

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: HAWKEN - 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

HAWKEN LAB SAFETY CONTACTS

ALL EMERGENCIES – CALL UQ SECURITY 33653333

Lab Manager Floor Warden First Aid Provider After hours contact	Ron Rasch - 57939	0466 777 685	
First Aid Provider	Eunice Grinan	336 - 54205	
First Aid Provider	Ying Yu	336 - 54216	
First Aid Provider	Heike Bostelmann	336 - 54390	
Workplace Health and Safety Coordinator (WHSC) After hours contact	Rob Gould - 63977	0421059198	
Health & Safety Representative (HSR)	Kathryn Green	334 - 62935	
Client HSW Committee Rep	Alison White	a.tasker@uq.edu.au	