

FLINDERS UNIVERSITY EMERGENCY PROCEDURES

Medical Emergency	<p>1 Call an ambulance 000 (or 0 - 000 from University internal phone) State:</p> <ul style="list-style-type: none"> • Your contact number, • Location, • Nature of emergency, • Identify yourself. <p>2 Call University Security 12880 (or 8201 2880 from mobile phone)</p> <p>And give them the same information.</p> <p>University Security will meet the ambulance and guide them to the correct location on the grounds.</p> <p>Remain with the injured/ill person or contact you local First Aider to assist until help arrives.</p>	
Fire	<p>If you discover a fire:</p> <ol style="list-style-type: none"> 1 Alert people nearby and request assistance. 2 Ring the Fire Service 000 (or 0 – 000 if ringing from a University internal phone) or operate the nearest Break Glass Fire Alarm. 3 Ring University Security 12880 (or 8201 2880 from mobile phone). 4 Exit the building to your Assembly Area, as directed by a Warden. 5 Do not use lifts. 	
Bushfire	<p>If there is a bushfire on or near the campus:</p> <ol style="list-style-type: none"> 1. Close all windows and external doors. 2. Remain, or go inside and await further instructions from Wardens, University Security or Emergency Services personnel. 3. Do not evacuate from the campus or drive vehicles until or unless directed to do so by Wardens, University Security or Emergency Services personnel. 	
Hazardous Substances Spill or Gas Leak	<ol style="list-style-type: none"> 1. Alert people nearby and request assistance. 2. Ring the Fire Service 000 (or 0 – 000 if ringing from a University internal phone). <p>State:</p> <ul style="list-style-type: none"> • Your contact number, • Location, • Nature of emergency, • Identify yourself. <p>or operate the nearest Break Glass Fire Alarm</p> <ol style="list-style-type: none"> 3. Ring University Security 12880 (or 8201 2880 from mobile phone). 4. Keep people away from spill area if safe to do so (do not put yourself in danger). 5. Exit the building to your Assembly Area, as directed by a Warden. Do not use lifts. 6. Remain in Assembly Area until advised to leave the area. 	
Earthquake	<ul style="list-style-type: none"> • Keep away from windows, mirrors & overhead fittings • Take cover under an internal door frame, table or bench • Keep well clear of buildings, walls, power lines, trees etc if outside • Do not stand under awnings or parapets as they may collapse • Move to open ground when safe 	<ul style="list-style-type: none"> • Do not use machines, lights, open flame appliances, lighters or matches, or electrical equipment when gas or fuel leaks are suspected • Do not use the telephone unless there is serious injury or risk • Avoid driving (keep roadways clear for emergency vehicles) • Be prepared for after shocks
Bomb Threat	Refer to Guidelines	
Personal Threat	<p>Ring University Security 12880 (or 8201 2880 from mobile phone)</p> <p>State:</p> <ul style="list-style-type: none"> • Your contact number, • Location, • Nature of emergency, • Identify yourself. • Description of person(s) involved 	
Emergency Warning Procedures	<p>When Alert signal sounds (Beep ...Beep...)</p> <ul style="list-style-type: none"> • Cease inter-floor movement • Await further instructions via the PA or from the Warden <p>When evacuation signal sounds (whoop...whoop...)</p> <ul style="list-style-type: none"> • Proceed via the safest route to the assembly area. Do not use lifts. • Assist mobility impaired people as necessary. • Follow the directions of the Warden(s). • Do not re-enter the building until instructed to do so by persons in authority. <p>After Hours Outside of normal business hours, evacuate the building on hearing the alert or evacuation signal.</p>	