

# Emergency Procedures

## In case of emergency

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

**Phone  
Internal (666)**

**FOR CONFIRMED FIRE 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 Zero (000)
- 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 Zero (000). 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 Zero (000) 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**