

Emergency Action Summary

Typical emergencies may include fire, explosion, leakage of noxious gases/liquids, serious injury e.g., cardiac arrest, trapped or unconscious persons.

1. REMAIN CALM
2. Quickly assess the extent of the Emergency
3. Notify personnel in the immediate area
4. Do not attempt any action that would jeopardise your safety or the safety of any other person
5. Contact the University's Emergency Services (Security personnel) on 2300 and provide the following information:
 - Who is calling and your present location
 - The specific nature and location of the emergency
 - The phone extension you are calling from
 - If known, the nature and extent of any injuries to persons
6. If it is safe to do so, and your assistance is not required at the emergency site, remain at the phone you are calling from until assistance arrives.
7. When instructed to evacuate the area, proceed in a calm, orderly manner to the designated safe areas.
 - DO NOT assemble near any building or other structure
 - Take your personal belongings eg coat, handbag, briefcase with you
 - Don't lock doors as you leave
8. Under no circumstances re-enter the buildings until authorised to do so by the Emergency Controller or their representative.

In the interests of your own personal safety and the safety of others please ensure that you know the:

- emergency management plan for your local area
- location of the building emergency exits
- location of emergency equipment e.g. first aid kits, fire extinguishers etc as this knowledge may be critical in an emergency situation

Please remain calm as assistance will be sent to your location.