

EMERGENCY PROCEDURES



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

FIRE

EVACUATE THE BUILDING AND CALL 111

- Activate the nearest manual fire alarm.
- Evacuate the building using the nearest fire exit.
- Call 111.
- Call Campus Security on 0800 842 8888.

MEDICAL EMERGENCY

CALL 111 AND/OR CAMPUS SECURITY ON 0800 842 8888

- Call 111 if necessary.
- Call Campus Security who will alert the Campus Medics.
- Apply first aid if you are confident and it is safe to do so.

EARTHQUAKE

DROP, COVER AND HOLD ON

- Drop, cover and hold on.
- Beware of aftershocks.
- Stay inside if it is safe to do so.
- If you feel your building is unsafe to remain in, evacuate and beware of falling debris.
- Make your way to a large open space.

TSUNAMI

LONG OR STRONG — GET GONE

If an earthquake is long or strong, and you are in a tsunami zone, evacuate immediately to high ground.

ACTIVE ARMED OFFENDER

CALL 111 AND CAMPUS SECURITY ON 0800 842 8888

ESCAPE—If it is safe to do so, leave the area the quickly and quietly.

HIDE—If unsafe, attempt to hide and/or lock or barricade yourself in a room. Be quiet and silence your phone.

TELL—Call the police and Campus Security

SECURITY RISKS

CALL CAMPUS SECURITY ON 0800 842 8888

- Be aware of suspicious activities, people, or packages on campus.
- Take note of the details—who, where, when, and what happened.
- Call Campus Security.

SEVERE WEATHER

REMAIN INDOORS AND REPORT DAMAGE

- Keep up to date with official MetService reports and University guidance.
- Secure your area. If possible, close windows and doors.
- Report any weather damage to Property Services.

SEE IT, REPORT IT

www.wgtn.ac.nz/incident



Use the QR Code or short URL above to report an incident, hazard or near-miss.