Fire
- If you see fire or smoke, do not panic or shout.
- Remember RACE:
  - **R**escue people
  - **A**rm the alarm – use white break glass button
  - **C**ontain fire and smoke – close doors and windows
  - **E**xtinguish only if trained to do so

Medical Emergency
- Call for a first aid officer
- Dial UNSW Emergency and state AMBULANCE if required
- Call ‘000’ (after contacting UNSW Emergency) to obtain direct advice
- Reassure the patient
- Never leave the patient alone

Bomb Threat
- If you receive a bomb threat, do not use a mobile phone
- Alert others nearby to call UNSW Emergency
- Carefully note details of the threat (location of bomb, accent, background noises)
- Do not touch or move any suspicious package

Suspect Package
- Stop what you are doing and put the item down or do not touch it
- Alert others nearby
- Do not use mobile phones as they can trigger an explosion
- Evacuate the area

Power Outage
- Provide assistance to others if necessary
- Evacuate if advised to do so
- Make equipment safe that may auto restart
- Treat all electrical equipment as live as power may be restored at any time

Gas Leak
- Turn off gas supply if it is safe to do so
- Activate the emergency isolation if it is present
- Evacuate the area

Chemical Spill
- Is it Minor or Major?
  - If Minor, evacuate area
  - If Minor, evacuate others, work in pairs and clean up spill as per Safe Work Procedure

Environmental Evacuation
- An environmental emergency includes any incident, or potential for an incident of uncontrolled discharge of a substance into water, air or land that harms or threatens to harm the environment
- Alert others nearby
- Contain the emission if safe

Personal Threat
- Threats to self or others may include harassment, assault, suicide, robbery, self harm or armed hold-ups
- Do not take risks
- Observe offender’s characteristics and avoid eye contact
- Take immediate shelter where you are, such as inside a building
- Keep doors locked
- Remove yourself from the immediate threat
- Never risk your safety
- Follow the direction of Security, Wardens and Emergency Services

Natural Disaster
- Remove anyone from immediate danger if safe to do so
- Take shelter in strongest part of building (such as the basement)
- Keep clear of windows

Evacuation
- Alert the floor warden
- Know your Evacuation Assembly Point
- Follow instructions to evacuate
- Exit in a safe and orderly manner
- Do not use lifts
- Do not re-enter building until authorised
- Follow the direction of Security, Wardens and Emergency Services

Shelter in Place or Lockdown
- Take immediate shelter where you are, such as inside a building
- Keep doors locked
- Remove yourself from the immediate threat
- Never risk your safety
- Follow the direction of Security, Wardens and Emergency Services

Report all emergencies on campus 9385 6666

Never Stand Still

Facilities Management