

# KNOW WHAT TO DO IN CASE OF EMERGENCY

## STUDENT EMERGENCY INDUCTION

OHS Team  
Human Resources  
2007

[WWW.VU.EDU.AU](http://WWW.VU.EDU.AU)



**VICTORIA  
UNIVERSITY**

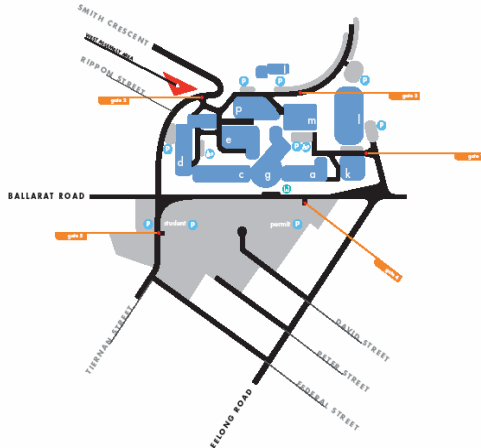
**A NEW  
SCHOOL OF  
THOUGHT**

# EMERGENCY PROCEDURES

A poster like this one is available throughout all campuses and provides useful information about emergency procedures. Please read.

**YOU SHOULD GET OUT MORE**

**EMERGENCY & EVACUATION FOOTSCRAY PARK**



**EMERGENCY**

- ASSESS THE SITUATION
  - Assist any person in immediate danger – **ONLY IF SAFE TO DO SO**
  - If a fire or chemical spill, close doors and secure the area
- CALL FOR HELP
  - CRISIS SITUATION** – call Security (6446)
  - MEDICAL EMERGENCY** – call 000 and ask for Ambulance then call Security (6446) and First Aid Officer for First Aid
  - FIRE** – break glass alarm, or call 000 and ask for Fire Brigade
- EVACUATE
  - Leave building following **EVACUATION** instructions

**ALARM**

**IF YOU HEAR THE WARNING ALARM (BEEP, BEEP, BEEP):**

- Secure area – **ONLY IF SAFE TO DO SO**
- Be ready to follow instructions given by Emergency Wardens

**EVACUATION**

**IF YOU HEAR THE EVACUATION ALARM (WHOO, WHOO, WHOO) OR GIVEN EVACUATION SIGNAL:**

- Leave building by designated exit or nearest safe exit
- Use the stairs only, do not use the lifts
- Proceed to the closest Assembly Area (see map), or as directed by Emergency Wardens
- Remain at Assembly Area until otherwise directed by Emergency Wardens or the Emergency Services

# EMERGENCY PROCEDURES

## EMERGENCY

### 1. ASSESS THE SITUATION

- Assist any person in immediate danger – **ONLY IF SAFE TO DO SO**
- If a fire or chemical spill, close doors and secure the area

### 2. CALL FOR HELP

- **CRISIS SITUATION** – call Security (6666)
- **MEDICAL EMERGENCY** – call 000 and ask for Ambulance then call Security (6666) and First Aid Officer for First Aid
- **FIRE** – break glass alarm, or call 000 and ask for Fire Brigade

### 3. EVACUATE

- Immediately if it is not safe
- Leave building following EVACUATION instructions (evacuation steps 3 to 6)



# EMERGENCY PROCEDURES

## ALARM

IF YOU HEAR THE WARNING ALARM (BEEP, BEEP, BEEP) :

1. Secure area – **only if safe to do so**
2. Be ready to follow instructions given by Emergency Wardens

## EVACUATION

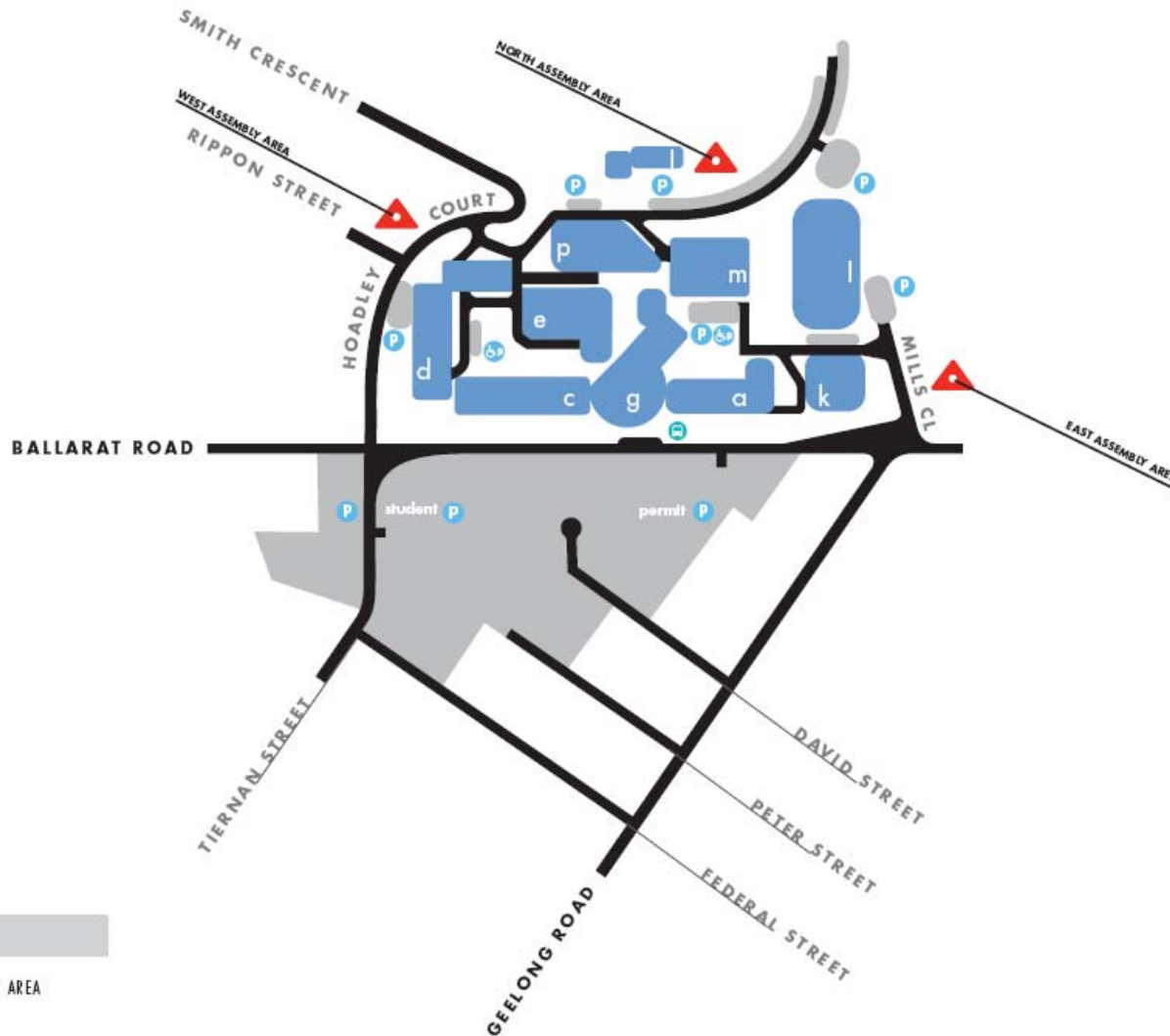
IF YOU HEAR THE EVACUATION ALARM (WHOOOP, WHOOOP, WHOOOP) OR ON BEING GIVEN AN EVACUATION SIGNAL :

3. Leave building by designated exit or nearest safe exit
4. Use the stairs only, **do not use the lifts**
5. Proceed to the closest Assembly Area (see map), or as directed by Emergency Wardens
6. Remain at Assembly Area until otherwise directed by Emergency Wardens or the Emergency Services

# WHAT IF I HAVE A PERMANENT OR TEMPORARY DISABILITY?

- In an evacuation you will be the last to leave to ensure there is no risk of you being injured
- If you have to use the stairs a warden or delegate will accompany you.
- If you are in a wheelchair you will be escorted to the nearest fire rated stairwell. A Warden will wait with you in the stairwell until the MFB are able to evacuate you.
- If you can, prearrange to have a “buddy” who can support you when or if an emergency arises. Ensure your buddy is familiar with your medical needs.
- Remember lifts cannot be used in an emergency so know where the nearest ramp/fire rated exit is.
- Don't panic you will not be left alone.

# Emergency Assembly Areas- Footscray Park





# MEDICAL EMERGENCY & REPORTING

- Report all hazards, incidents, spills, injuries and equipment malfunction to the Teacher/Lecturer or Lab Staff immediately.
- If you take medication you should have it with you at all times.  
*(eg. Asthma puffer)*
- You are encouraged to inform your teacher if you suffer from a medical condition that may affect your participation in the course.
- Students working with animals are strongly advised to have a current Tetanus vaccination.  
*(Less than five years since last vaccination)*



# MEDICAL EMERGENCY & REPORTING



- Never clean up a blood spill without supervision from staff.
- Please let staff know if you have, or develop an allergy to latex gloves.
- We have First Aiders to attend incidents but there are no first aid rooms or sick rooms.
- If you are sick and can get home safely, then go. If not tell staff.
- An ambulance will be called for any serious incident. It is not your choice if it is needed. Check your Ambulance cover.



# EMERGENCY CONTACTS



- Fire, Police, and Ambulance : 000  
(Dial 0 for an external line then dial 000)
- Dial 112 from a mobile phone this will also connect you to the emergency services
- Security: extension 6666 (from internal phone)

# SUMMARY

- Always work safely and consider yourself and others
- Be responsible for your actions
- Report all accident/incidents and unsafe conditions
- Assist your teacher/lecturer to ensure a safe university
- Support Wardens and First Aid Officers

*Know What to do in an Emergency*

