

Emergency Procedures

In case of emergency

- FIRE
- MEDICAL
- ENVIRONMENTAL
- BOMB THREATS
- ANY CRITICAL INCIDENT

**Phone
Internal (555)
For confirmed fires phone (000)**

Then Phone SECURITY 336 53333

List your departmental information here:

Chief Warden		Ph
Floor Warden		Ph
First Aid Officer		Ph
Safety Coordinator		Ph

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

MEDICAL EMERGENCY

- Phone Triple Five (555)
- 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

ENVIRONMENTAL INCIDENT (e.g. spill, explosion)

- Phone Triple Five (555). 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/Centre/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 Triple Five (555) 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**