University of Southern Queensland

Springfield Campus

EMERGENCY PROCEDURES FLIPCHART

CONTACTS
FIRE
EVACUATION
MEDICAL EMERGENCY
INTERNAL EMERGENCY
EXTERNAL EMERGENCY
BOMB OR SUBSTANCE THREAT
AGGRESSIVE/ARMED INTRUDER

FOR ALL EMERGENCIES CONTACT 4100

A/H 07 3470 0048 or 0424 504 907
Emergency Services 0-000

THIS IS AN EXTRACT FROM THE EMERGENCY PROCEDURES MANUAL

CONTACTS

(return to contents)

Safety Officer	
WH&S Representative	
Chief/Building Warden	
Floor Warden	
Poisons Information Centre	**0 – 131 126**
Emergency	**07 3470 0048**
Education City Security	**07 3470 0048** **0424 504 907**
Emergency Services - Direct	**0 - 000**

FIRE

(return to contents)

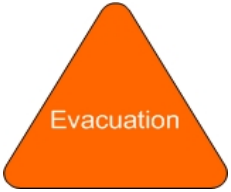
Rubbish Fire, Bush Fire, Electrical Fire, Oil / Fat Fire, Gas Fire etc.

- Quickly assess situation
- Remove any person from danger (if safe to do so)
- Close the doors on the fire
- Raise the alarm by 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 when red light flashes and evacuation alarms sounds via the nearest **EXIT**

EVACUATION

(return to contents)

Any reason you may be instructed to evacuate your building.



- When alerted by yellow light and alert tone, immediately cease all activity and prepare for evacuation
- Follow instructions given by Wardens or Emergency Services Officer
- Evacuate building when red light flashes and evacuation tone sounds 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

(return to contents)

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

- Quickly assess situation (do not enter danger area)
- Notify the front desk or floor warden during business or if unable or in an after hours period notify Education City Security on 07 3470 0048 or 0424 504 907.
- Call ambulance and administer first aid as appropriate (defibrillator in entrance foyer)

Poisoning

- Raise the alarm by calling Education City Security on (07) 3470 0048 or 0424 504 907
- 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

(return to contents)

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 calling Education City Security on (07) 3470 0048 or 0424 504 907
- 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 calling Education City Security on (07) 3470 0048 or 0424 504 907
- Keep people away from affected area

Power Failure

- Raise the alarm by calling Education City Security on (07) 3470 0048 or 0424 504 907
- 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

(return to contents)

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

- Quickly assess situation (do not enter danger area)
- Raise the alarm by calling Education City Security on (07) 3470 0048 or 0424 504 907
- Administer first aid as appropriate
- Keep uninvolved people away

BOMB OR SUBSTANCE THREAT

(return to contents)

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 calling Education City Security on (07) 3470 0048 or 0424 504 907 – On different phone and protect original telephone
- Attract someone's attention to raise the alarm by calling Education City Security on (07) 3470 0048 or 0424 504 907

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 calling Education City Security on (07) 3470 0048 or 0424 504 907
- Remain calm and follow instructions from Security or the Police
- Do not evacuate the building unless directed by Emergency Services

ARMED/AGGRESSIVE INTRUDER

(return to contents)

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

- Always consider your safety (your #1 priority)
- Consider the safety of your students and others in the vicinity
- Be deliberate in your actions
- Notify the front desk or floor warden during business hours of if unable or after hours notify Education City Security requesting a lockdown. Err on the side of caution.
- On Lockdown
    - All personnel will be notified of lockdown by Chief Warden or Security, including auditorium occupants.
    - All personnel not on affected floor to move to classrooms or offices and close doors, turn off lights, close blinds, be quiet and move away from windows. Doors not to be opened from inside unless confirmed on PA.
    - If on affected floor used judgement as to whether to evacuate or remain in locked rooms.

INCIDENT NOTES

(return to contents)

Take plenty of notes

Time:_____

Date:_____

Building: _____

Room: _____

Persons Involved:_____

_____

_____

Details: _____

_____

_____

_____

_____

Who was contacted? _____

_____

Who was involved?_____

_____

What was the response? _____

_____

_____

Name: _____

Extension: _____