



University of Southern Queensland



Toowoomba Campus

EMERGENCY PROCEDURES FLIPCHART

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

**FOR ALL EMERGENCIES
CONTACT 2222**

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 x2222 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 x2222
- ☞ Administer first aid as appropriate
- ☞ Contact your Safety Officer
- ☞ Keep uninvolved people away



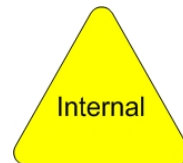
Poisoning

- ☞ Raise the alarm by dialling x2222
- ☞ 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.



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 x2222
- ☞ 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 x2222
- ☞ Keep people away from affected area

Power Failure

- ☞ Raise the alarm by dialling x2222
- ☞ 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 x2222
- ☞ 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 x2222 - On different phone and protect original telephone
- ☞ Attract someone's attention to raise the alarm by dialling x2222



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 x2222
- ☞ 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 x2222
- ☞ 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: _____