

## In case of emergency

- FIRE
- MEDICAL
- ENVIRONMENTAL
- BOMB THREATS
- ANY CRITICAL INCIDENT

**Phone UQ Security**  
**336 53333**  
**ALL HOURS**

### Security will contact Emergency Services

List your departmental information here:

<b>Chief Warden</b>	Luke Matthew	Ph 334-63983
<b>Floor Warden</b>	Rob Gould	Ph 0421059198,334-63977
<b>First Aid Officer</b>	Rob Gould, Wendy Armstrong	Ph 0421059198,334-63977,-63196
<b>Safety Coordinator</b>	Rob Gould	Ph 0421059198,334-63977

## Emergency Procedures

### St Lucia Campus

#### 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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