

EMERGENCY RESPONSE

Fire

In Case of Fire/Smoke:

- **RAISE THE ALARM**
- **Call 000 (Fire + Rescue NSW)** with full details, then call **Security on 1300 737 003**.
- Follow Warden instructions & Evacuate to the emergency assembly area.

Fire Fighting (Small Fires Only):

- Only attempt to extinguish if safe and trained.
- Use the correct extinguisher.
- Evacuate immediately if instructed or if fire/smoke is present.
- Walk calmly to the assembly area; **do not use lifts**.



Evacuation

- Evacuate immediately if instructed or if any hazards are present.
- Walk calmly to the assembly area; **do not use lifts**.
- Close doors/windows (don't lock), leave lights on.
- Stay in the assembly area until cleared by Wardens or Fire + Rescue NSW.

Internal Emergency



Internal Emergencies may include:

Building or bridge collapse, major gas leak, hazardous material spill.

RAISE THE ALARM
ISOLATE THE HAZARD

If you encounter a spill on campus notify **Security on 1300 737 003**.

Armed Offences

ESCAPE - If safe to do so.

HIDE - Take refuge, lock/barricade doors. Stay out of sight. Keep phone on silent.

TELL - call **000** once safe to do so.

Suspicious Package

Unopened Suspicious Mail or Package:

- Notify Security and leave package in situ, undisturbed.

Opened Suspicious Mail or Package:

- Don't touch, cover with a bin if safe.
- Turn off fans/vents & notify Security.

Suspected Explosive:

- Don't touch, tilt or tamper with the package. (standard language used). Call Security immediately & evacuate area.



Medical Emergency

MAJOR/LIFE THREATENING

- Send someone to phone for an Ambulance 000.
- Care for injured person(s) - call for assistance.
- Then phone Security on 1300 737 003.
- Ensure the area is clear for emergency personnel.
- Inform your supervisor.



Bomb Threat



KEEP CALM

- If the threat is by telephone, prolong the call - keep the person talking and alert someone to call Security.
- If the threat is by email, do not forward the email to other staff.
- Treat the threat as genuine until proven otherwise.



Emergency Warden Team

The role of the EWT is to ensure the safety of the building's occupants should an emergency arise.

First Aid

Familiarise yourself with the current First Aid Officers and location of first aid kits in your area. This information is also available from your Safety Officer, Safety and Health Representative or Building Warden.



Personal Threat



If life-threatening, call Police (000).

If safe, call Security 1300 737 003.

If confronted: Stay calm, comply, don't argue.

If person seems psychotic: Speak gently, avoid eye contact, reduce noise, don't challenge them.

Observe & report: appearance, behavior, direction, touched items.

Be ready to evacuate or secure area - await Security instructions.



For life threatening emergencies first call **000** then dial Security on **1300 737 003**

YOUR WARDEN

PHONE NUMBER