



During any Emergency it is important to remember

"STAY CALM" Stop – Assess – Act Ask yourself – What has happened? – Can I be injured?

EMERGENCY PHONE NUMBER 492 15888

Security Services staff are the principals to manage **ALL** emergency situations. Contact on ext. 15888, provide them with information and they will instruct you as to what you need to do. For example, they may request that you contact 000 while they instigate other actions. The following covers the basic information.

CALL Security Services on 15888 and state:

- LOCATION
- NATURE OF EMERGENCY
- IDENTIFY YOURSELF
- YOUR CONTACT NUMBER

Get to know your local Emergency Team

Familiarise the Emergency Evacuation Map

- Call for a First Aid officer
- Call Security Services on 15888
- State your name, location and what is needed
- Call 000

Security will direct the Ambulance to the building/location

Local site First-Aid Officers

NAME _____ EXTENSION _____

NAME _____ EXTENSION _____

EARTHQUAKE

- **KEEP AWAY FROM** windows, mirrors and overhead fittings
- **TAKE COVER** under an internal door-frame, table or bench
- **KEEP WELL CLEAR**, of buildings, walls, power lines, trees, etc.
- **DO NOT** stand under awnings or parapets as they may collapse
- **MOVE** to open ground when safe

DO NOT use machines, lights, open flame appliances, use lighters or matches, use electrical equipment when gas or fuel leaks are suspected

DO NOT use the telephone unless there is a **SERIOUS INJURY OR RISK**

AVOID driving (keep roadways clear for emergency vehicles)

BE PREPARED for after shocks

FIRE

- **DO NOT USE LIFTS**
- **NO SMOKING** must be observed during any evacuation procedure
- **EXIT THE BUILDING AND FOLLOW THE INSTRUCTIONS OF EVACUATION WARDEN(S)**

GAS EMERGENCY or CHEMICAL SPILLS or RADIATION SPILLS

Remain upwind of the incident scene – Identify the substance involved

Name _____ UN number _____

Isolate the immediate area. Limit the spread of liquids by using absorbent materials

BOMB THREAT

TURN THIS INFORMATION SHEET OVER AND COMPLETE

BOMB THREAT CHECK LIST Remember... Keep calm – Don't hang up

QUESTIONS TO ASK

- 1 When is the Bomb going to explode? _____
- 2 Where is the Bomb located? _____
- 3 What type of Bomb is it? _____
- 4 What does it look like? _____
- 5 What will cause it to explode? _____
- 6 Did you place the bomb? _____
- 7 Why? _____
- 8 Where are you? _____
- 9 What is your name? _____
- 10 What is your address? _____

EXACT WORDING OF THREAT _____

INFORMATION ON CALLER Sex _____ Age _____ Length of call _____

CALLER'S VOICE

- | | | | | | |
|--|-------------------------------------|----------------------------------|---|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Excited | <input type="checkbox"/> Slow | <input type="checkbox"/> Rapid | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Laughing | <input type="checkbox"/> Crying | <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Stuttering | <input type="checkbox"/> Lisp | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Deep | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Familiar | <input type="checkbox"/> Raspy |

If voice is familiar, who did it sound like? _____

ACTION ON CALL

Number & call received at _____ Recipient _____
Time _____ am/pm Date _____ Call reported to _____
Telephone No. _____ Date _____

THREAT LANGUAGE

- | | | | |
|---------------------------------------|---|--|-------------------------------------|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Well spoken/Educated | <input type="checkbox"/> Taped message | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Abusive/foul | <input type="checkbox"/> Message read by threat maker | <input type="checkbox"/> Other _____ | |

BACKGROUND NOISES

- | | | | | |
|--|--|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Clear | <input type="checkbox"/> PA System | <input type="checkbox"/> Static | <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Motor noises | <input type="checkbox"/> Office machinery | <input type="checkbox"/> Public phone | <input type="checkbox"/> Local Call | <input type="checkbox"/> STD Call |
| <input type="checkbox"/> Aircraft | <input type="checkbox"/> Other _____ | | | |

REMARKS _____

INSTRUCTIONS

Callaghan Campus

Report call **IMMEDIATELY** to Security or Chief Warden on 4921 5888 (Emergency Number only)
DO NOT discuss with other personnel.
DO NOT return to the area until advised by the Chief Warden or Emergency Services personnel.
IMMEDIATELY after receipt of call, please complete this form.

NAME _____ POSITION _____
Telephone No. _____ Date _____