection Services.
- Protection Services will contact the SAPS immediately.
- SAPS will take over when they arrive at site and start with investigation.

AIRCRAFT (AVIATION) PROCEDURE



Remain calm - do not panic.

- Immediately report incident to Protection Services.
- Protection Services to contact NWU Emergency Team or Private Ambulance Services, SAPS, Soaring Society of South Africa (SSSA) & Civil Aviation Authority (CAA).
- Emergency team to provide first line of emergency care and firefighting until local Fire Brigade and Ambulance arrives at scene.
- Do not disturb incident site until approval is granted from CCA and SAPS.
- Crowd must be strictly controlled.
- Area must be demarcated to prevent unauthorized entry.

EARTHQUAKE PROCEDURE



Remain calm - do not panic.

- During the earthquake: Inside a building:**
 - Use large and sturdy objects such as desks to crawl under.
 - Try and stand with your back against the wall near the centre of the building.
 - Stay away from windows and outside doors.
- If outside a building:**
 - Look around you.
 - Ensure you are clear from power cables and anything overhead that might fall.
 - Do not stand near or against a building, debris might fall from above.
- After the earthquake:**
 - Only when safe to do break glass of nearest alarm point and activate the relevant alarm tone or air horn system.
 - Report to Protection Services.
 - Only when safe to do so, evacuate and escort all visitors with you from the building to the emergency Assembly Point. Be aware of debris lying around and do not take off your shoes.
 - Do not use lifts.
 - Roll call, establish if anyone has sustained injuries.
 - Do not re-enter the building or leave the NWU premises unless authorized.

MAINS FAILURE: ELECTRICITY/ WATER PROCEDURE



Electricity:

In the event of total power failure on NWU premises during working hours phone:

- Potchefstroom Campus - 018 299 2215/2211
- Mahikeng Campus - 018 389 2167
- Vanderbijlpark Campus - 016 910 3339

Water:

In the event of a total water failure on NWU premises during working hours phone:

- Potchefstroom Campus - 018 299 2215/2211
- Mahikeng Campus - 018 389 2167
- Vanderbijlpark Campus - 016 910 3339