

KNOW WHAT TO DO IN CASE OF EMERGENCY

STUDENT EMERGENCY INDUCTION


OHS Team
People and Culture
Feb 2012

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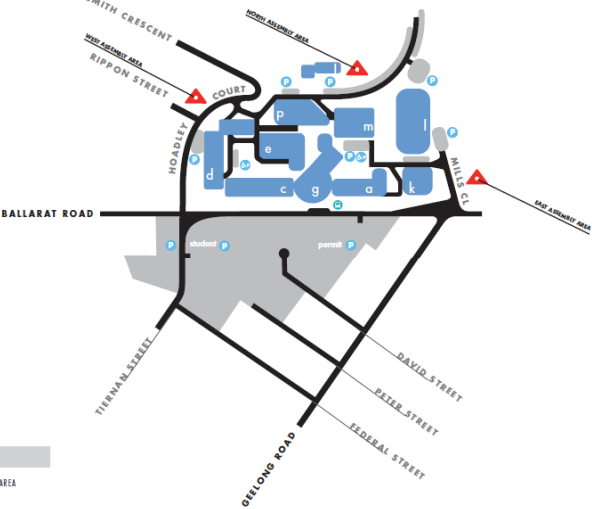
EMERGENCY PROCEDURES

A poster like this one is available throughout all campuses and provides useful information about emergency procedures. Please read.


YOU SHOULD GET OUT MORE

A NEW
SCHOOL OF
THOUGHT

EMERGENCY & EVACUATION FOOTSCRAY PARK



KEY

 ASSEMBLY AREA

EMERGENCY

1. ASSESS THE SITUATION
 - Assist any person in immediate danger – **ONLY IF SAFE TO DO SO**
 - If a fire or chemical spill, close doors and secure the area
2. CALL FOR HELP
 - **CRISIS SITUATION** – call Security (6666)
 - **MEDICAL EMERGENCY** – call 000 and ask for Ambulance then call Security (6666) and First Aid Officer for First Aid
 - **FIRE** – break glass alarm, or call 000 and ask for Fire Brigade
3. EVACUATE
 - Immediately if it is not safe
 - Leave building following EVACUATION instructions (evacuation steps 3 to 6)

ALARM

IF YOU HEAR THE WARNING ALARM (BEEP, BEEP, BEEP):

1. Secure area – **ONLY IF SAFE TO DO SO**
2. Be ready to follow instructions given by Emergency Wardens

EVACUATION

IF YOU HEAR THE EVACUATION ALARM (WHOO, WHOO, WHOO) OR ON BEING GIVEN AN EVACUATION SIGNAL:

3. Leave building by designated exit or nearest safe exit
4. Use the stairs only, **do not use the lifts**
5. Proceed to the closest Assembly Area (see map), or as directed by Emergency Wardens
6. Remain at Assembly Area until otherwise directed by Emergency Wardens or the Emergency Services

EMERGENCY PROCEDURES

EMERGENCY

1. ASSESS THE SITUATION

- Assist any person in immediate danger – **ONLY IF SAFE TO DO SO**
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2. CALL FOR HELP

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EMERGENCY PROCEDURES

ALARM

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ALERT TONE

EVACUATION

IF YOU HEAR THE EVACUATION ALARM (WHOOOP, WHOOOP, WHOOOP) OR ON BEING GIVEN AN EVACUATION SIGNAL :

3. Leave building by designated exit or nearest safe exit
4. Use the stairs only, **do not use the lifts**
5. Proceed to the closest Assembly Area (see map), or as directed by Emergency Wardens
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EVACUATION
TONE

WHAT IF I HAVE A PERMANENT OR TEMPORARY DISABILITY?

- In an evacuation you will be the last to leave to ensure there is no risk of you being injured
- If you have to use the stairs a warden or delegate will accompany you.
- If you are in a wheelchair you will be escorted to the nearest fire rated stairwell. A Warden will wait with you in the stairwell until the MFB are able to evacuate you.
- If you can, prearrange to have a "buddy" who can support you when or if an emergency arises. Ensure your buddy is familiar with your medical needs.
- Remember lifts cannot be used in an emergency so know where the nearest ramp/fire rated exit is.
- Don't panic you will not be left alone.

Emergency Assembly Areas- Footscray Park



MEDICAL EMERGENCY & REPORTING

- Report all hazards, incidents, spills, injuries and equipment malfunction to the Teacher/Lecturer or Lab Staff immediately.
- If you take medication you should have it with you at all times.
(eg. Asthma puffer)
- You are encouraged to inform your teacher if you suffer from a medical condition that may affect your participation in the course.
- Students working with animals are strongly advised to have a current Tetanus vaccination.
(Less than five years since last vaccination)

MEDICAL EMERGENCY & REPORTING



- Never clean up a blood spill without supervision from staff.
- Please let staff know if you have, or develop an allergy to latex gloves.
- We have First Aiders to attend incidents but there are no first aid rooms or sick rooms.
- If you are sick and can get home safely, then go. If not tell staff.
- An ambulance will be called for any serious incident. It is not your choice if it is needed. Check your Ambulance cover.

EMERGENCY CONTACTS



- Fire, Police, and Ambulance : 000
(Dial 0 for an external line then dial 000)
- Dial 112 from a mobile phone this will also connect you to the emergency services
- Security: extension 6666 (from internal phone)

SUMMARY

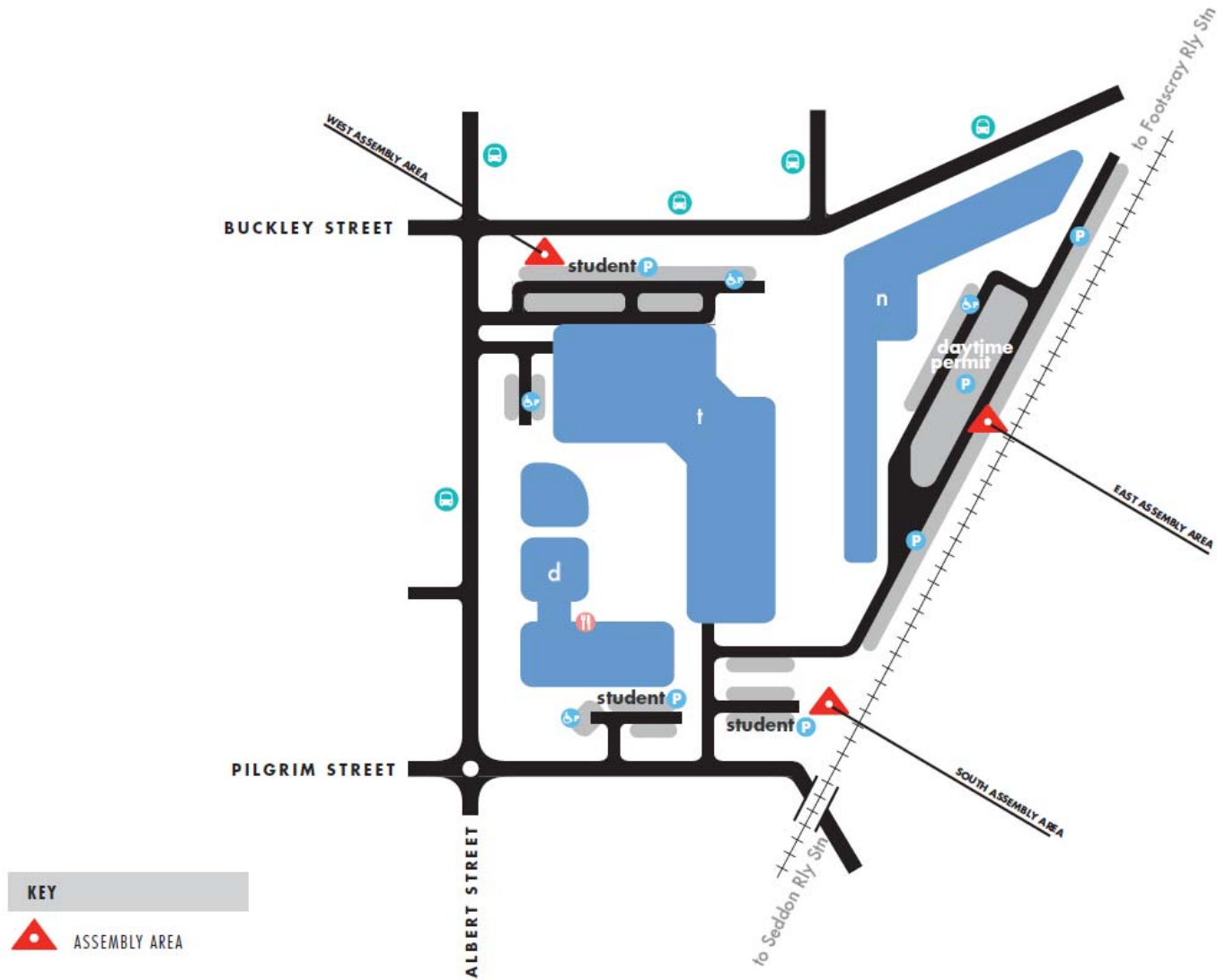
- Always work safely and consider yourself and others
- Be responsible for your actions
- Report all accident/incidents and unsafe conditions
- Assist your teacher/lecturer to ensure a safe university
- Support Wardens and First Aid Officers

Know What to do in an Emergency

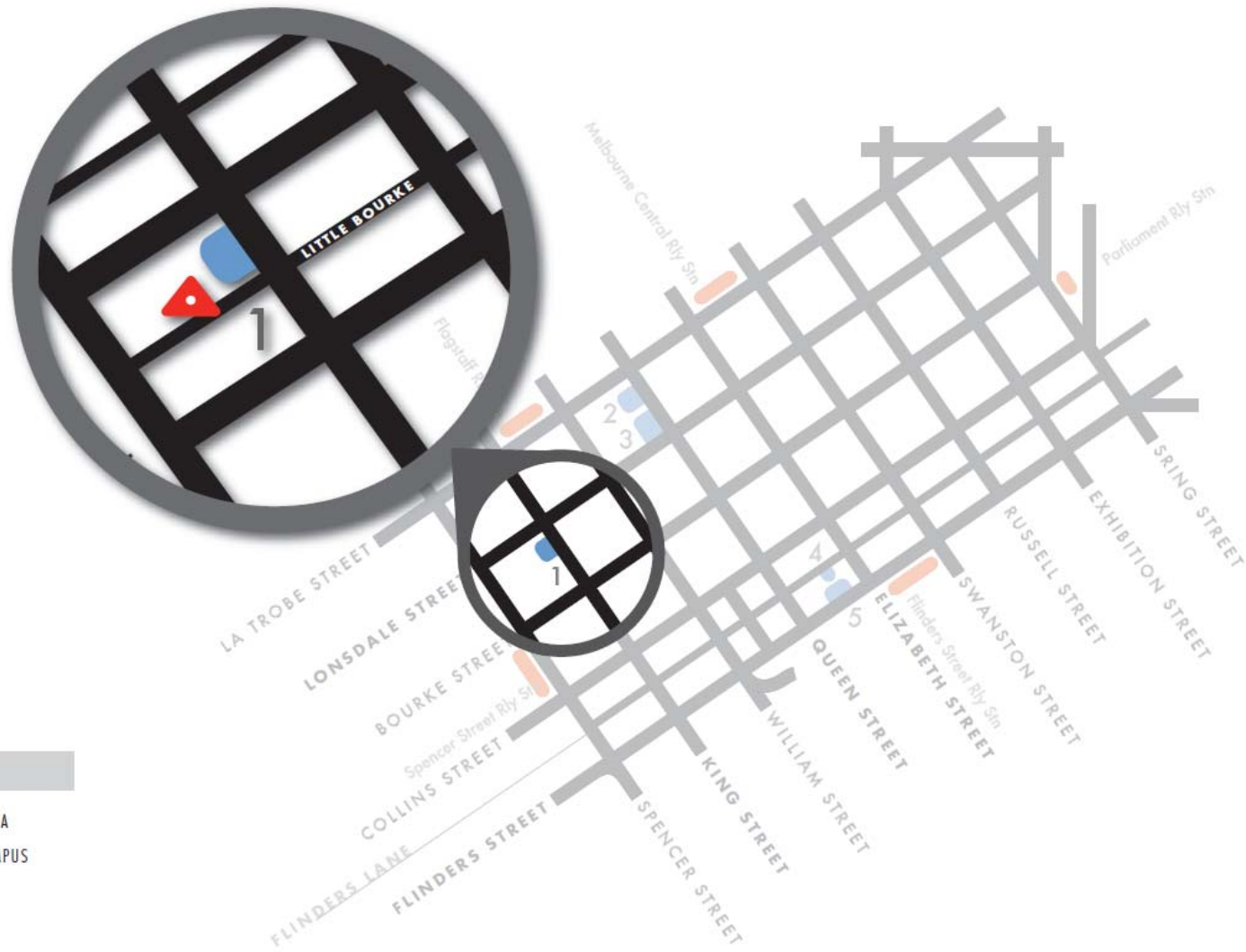
Emergency Assembly Areas- City Flinders



Emergency Assembly Areas- Footscray Nicholson



Emergency Assembly Areas- City King Street

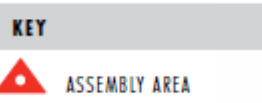


Emergency Assembly Areas- City Queen Street



KEY	
	ASSEMBLY AREA
2	295 QUEEN STREET
3	283 QUEEN STREET

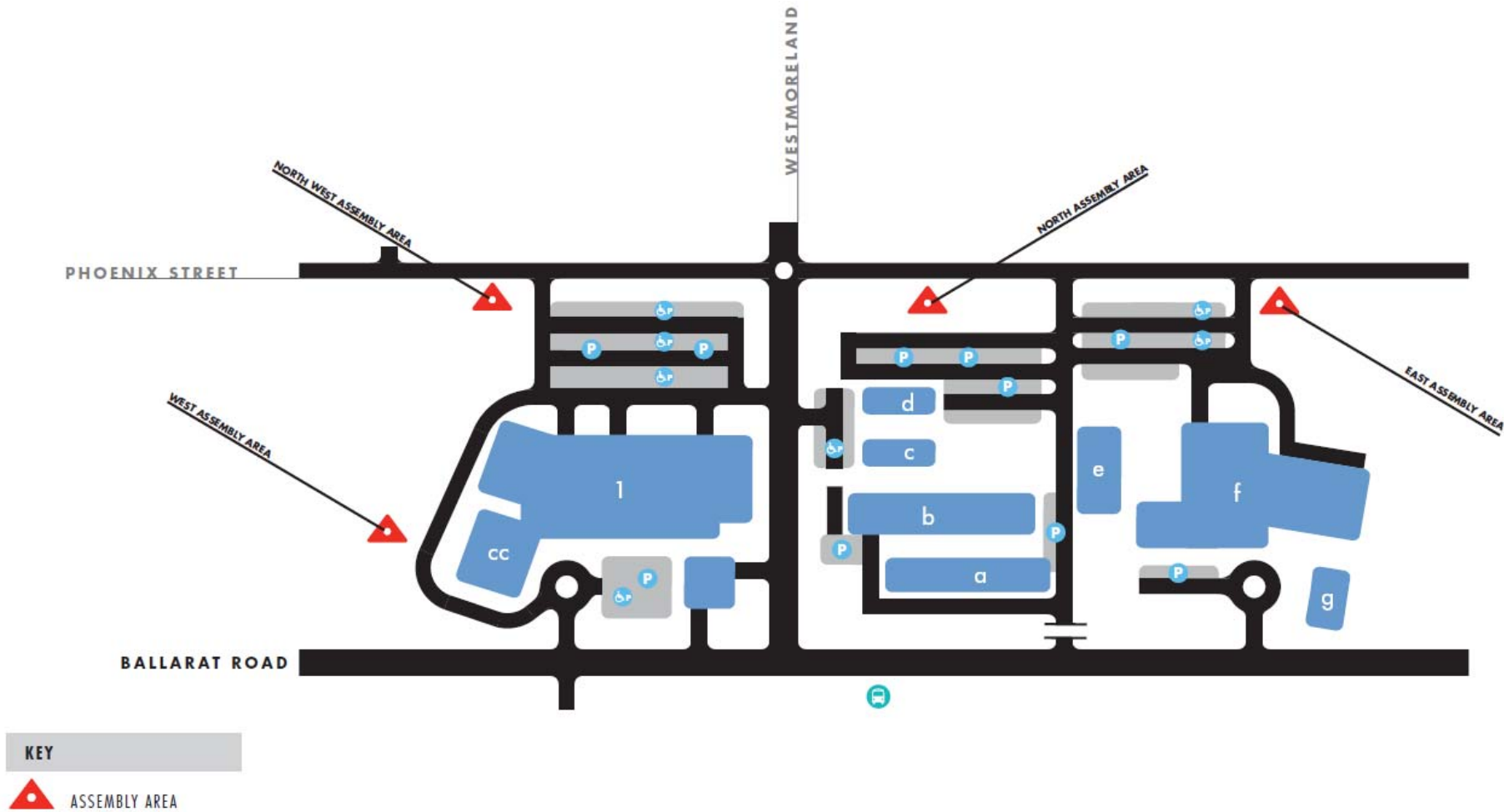
Emergency Assembly Areas- St Albans



Emergency Assembly Areas- Student Village



Emergency Assembly Areas- Sunshine



Emergency Assembly Areas- Werribee



Emergency Assembly Areas- Werribee Industrial Skills

