



In case of emergency

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

Phone Security
3365 3333

ALL HOURS

List your departmental information here:

Building Warden	Ph
Floor Warden	Ph
First Aid Officer	Ph
Safety Coordinator	Ph

For general enquiries and non-urgent matters,
phone Security (all hours) 3365 1234



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 Security on 336 **53333**
- Arrange easily located point to meet emergency team
- Delegate people to:
 - stay by the phone
 - meet emergency team
- Confirm site and meeting place with Security
- Note: Security will call ambulance if required

ENVIRONMENTAL INCIDENT (eg, spill, explosion)

- Phone Security on 336 **53333** (Note: 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 School/Centre/Section
- If safe to do so, contain the spill, fire, etc.
- Obey all directions from 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 Security on 336 **53333** 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

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