

University of Newcastle - University House

EMERGENCY PROCEDURES

October 2017

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

Emergency Services 000

**ON SITE
SECURITY**

492 17962

Speed dial 17962

24 Hours a day, 7 Days a week

Security Services staff are the principals to manage ALL emergency situations. Contact Security on ext. 17962 for the City buildings and provide them with information. 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
- State your name, location and what is needed
- Call 000

CONTACT SECURITY FOR FIRST AID ON 492 17962

EARTHQUAKE

- KEEP AWAY FROM windows, mirrors and overhead fittings
- TAKE COVER beside a solid door-frame, table or bench
- KEEP WELL CLEAR of buildings, walls, power lines, trees, if outside
- DO NOT stand under awnings or parapets as they may collapse
- MOVE to open ground when shaking reduces
- 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)
- BE PREPARED for after-shocks

FLOOD

- Move to higher ground and follow any instructions of State Emergency Services (SES), Police, or Security Services
- Do not attempt to drive or walk through water of unknown depth
- Listen for flood advice from SES or Campus Administration in case access to the University is likely to be effected
- Local ABC radio station (1233 on the AM band will give advice about the situation and forecasts

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.

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

BOMB THREAT

REFER TO QUESTIONS ON THE EMERGENCY FLIP CHART

EVACUATE THE BUILDING IN A CALM AND ORDERLY MANNER

FOLLOW THE DIRECTIONS OF SECURITY SERVICES, EMERGENCY WARDENS AND EMERGENCY SERVICES