PERSONAL EMERGENCY PLANNING

It is understood that before staff can commit to remedial actions at the University, it is vital they know that their families are safe and well. To assist in achieving this it is important that you have a Home Emergency Plan.

COMMUNICATIONS

Make arrangements for how to contact your partner, who will collect the kids from school and where you will all meet.

PREPARATIONS

You will need to be self-sufficient for 3–5 days.

HAVE A WORKPLACE EMERGENCY KIT

- Essential medication
- 3–5 days supply of water and non-perishable foods
- Alternative lighting (torch, spare batteries, lightsticks)
- Warm waterproof clothing and strong walking shoes
- Battery operated radio
- Contact details for family

FIRE

IF YOU DISCOVER A FIRE

- Operate the nearest fire alarm call point by breaking the glass and pressing the switch down.
- Dial 8888 (0800 VIC 8888) and advise Campus Security.
- Dial 1-111 and ask for the Fire Service.
- Use fire fighting equipment only if you are confident and it is safe to do so.

IF YOU HEAR CONTINUOUS SOUNDING OF THE FIRE ALARM

- DON’T linger, leave the building as quickly as possible.
- DON’T attempt to return to your room.
- DON’T run—keep calm.
- DON’T use lifts—keep left on stairs.
- DON’T return to the building until the all-clear is given.
- ASSEMBLE at your assembly point and keep well clear of the building.

EARTHQUAKE

DURING AN EARTHQUAKE:

- Act quickly—DROP to the ground, get under COVER and HOLD until the shaking stops.
- If there is no cover, crouch on your knees on the floor away from windows, put your arms over your head and neck to protect them.

AFTER AN EARTHQUAKE:

- Stay inside, gather everyone in one place until it is safe to exit.
- If you are in a multi-storey building, check the stairs before making your way to lower floors.
- If you are in the stairwells, use emergency door release buttons to exit.
- If your building is unsafe, evacuate. Take your belongings, beware of falling debris and make your way to a large open space.

TSUNAMI

Know where the nearest high ground is and how you will reach it. Plan to get as high up or as far inland as you can.

IF YOU ARE NEAR THE SEA AND:

- feel a strong earthquake that makes it hard to stand up, or a weak rolling earthquake that lasts a minute or more.
- see a sudden rise or fall in sea level.
- hear loud and unusual noises from the sea.

move immediately to the nearest high ground or as far inland as you can. If evacuation maps are present, follow the routes shown.

SEVERE WEATHER

- Ensure all windows and doors are closed.
- If you have to move outdoors be aware of flying debris.
- Report any damage or flooding to Campus Security on 8888 (0800 VIC 8888).

MEDICAL EMERGENCY

- Dial 8888 (0800 VIC 8888) and advise Campus Security.
- Dial 1-111 and ask for the Ambulance.
- Apply first aid if you are confident and it is safe to do so.

ACTS OF VIOLENCE

- Dial 8888 (0800 VIC 8888) and advise Campus Security.
- Remove yourself to a place of safety where possible.
- Campus Security will notify emergency services as required.

SUSPICIOUS PERSONS

- Dial 8888 (0800 VIC 8888) and advise Campus Security.
- Ensure your personal safety.
- Provide description, location and direction of travel of suspicious person(s).
- Campus Security will investigate.

UTILITIES FAILURE

- Dial 8888 (0800 VIC 8888) and advise Campus Security.

TERRORISM/BOMB THREAT

- Dial 8888 (0800 VIC 8888) and advise Campus Security who will contact the Emergency Services.
- Seek personal safety and security.
- Campus Security and/or the Police will advise.