Campus Emergency Procedures

UniSQ 24/7 Emergency Number 07 4631 2222
If the emergency is life-threatening call 000, followed by 07 4631 2222

University of Southern Queensland

Code Red (Fire)

- Quickly assess situation
- Remove any person from danger (if safe to do so)
- Close the doors on the fire
- Raise the alarm by dialling **07 4631 2222** and by activating the break glass fire alarm (if not yet activated) or by activating the SafeZone Mobile App
- 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)

- When alerted, immediately cease all activity
- Follow instructions given by Wardens, Security or Emergency Services Officer
- Evacuate building via the nearest safe Emergency EXIT
- 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)

- Quickly assess situation (do not enter danger area)
- If the situation is life-threatening call **000** followed by **07 4631 2222** or by activating the SafeZone Mobile App
- If the situation is not life-threatening, raise the alarm by dialling **07 4631 2222** or By activating the SafeZone Mobile App
- Administer first aid as appropriate

Poisoning
- Raise the alarm by dialling **000** followed by **07 4631 2222** or by activating the SafeZone Mobile App
- Administer first aid as appropriate
- Try to identify the poison (only if safe to do so)
- Ring "Poisons Information" on **131 126**
- Contact your Safety Officer
- Keep uninvolved people away

Code Yellow (Internal Emergency)

Chemical Spill
- 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 **07 4631 2222** or by activating the SafeZone Mobile App
- Do not re-enter the affected area

Gas or Water Leak
- 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 **07 4631 2222** or by activating the SafeZone Mobile App
- Keep people away from affected area

Power Failure
- Raise the alarm by dialling **07 4631 2222** or by activating the 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)

- Quickly assess situation (do not enter danger area)
- Raise the alarm by dialling **07 4631 2222** or by activating the SafeZone Mobile App
- Administer first aid as appropriate
- Keep uninvolved people away

Code Purple (Bomb or Substance Threat)

Receiving a Phone Bomb Threat
- 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 **07 4631 2222** – On different phone and protect original telephone
- Attract someone's attention to raise the alarm **07 4631 2222** Do not notify any others of the threat

Witnessing a Bomb Threat being made
- Take detailed notes, who, when, where, why, and how
- Fill out the phone threat checklist
- Raise the alarm by dialling **07 4631 2222**

Package or Substance Threat
- Do not touch or move anything
- Move away and prevent anyone from entering the area – isolate it
- Raise the alarm by dialling **07 4631 2222**
- Remain calm and follow instructions from Security or the Police
- Do not evacuate the building unless directed by Emergency Services

Code Black (Armed Intruder)

ESCAPE. HIDE. TELL.

ESCAPE
- 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

HIDE
- 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

- 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

TELL
- When it is safe to do so, TELL
- Raise the alarm by dialling **000** followed by **07 4631 2222** or by activating the SafeZone Mobile App
- 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	000	**Security – non urgent**	
Poisons Information Centre	131126	Control Room 24/7	07 4631 2871