



KNOW WHAT TO DO IN CASE OF EMERGENCY

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**HUMAN
RESOURCES
OHS TEAM**

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Emergency Alert signal: BEEP BEEP BEEP (or ringing or contact via Emergency Warden) .

Pack up your valuables, switch off all electrical appliances and stand by for further instruction.

Do not leave your classroom at this stage. (The alarm may not be for your building)

Evacuation signal WOOP WOOP WOOP (or through the PA system)

Leave your classroom in an orderly fashion and pay attention to your Teacher and/or the Emergency Wardens coordinating the evacuation.



Remember the following important points: -

- Don't panic (You know what to do)
- Leave the upper levels of the building by using the **stairs only**
- **Do not use the lifts under any circumstances**
- Leave by the **nearest safe exit** to your room
- Regroup with your class members and your Emergency Warden/Teacher/Lecturer at the designated assembly point or area designated by the Emergency Warden **as soon as you are clear of the building.**

There is a map in each classroom showing the nearest assembly point.

- **Do not** wander off from your group until your Emergency Warden/Teacher/Lecturer marks you off the roll or gives you clearance to leave.

Do not re enter the building under any circumstances **until the "All Clear" signal has been given by the Fire Brigade or Emergency Warden.**

Emergency Contacts

- Fire, Police, and Ambulance : 000 (Dial 0 for an external line then dial 000)
- Security: 6666 from internal phone-
Direct number*. from external phone.
*(add campus number)

YOUR ASSEMBLY POINT IS:.....

(Available on the intranet and signs around the campus)



In the event of an Emergency;

- If a situation is life threatening, contact the Ambulance service (0) 000 first.
- Remember to clearly state your location street address and the nature of the emergency. Be prepared to answer other questions.
- After calling the Ambulance service seek further assistance from a University First Aider.
- All incidents, near misses and any first aid given are to be reported to your Teacher/Lecturer/Lab Manager and must be recorded, regardless of severity of outcome.
- A University Incident Report form is to be completed by your Teacher/Lecturer or Lab Manger.
- Some cases of injury and illness need to be reported immediately or within 24 hours to WorkSafe.
- In the case of Students under 18 years of age, parents/guardians will be contacted.

Volunteer First Aiders Network

First Aid at Victoria University is provided by a network of staff volunteers. To contact the First Aider nearest to your location please click on the corresponding campus on the VU Intranet.

City - Queen St Campus	City - Flinders Lane Campus	City - King St Campus	Footscray Nicholson Campus
Footscray Park Campus	ISTC Werribee Campus	Melton Campus	Newport Campus
St Albans Campus	Student Village Campus	Sunbury Campus	Sunshine Campus
Werribee Campus			

Please note:

Student Services is not the first point of call in cases of severe injury and/or acute illness

YOUR LOCAL FIRST AIDER CAN BE FOUND USING THE ABOVE TABLE