

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 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 object such as a door-frame, table or bench and not in the middle of a room
- KEEP WELL CLEAR of buildings, power lines, trees if outside.
- DO NOT stand under awnings or parapets as they may collapse
- MOVE to open ground when the 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 AND STORM SURGE

- 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 if access to the campus is likely to be affected
- ABC Radio (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 IN THE EMERGENCY FLIP CHARTS.

CALMLY EVACUATE THE BUILDING IN AN ORDERLY MANNER

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