




University of
Southern
Queensland

Campus Emergency Procedures

All Emergencies Call 4631 2222 or Ext 2222
If the emergency is life-threatening call 000, followed by Ext 2222

Code Red (Fire)		
<ul style="list-style-type: none"> Quickly assess situation Remove any person from danger (if safe to do so) Close the doors on the fire Raise the alarm by dialling x2222 and by activating the break glass fire alarm (if not yet activated) or SafeZone Mobile App 	<ul style="list-style-type: none"> Extinguish the fire with appropriate firefighting equipment (if trained and safe to do so) Follow directions of Wardens, Security or Emergency Services Officer Evacuate building via the nearest safe Emergency EXIT 	
Code Orange (Evacuation)		
<ul style="list-style-type: none"> When alerted, immediately cease all activity Follow instructions given by Wardens, Security or Emergency Services Officer Evacuate building via the nearest safe Emergency EXIT 	<ul style="list-style-type: none"> Go to the assembly area Await instructions from a Warden or Emergency Services Officer Never use a lift in an emergency 	
Code Blue (Medical Emergency)		
<ul style="list-style-type: none"> Quickly assess situation (do not enter danger area) Raise the alarm by dialling x2222 or SafeZone Mobile App Administer first aid as appropriate Contact your Safety Officer Keep uninvolved people away 	<p>Poisoning</p> <ul style="list-style-type: none"> Raise the alarm by dialling x2222 or SafeZone Mobile App Administer first aid as appropriate Try to identify the poison (only if safe to do so) 	<ul style="list-style-type: none"> Ring "Poisons Information" on 131 126 Contact your Safety Officer Keep uninvolved people away
Code Yellow (Internal Emergency)		
<p>Chemical Spill</p> <ul style="list-style-type: none"> If spill is a flammable solvent, toxic or suffocating substance, notify all persons in immediate area, turn off all flames and electrical outlets, and evacuate the area Go to the nearest area free of vapour and raise the alarm by dialling x2222 or SafeZone Mobile App Do not re-enter the affected area 	<p>Gas or Water Leak</p> <ul style="list-style-type: none"> Turn off the tap or valve if possible (if safe to do so) Notify all persons in immediate area, turn off all flames and electrical outlets, and evacuate the area if necessary Raise the alarm by dialling x2222 or SafeZone Mobile App Keep people away from affected area 	<p>Power Failure</p> <ul style="list-style-type: none"> Raise the alarm by dialling x2222 or SafeZone Mobile App Evacuations may be considered depending of length of outage Building Wardens are to remain at their building even if locked down until they are stood down.

Code Brown (External Emergency)	
<ul style="list-style-type: none"> Quickly assess situation (do not enter danger area) Raise the alarm by dialling x2222 or SafeZone Mobile App 	<ul style="list-style-type: none"> Administer first aid as appropriate Keep uninvolved people away
Code Purple (Bomb or Substance Threat)	
<p>Receiving a Phone Bomb Threat</p> <ul style="list-style-type: none"> If receiving a phone threat, do not hang up the phone, even after caller has hung-up Try to keep the caller talking Fill out the phone threat checklist Remain at the phone until relieved Raise the alarm by dialling x2222 – On different phone and protect original telephone Attract someone's attention to raise the alarm x2222 Do not notify any others of the threat 	<p>Witnessing a Bomb Threat being made</p> <ul style="list-style-type: none"> Take detailed notes, who, when, where, why, and how Fill out the phone threat checklist Raise the alarm by dialling x2222 <p>Package or Substance Threat</p> <ul style="list-style-type: none"> Do not touch or move anything Move away and prevent anyone from entering the area – isolate it Raise the alarm by dialling x2222 Remain calm and follow instructions from Security or the Police Do not evacuate the building unless directed by Emergency Services
Code Black (Armed Intruder)	
	
<p>ESCAPE</p> <ul style="list-style-type: none"> If you see a safe route, ESCAPE and leave the area immediately. Take your mobile phone with you if you can Encourage others to go with you, but don't let their hesitation slow you down Try to stop others from entering the area, but only if it doesn't put you in any danger <p>HIDE</p> <ul style="list-style-type: none"> If you are unable to escape, or are unsure if it's safe to do so, HIDE Silence your mobile phone and other devices and turn off vibrate 	<ul style="list-style-type: none"> If you are unable to escape, or are unsure if it's safe to do so, HIDE Silence your mobile phone and other devices and turn off vibrate Secure your environment by locking doors and windows and barricading entries Move away from doors and be as quiet and still as possible, as to not give away your hiding place Constantly review the situation and your options based on your surroundings <p>TELL</p> <ul style="list-style-type: none"> When it is safe to do so, TELL Call Security by dialling x2222 The more information you can give about your location, surroundings, the attackers, and the events that have occurred, the better You may be asked to stay on the line and provide further information that the operator requests or if the situation changes

Contact Numbers

Emergency Services Direct	0-000	Security – non urgent	
Poisons Information Centre	0-131126	Control Room 24/7	Ext 2871