

Remain calm and follow these instructions

Call ACU National Security Centre(NSC) on 8888 (campus phones) or 1300 729 452 (external/mobile phones)
Life threatening emergency dial (0) 000

IN CASE OF
EMERGENCY

EXIT GENERAL EVACUATION

When Alert Signal sounds ... (Beep..Beep)

- This is a warning signal. Await further instructions via the PA or from the Area/Floor Warden.

When the evacuation signal sounds (Whoop..Whoop..)

- Remain calm and proceed to the nearest exit (Do not use lifts).
- Follow the directions of the Area/Floor Warden.
- Proceed calmly to the assembly area and remain there until you are advised it is safe to return to University premises.

MEDICAL EMERGENCY OR INJURY

- If medical emergency is life threatening or a major injury has occurred, immediately call an Ambulance on (0) 000 (campus phone) or 000 (external/mobile phone).
- Stay with the affected/injured person(s) until the ambulance or First Aid officer arrives.
- After calling emergency services, report incident to ACU NSC on 8888 (campus phone) or 1300 729 452 (external/mobile phone) to record the incident.
- For minor injuries contact ACU NSC on 8888 (campus phone) or 1300 729 452 (external/mobile phone) for First Aid support.

ACT OF VIOLENCE OR PERSONAL THREAT

- **See Something** – if you observe an act of violence or threat, remain CALM. Do not panic or shout and avoid eye contact. Avoid sudden movements and do not approach or put yourself at risk.
- **Say Something** – Contact the Police/Ambulance on (0) 000 (campus phone) or 000 (external/mobile phone) and then report to ACU NSC on 8888 (campus phone) or 1300 729 452 (external/mobile phone) if safe to do so.
- **Do Something** – offer support to the victim(s) if it is safe to do so, or contact ACU NSC 8888 (campus phone) or 1300 729 452 (external/mobile phone) for First Aid support.

BOMB THREAT

Treat all threats as genuine

If a telephone threat is received:

- Remain calm, listen carefully and record all information provided by the caller in as much detail as possible.
- Raise the alarm at the earliest opportunity by calling ACU NSC on 8888 (campus phone) or 1300 729 452 (external/mobile phone) and/or the Police on (0) 000 (campus phone) or 000 (external/mobile phone).

If a suspicious object is found:

- Do not approach or touch the object.
- Call ACU NSC on 8888 (campus phone) or 1300 729 452 (external/mobile phone). DO NOT use mobile phones in close proximity to package.
- Keep the area clear.
- Be prepared to evacuate; evacuate when directed to by ACU NSC or by the Area/Floor Warden.

CHEMICAL/HAZARDOUS SPILL

- DO NOT activate building alarms, use mobile phones, hand-held radios, electronic equipment or light flammable material.
- Call the Fire Brigade on (0) 000 (campus phone) or 000 (external/mobile/phone).
- Notify ACU NSC on 8888 (campus phone) and prepare to evacuate. Do not use mobile phones.
- Remove anyone in immediate danger if it is safe to do so. If anyone is exposed to a substance set up an isolation area and wait for assistance.
- Do not allow other persons to enter confined area where there is a risk of being overcome by gas or exposed to toxic chemicals.
- For chemical spills, contain the area by closing all doors and windows, if possible identify the substance, i.e. its UN number and how much has been spilt. Please ensure exact location of spill is recorded.

LOCKDOWN (SHELTER IN PLACE)

This response may be required when there is a violent threat/armed offender on campus and you have no safe opportunity to escape OR for a threat outside the campus/building and it's safest to remain indoors.

- DO NOT activate building alarms
- Put mobile phones on silent.
- Notify ACU NSC on 8888 (campus phone) or 1300 729 452 (external/mobile phone) if safe to do so.
- Enter the closest office/classroom and secure all doors and windows, close blinds and turn off lights. If you can't lock the doors, block them with desks and chairs if there is an immediate threat.
- Move away from doors and windows. Lay low on the floor and remain quiet and out of sight.
- DO NOT attempt to leave the room or building UNLESS the armed offender enters the room and you are able to escape. Leave the area immediately.
- Once escaped from the room, keep your hands over your head and comply with instructions from emergency services.
- Consider (only as last resort) options for defending yourself and preparing to take action if you come face-to-face with the offender or you feel you are in imminent danger of losing your life.
- Otherwise, wait for emergency services or ACU NSC to communicate with you that it is safe to leave room/building.

FIRE EMERGENCY

- Remain calm and break/push Fire Glass Alarm if fitted and if safe to do so.
- Call the Fire Brigade on (0) 000 (campus phone) or 000 (external/mobile phone).
- Notify ACU NSC on 8888 (internal phone) or 1300 729 452 (external/mobile phone).
- Follow the directions of the Area/Floor Warden.
- Ensure the safety of all people in the vicinity.
- If smoke is present stay down low and close to the floor.
- Exit the building via stairs and fire exits. DO NOT use lifts.
- Meet at the assembly area and remain there until you are advised it is safe to return to University premises.

If you need more information on emergency procedures, go to acu.edu.au