

University of Newcastle - City Precinct Buildings

EMERGENCY PROCEDURES

During any emergency it is important to remember

"STAY CALM" Stop – Assess – Act Ask yourself – What has happened? – Can I be injured?

EMERGENCY PHONE NUMBERS

492 **15888** (24Hrs x 7 Days) Uni Security Emergency Services **000**
ON SITE **0400 243 022** Speed dial **27111**
SECURITY (3pm till 11pm Mon to Fri ONLY)

Security Services staff are the principals to manage ALL emergency situations. Contact on ext. 15888 for Callaghan and City, provide them with information and they will instruct you as to what you need to do. For example, they may request that you contact 000 while they instigate other actions. The following covers the basic information.

MEDICAL EMERGENCY

CALL 000 and Security Services on the above number and state:

- LOCATION • NATURE OF EMERGENCY • IDENTIFY YOURSELF • YOUR CONTACT NUMBER
- [Get to know your local Emergency Team](#) [Familiarise the Emergency Evacuation Map](#)
- Call for a First-Aid Officer • Call Security Services on 15888
- State your name, location and what is needed • Call 000

First Aid Officer _____ Extension _____ Location _____

EARTHQUAKE

- KEEP AWAY FROM windows, mirrors and overhead fittings
- TAKE COVER under an internal door-frame, table or bench
- KEEP WELL CLEAR of buildings, walls, power lines, trees, etc.
- DO NOT stand under awnings or parapets as they may collapse
- MOVE to open ground when safe
- DO NOT use machines, lights, open flame appliances, lighters or matches, or electrical equipment when gas or fuel leaks are suspected
- DO NOT use the telephone unless there is a SERIOUS INJURY OR RISK
- AVOID driving (keep roadways clear for emergency vehicles)

FLOOD

- Follow any instructions of State Emergency Services (SES), Police, or Security Services
- Do not attempt to drive through water of unknown depth
- Listen for flood advice from SES or Campus Administration
- Local radio stations will give advice if access to the campus is likely to be affected

FIRE

- DO NOT USE LIFTS
- NO SMOKING must be observed during any evacuation procedure
- EXIT THE BUILDING AND FOLLOW THE INSTRUCTIONS OF EVACUATION WARDEN(S)

GAS EMERGENCY or CHEMICAL SPILLS or RADIATION SPILLS

Remain upwind of the incident scene – if possible without risk of injury or illness, identify the substance involved, and report to Emergency Services upon their arrival.

Name _____ UN number _____

Isolate the immediate area. Limit the spread of liquids by using absorbent materials.

BOMB THREAT

EVACUATE THE BUILDING IN A CALM AND ORDERLY MANNER
FOLLOW THE DIRECTIONS OF SECURITY SERVICES, EVACUATION WARDENS AND EMERGENCY SERVICES