In case of emergency
Phone
UQ Security
336 53333
FOR CONFIRMED FIRES PHONE 000

Security will coordinate with Emergency Services

FIRE
- Follow instructions of wardens
- If wardens are not available, warn personnel and evacuate as necessary
- Confine fire if possible (close doors and windows)
- Do not use lifts
- Go to nearest prearranged assembly point

List your departmental information here:

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Chief Warden</td>
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<tr>
<td>Floor Warden</td>
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<tr>
<td>First Aid Officer</td>
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<tr>
<td>Safety Coordinator</td>
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</table>

MEDICAL EMERGENCY
- Phone Security on 336 53333
- Arrange easily located point to meet emergency team
- Delegate people to
  - stay by the phone
  - meet emergency team
- Confirm site and meeting place with emergency response
- Notify site/campus/building security if time permits

PERSONAL THREAT
- Raise the alarm - attract attention of those around you and state CODE BLACK
- Activate duress alarm if safe to do so
- Phone Security on 336 53333
- Provide information e.g. location, weapons
- Try to cooperate with intruder
- Follow instructions of Security and police

ENVIRONMENTAL INCIDENT (e.g. spill, explosion)
- Phone Security on 336 53333
  - Do not use a mobile phone
  - Alert people in surrounding area/buildings (and, in case of a spill, also those who may be downwind of the affected area)
  - Alert relevant Office/Center/Section etc.
  - If safe to do so, contain the spill, fire, etc.
  - Obey all directions from site/campus/building security and/or emergency services

BOMB / ARSON THREATS / LIFE THREATS
- If threat is received by telephone:
  - keep caller talking (do not hang up)
  - identify background if possible
  - record information for police
- Phone Security on 336 53333 and state location of threat (building, floor and room number)
- Follow instructions of person in charge and prepare to evacuate if requested
- If a suspicious object is found:
  - do not touch
  - report find
  - keep area clear

For general enquiries and non-urgent matters,
Phone Security (all hours) 336 51234