



Campus Emergency Procedures

All Emergencies Call Ext 2222

Fire

- 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

- 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

- 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

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.

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Turn page over for Contacts, Bomb Threat and Aggressive Intruder Actions

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External Emergency

- Quickly assess situation (do not enter danger area)
- Administer first aid as appropriate
- Raise the alarm by dialling x2222
- Keep uninvolved people away

Bomb or Substance Threat

Receiving a phone threat

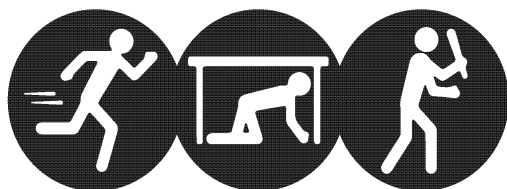
- Do not hang up the phone, even after caller has hung-up
- Do not notify any others of the threat
- Try to keep the caller talking
- Fill out the phone threat checklist
- Remain at the phone until relieved
- Raise the alarm by dialling x2222 - On different phone and protect original telephone
- Attract someone's attention to raise the alarm 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 Intruder

Armed Intrusion, Act of Terrorism, etc.



Run

Hide

Act

HIDE

- All personnel not in affected area, to move to classrooms or offices, close and lock doors, turn off lights, close blinds, be quiet and move away from windows. Do not open doors unless confirmed by security or police.
- If in an affected area, use judgement whether to evacuate or remain in locked rooms.

RUN

- If safe to do so, move quickly away from the area
- Where possible, maintain cover and concealment
- Consider your safety as your #1 priority
- Do not congregate in open areas or at assembly areas
- Raise the alarm by dialling x2222

ACT

- If confronted, you may have to make an extreme decision.
- If the armed person is injuring compliant people, you may have to defend yourself by whatever means, including disarming the aggressor.
- You may have to be creative but you must respond in any way that will best protect your safety and those in your charge.

Contact Numbers

| | | | |
|----------------------------|----------|------------------------------|----------|
| Emergency Services Direct | 0-000 | Security - non urgent | |
| Poisons Information Centre | 0-131126 | Toowoomba | Ext 2871 |
| | | Ipswich | Ext 6060 |
| | | Springfield | Ext 4444 |

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