THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

Emergency Procedures

In case of emergency

– **FIRE**
– **MEDICAL**
– **ENVIRONMENTAL**
– **BOMB THREATS**
– **ANY CRITICAL INCIDENT**

Phone UQ Security
336 53333
FOR CONFIRMED FIRES PHONE 000

Security will contact Emergency Services

List your departmental information here: AIBN - CMM AREA		
Chief Warden		Ph
Floor Warden		Ph
First Aid Officer		Ph
Safety Coordinator		Ph

FIRE
– Follow instructions of wardens
– If wardens are not available, warn personnel and evacuate as necessary
– Confine fire if possible (close doors and windows)
– Do not use lifts
– Go to nearest prearranged assembly point

MEDICAL EMERGENCY
– Phone Security on 336 53333
– Arrange easily located point to meet emergency team
– Delegate people to
  • stay by the phone
  • meet emergency team
– Confirm site and meeting place with Security
– Note: Security will call ambulance if required

ENVIRONMENTAL INCIDENT (e.g. spill, explosion)
– Phone Security on 336 53333 (Note: do not use a mobile phone)
– Alert people in surrounding area/buildings (and, in case of a spill, also those who may be downwind of the affected area)
– Alert relevant School/Centre/Section etc.
– If safe to do so, contain the spill, fire, etc.
– Obey all directions from Security and/or emergency services

BOMB / ARSON THREATS / LIFE THREATS
– If threat is received by telephone:
  • keep caller talking (do not hung up)
  • identify background if possible
  • record information for police
– Phone Security on 336 53333 and state location of threat (building, floor and room number)
– Follow instructions of person in charge and prepare to evacuate if requested
– If a suspicious object is found:
  • do not touch
  • report find
  • keep area clear

**For general enquiries and non-urgent matters,
Phone Security (all hours) 336 51234**

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