



# Emergency on Campus (Paddington & Randwick)

## Call **000** and then **9385 6666**

State your name or zID and location on campus

Never Stand Still

Facilities Management

### Fire



- If you see fire or smoke, do not panic or shout
- Remember **RACE**:
  - Rescue people
  - Raise the **Alarm** – use white break glass button
  - Contain fire and smoke – close doors and windows
  - Extinguish only if trained to do so

### Medical Emergency



- Call for a first aid officer
- Dial UNSW Emergency and state '**AMBULANCE**' if required
- Call '**000**' (after contacting UNSW Emergency) to obtain direct advice
- Reassure the patient
- **Never** leave the patient alone

### Bomb Threat



- If you receive a bomb threat, **do not** use a mobile phone
- Alert others nearby to call UNSW Emergency
- Carefully note details of the threat (location of bomb, accent, background noises)
- **Do not** touch or move any suspicious package

### Suspect Package



- **Stop** what you are doing and put the item down or **do not** touch it
- Alert others nearby
- **Do not** use mobile phones as they can trigger an explosion
- Evacuate the area

### Power Outage



- Provide assistance to others if necessary
- **Evacuate** if advised to do so
- Make equipment safe that may auto restart
- Treat all electrical equipment as live as power may be restored at any time

### Gas Leak



- **Turn off** gas supply if it is safe to do so
- **Activate** the emergency isolation if it is present
- Evacuate the area

Report all emergencies on campus **9385 6666**

### Chemical Spill



- Is it Minor or Major?
- If Major, **evacuate** area
- If Minor, **evacuate** others, work in pairs and clean up spill as per Safe Work Procedure

### Environmental



- An environmental emergency includes any incident, or potential for an incident of uncontrolled discharge of a substance into water, air or land that harms or threatens to harm the environment
- **Alert** others nearby
- Contain the emission if safe

### Personal Threat



- Threats to self or others may include harassment, assault, suicide, robbery, self harm or armed hold-ups
- **Do not** take risks
- Observe offender's characteristics and **avoid** eye contact

### Natural Disaster



- **Remove** anyone from immediate danger if safe to do so
- **Take shelter** in strongest part of building (such as the basement)
- Keep clear of windows

### Evacuation



- **Alert** the floor warden
- Know your Evacuation Assembly Point
- Follow instructions to evacuate
- Exit in a safe and orderly manner
- **Do not** use lifts
- **Do not** re-enter building until authorised
- Follow the direction of Security, Wardens and Emergency Services

### Shelter in Place or Lockdown



- Take immediate shelter where you are, such as inside a building
- Keep doors locked
- **Remove** yourself from the immediate threat
- **Never** risk your safety
- Follow the direction of Security, Wardens and Emergency Services

Download StaySafe@UNSW App

- Call 9385 6000 for General Security
- Watch for UNSWalerts via text message for important information
- For full emergency procedures go to [www.facilities.unsw.edu.au](http://www.facilities.unsw.edu.au)



Available on the iPhone  
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