

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**

CMM AIBN LAB SAFETY CONTACTS

ALL EMERGENCIES – CALL UQ SECURITY 33653333

Lab Manager After hours contact	Rick Webb - 63959	0434 602 943	
First Aid Officer Floor Warden WHSC Acting RSO After hours contact	Rob Gould - 63977	0421059198	
Deputy Floor Warden	Travis Hagstrom - 63998		
Health & Safety Representative (HSR) TEM	Kathryn Green - 62935		
Client HSW Committee Rep	Alison White	a.tasker@uq.edu.au	
TEM	Erica Lovas – 63895		
TEM	Graeme Auchterlonie - 63194		
TEM /3DSEM	Robyn Chapman - 63895		
FIB / SEM	Hui Diao - 63197		