University of Southern Queensland

## Fraser Coast Campus

# EMERGENCY PROCEDURES FLIPCHART

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**FOR ALL EMERGENCIES**

**CONTACT 3133 (BH)**
**or 0-000 (AH)**

# CONTACTS

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| | |
|---|---|
| **Safety Officer** | |
| **WH&S Representative** | |
| **Chief/Building Warden** | |
| **Floor Warden** | |

| | |
|---|---|
| **Poisons Information Centre** | **0 – 131 126** |
| **Emergency** | **Ext 3133** |
| **Security** | **Ext 8100 or 0-000** |
| **Emergency Services - Direct** | **0 - 000** |

# FIRE

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## Rubbish Fire, Bush Fire, Electrical Fire, Oil / Fat Fire, Gas Fire etc.

- Quickly assess situation
- Remove any person from danger (if safe to do so)
- Close the doors on the fire
- Raise the alarm by dialling x3133 and by activating the break glass fire alarm (if not yet activated)
- Attack the fire with appropriate fire fighting equipment (if trained and safe to do so)
- Follow directions of Wardens or Emergency Services Officer
- Evacuate building via the nearest safe Emergency **EXIT**

# EVACUATION

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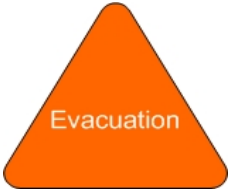
Any reason you may be instructed to evacuate your building.




- When alerted, immediately cease all activity
- Follow instructions given by Wardens or Emergency Services Officer
- Evacuate building via the nearest safe Emergency **EXIT**
- Go to the assembly area
- Await instructions from a Warden or Emergency Services Officer
- Never use a lift in an emergency

# MEDICAL EMERGENCY

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## Heart Attack, Burns, Cuts/Lacerations, Asthma or Pre-existing Condition etc.

- Quickly assess situation (do not enter danger area)
- Raise the alarm by dialling x3133
- Administer first aid as appropriate
- Contact your Safety Officer
- Keep uninvolved people away

## Poisoning

- Raise the alarm by dialling x3133
- Administer first aid as appropriate
- Try to identify the poison (only if safe to do so)
- Ring "Poisons Information" on 131 126
- Contact your Safety Officer
- Keep uninvolved people away

# INTERNAL EMERGENCY

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## Flood, Chemical Spill, Power Failure, Structural Instability etc.

Internal

### Chemical Spill

- If spill is a flammable solvent, toxic or suffocating substance, notify all persons in immediate area, turn off all flames and electrical outlets, and evacuate the area
- Go to the nearest area free of vapour and raise the alarm by dialling x3133
- Do not re-enter the affected area

### Gas or Water Leak

- Turn off the tap or valve if possible (if safe to do so)
- Notify all persons in immediate area, turn off all flames and electrical outlets, and evacuate the area if necessary
- Raise the alarm by dialling x3133
- Keep people away from affected area

### Power Failure

- Raise the alarm by dialling x3133
- Evacuations may be considered depending of length of outage
- Building Wardens are to remain at their building even if locked down until they are stood down.

# EXTERNAL EMERGENCY

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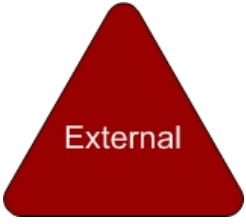
Gas Leak, Civil Disturbance, Vehicle Accident, Severe Storm Damage etc.

- Quickly assess situation (do not enter danger area)
- Raise the alarm by dialling x3133
- Administer first aid as appropriate
- Keep uninvolved people away



# BOMB OR SUBSTANCE THREAT

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Chemical, Biological, Radiological Threat, Suspicious Package etc.

## Receiving a phone threat

- Do not hang up the phone, even after caller has hung-up
- Do not notify any others of the threat
- Try to keep the caller talking
- Fill out the phone threat checklist
- Remain at the phone until relieved
- Raise the alarm by dialling x3133 – On different phone and protect original telephone
- Attract someone's attention to raise the alarm by dialling x3133

## Package or Substance Threat

- Do not touch or move anything
- Move away and prevent anyone from entering the area – isolate it
- Raise the alarm by dialling x3133
- Remain calm and follow instructions from Security or the Police
- Do not evacuate the building unless directed by Emergency Services

# ARMED/AGGRESSIVE INTRUDER

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## Building Invasion, Armed Intrusion, Assault, Act of Terrorism etc.

- Always consider your safety (your #1 priority)
- Be deliberate in your actions
- If possible, move the situation away from other staff
- Observe the offender, (height, weight, age, clothing, speech, disabilities, accent, etc.) – make notes if you can
- Warn others unobtrusively to raise the alarm by dialling x3133
- Restrict access to all personnel
- Evacuate quietly – Once notified to do so
- Do not approach the offender

# INCIDENT NOTES

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## Take plenty of notes

Time:_____

Date:_____

Building: _____

Room: _____

Persons Involved:_____

_____

_____

Details: _____

_____

_____

_____

_____

Who was contacted? _____

_____

Who was involved?_____

_____

What was the response? _____

_____

_____

Name: _____

Extension: _____