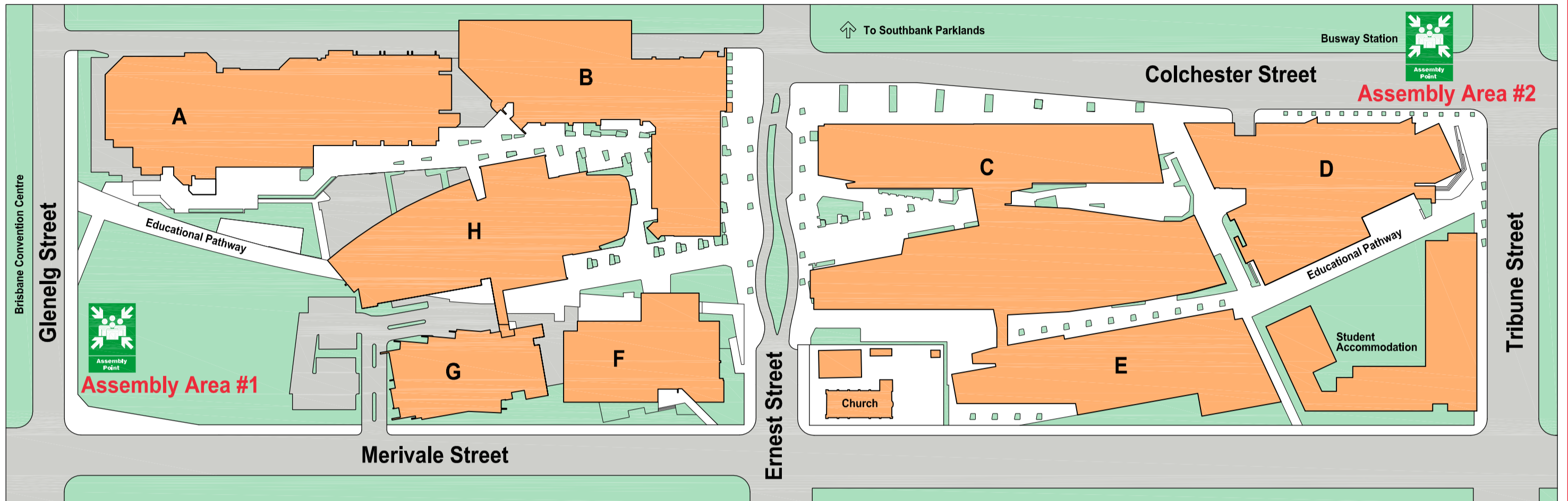


EMERGENCY PROCEDURES

Southbank Campus



EMERGENCY PROCEDURES

In an emergency telephone: (0) 000
for Security contact x7222 or 1300 307 121

FIRST AID

In an emergency telephone: (0) 000
for Security contact x7222 or 1300 307 121

EVACUATION ASSEMBLY

Southbank Campus has two (2) primary assembly areas.
Please use these areas if safe, moving towards Southbank Parklands if directed.

EVACUATION PROCEDURES

If in immediate danger or on hearing the evacuation alarm, exit the building via the nearest exit and proceed to the assembly area in an orderly manner.

- DO NOT** use lifts
- DO NOT** return for personal belongings
- DO NOT** re-enter the building until told to do so by an authorized person

ALARMS

Upon hearing the "alert tone" which is a "beep...beep...beep" sound, prepare to evacuate.

Upon hearing the "evacuate tone" "whoop...whoop...whoop" all persons must evacuate via the nearest exit and proceed to the nearest assembly area.

FIRE EXTINGUISHERS

If safe to do so:

- Raise Alarm.
- Select the correct extinguisher.
- Remove from bracket.
- Carry to scene of the fire.
- Whilst clear of the fire, remove pin and test extinguisher.
- From a distance of no less than two (2) metres, direct extinguisher at base of fire.

Exit area immediately if unsafe to continue.

NON AMBULANT PERSONS

Non ambulant persons should be assisted to a "safe place" (stair well or lift foyer) and their position reported to the Chief Warden.

QFRS will assist non ambulant person(s) out of the building. Staff/students should not attempt to assist person(s) in anyway that may threaten their own safety or the safety of others.

BOMB THREAT

1. Remain calm.
2. Record exact wording of the threat.
3. Keep caller talking- try to obtain as much information as possible using a bomb threat checklist.
4. **DO NOT HANG UP AFTER CALLER HAS FINISHED.**
5. Report to Security on x7222. If unable to make contact with security after 2 (two) attempts, advise 000.
6. Record details of caller's voice and background noises.
7. Await instructions from authorised persons.

AFTER HOURS

After business hours **DO NOT WAIT** for the evacuation alarm.

Exit the building on the alert alarm. Evacuate to the nearest assembly area (if safe to do so) and report to Security.

EMERGENCY LOCKDOWN

- Lock classroom and other doors.
- Close windows and window treatments.
- Turn off lights, ensure phones are silent.
- Everyone is to remain quiet and not to enter hallways.
- Crouch down in areas that are out of sight from doors and windows.
- Staff/students in hallways are to seek shelter in the nearest classroom.
- Staff/students in outdoor areas should immediately take cover.

Should the fire alarm sound, do not evacuate the building unless:

- You have first hand knowledge that there is a fire in the building.
- You are in imminent danger, or
- You have been advised by Police/Security to evacuate the building.

FIRE WARDEN RESPONSIBILITIES...

... become familiar with their area (layout, equipment and locations of persons with a disability.)
... notify management if more wardens are required in their area.

Where evacuation required (IF SAFE TO DO SO):

- Check occupiable spaces in their area (including toilets).
- Direct occupants to safe evacuation routes.
- Remind occupants not to use elevators/ lifts.
- Check congestion, directing to alternative exits as required.
- Advise person(s) not to re-enter the building.
- Prevent hazardous items from being taken to the emergency exits (eg bulky items, cigarettes, drinks).
- Assist occupants to keep calm with noise kept to a minimum.
- Where safe to do so, conduct a final check for your sections, and

IN ALL CASES REPORT TO THE EVACUATION CO-ORDINATOR

Fire safety advisor: Rick McDonald (07) 3842 1711
July 2015

File Ref: Spi-Southbank Assembly Diagram 150707

Remember in all cases only:

"IF SAFE TO DO SO"

KNOW YOUR EXITS

