

Emergency Guide

Gippsland Campus*

Assess

the situation for immediate dangers to your safety and take appropriate steps

Alert

people around you and call **333** (5122 6999)
(or push **RED** emergency button located at main entrances and throughout the campus)
(calling 333 or 5122 6999 or red button also ensures emergency services are called)

Assist

any person in need if safe to do so

* This guide only applies to on-campus emergencies

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

Bomb Threat

Phoned bomb threat

- Do not hang up. Use the [Bomb Threat Checklist](#) to collect critical information.
- If the threat is immediate, specific and concerns your area:
 - Evacuate everybody from the area and prevent re-entry.
 - Contact your [Area Warden](#) and ring the Emergency Phone Number (**333** or 5122 6999) or push **RED** emergency button located at main entrances and throughout the campus.
 - Report the matter to your Manager/Supervisor.
- If the threat is less urgent, report the matter immediately to your Manager/Supervisor.

Written bomb threat

- Avoid unnecessary handling (letter) or circulating (electronic communication).
- Place any physical document and related items into a clear plastic sleeve.
- Report the matter immediately to your Manager/Supervisor.

Discovery of suspicious item

- Do not touch the item!
- Seek to identify the owner/sender and to confirm the content of the item.
- If unable to confirm details of the item, evacuate everybody from the immediate area and prevent re-entry.
- Contact the [Area Warden](#) and ring the Emergency Phone Number (**333** or 5122 6999).

For further information, you can attend [training](#) on the management of bomb threats.

[Cover Page](#)

▶ [Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

Building Evacuation

Upon hearing the “[Alert tone](#)”

- Make all equipment safe (turn off hazardous equipment and services) and secure confidential information and valuables, if safe to do so.
- Prepare yourself and others around you to evacuate promptly from the building by the nearest safe exit route.

Upon hearing the “[Evacuate tone](#)” or if ordered by your Area Warden

- Evacuate promptly from the building by the nearest safe exit route.
- Assemble at the [Designated Assembly Point](#).
- Report to the [Area Warden](#) (yellow helmet, cap or vest) and await further instructions.

Note: In case of [fire](#), do not use lifts, do not delay your evacuation to collect personal belongings, close all doors (but do not lock them).

In case of [bomb threat](#), take all personal belongings and leave doors and windows open.

For further information, refer to:

- the [Incident and Emergency Management Procedure](#).
- the list of [Wardens and Designated Assembly Points](#).

[Cover Page](#)

[Bomb Threat](#)

▶ [Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

Chemical Spill or Gas Leak

Assess

- Ensure you take the necessary steps to protect your safety and that of others.
- Evacuate the area if necessary.

Alert

- Tell people around you about the spill, activate the nearest Break Glass Alarm, etc.
- Call the Emergency Phone Number (**333** or 5122 6999) or push **RED** emergency button located at main entrances and throughout the campus.

Assist

- Assist any person in need if safe to do so.

Report the incident to the [Risk, Health and Safety Department](#).

[Cover Page](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

Fire or Smoke

Assess

- Ensure you take the necessary steps to protect your safety and that of others.
- Evacuate the area if necessary.

Alert

- Tell people around you about the fire/smoke, activate the nearest Break Glass Alarm, etc.
- Call the Emergency Phone Number (**333** or 5122 6999) or instruct someone to do it for you. You can also push the **RED** button located at main entrances and throughout the campus.

Assist

- Assist any person in need if safe to do so.

Report the incident to the [Risk, Health and Safety Department](#).

[Cover Page](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

▶ [Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

Injury or Illness

Minor injury or illness

- Contact the [University First Aider](#).
- Assist the casualty (e.g. by making them comfortable and giving them some privacy).
- Ensure the injury/illness is reported ([Injury Report Form](#)).

Major injury or illness

- Assess the situation for possible dangers to your safety and take appropriate action
- Alert people around you.
- Call the Emergency Phone Number (**333** or 5122 6999) or instruct someone to do it for you. You can also push the **RED** emergency button located at main entrances and throughout the campus.
- Report the incident to the [Risk, Health and Safety Department](#).

Note: Automatic External Defibrillators (AED) are available from the Campus Nurse and from Security.

For further information, refer to the [Incident and Emergency Management Procedure](#).

[Cover Page](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Fire or Smoke](#)

▶ [Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

Mental Health Crisis

Mental health crises may be induced by illness, trauma or substance overuse.

Assess

- Assess whether the person experiencing the crisis presents risks to you or others.
- If risks are present, refer to the [Violent Incident](#) page.
- If there is no immediate risk:

Alert

- Call the Emergency Phone Number (**333** or 5122 6999) or push the **RED** emergency button located at main entrances and throughout the campus.
- Seek assistance from a workmate, especially one who has attended Mental Health First Aid training.

Assist

- Reassure the person experiencing the crisis that specialised help is on its way and that you will stay with them until then.
- Talk and listen to them directly, calmly, and in a non-judgemental manner.
- Despatch someone to guide assistance services to the exact scene of the incident.

Report the incident to the [Risk, Health and Safety Department](#)

[Cover Page](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Fire or Smoke](#)

[Injury or Illness](#)

▶ [Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

People with Special Needs

Mobility impairments

- As lifts are not to be used in case of fire, people who are wheelchair-bound may need special assistance to evacuate buildings:
 - Report the matter to the [Area Warden](#) (yellow helmet, cap or vest).
 - The Warden will assign a fit and responsible person to stay with the mobility-impaired person.
 - The mobility-impaired person and attendant will make use of alternative escape routes, if available.
 - If not, the attendant will move the mobility-impaired person to a safe location (e.g. fire-isolated stairs) and remain with them.
 - Emergency Services will be promptly notified of details.

Other impairments

- During emergencies, offer assistance to people with impairments if safe to do so.

Note: staff or students with impairments can request the development of a Personal Emergency Evacuation Plan through their School/Directorate and/or the Risk, Health and Safety Department.

For further information, contact the [Risk, Health and Safety Department](#).

[Cover Page](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

Suspicious Mail

Suspect mail item

- Do not touch the item!
- Seek to identify the sender and to confirm the content of the item.
- If unable to confirm the content of the item, evacuate everybody from the immediate area and prevent re-entry.
- Contact the [Area Warden](#).
- Call the Emergency Phone Number (**333** or 5122 6999) or push the **RED** emergency button located at main entrances and throughout the campus.

Mail item contaminated with suspicious substance

- Place item in a plastic bag and seal it. Place in a second plastic bag and seal that bag.
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area.
- Call the Emergency Phone Number (**333** or 5122 6999) or push the **RED** emergency button located at main entrances and throughout the campus.
- Keep your hands away from your face, eyes, nose and mouth.
- If possible (without leaving your work area) wash your hands.
- Wait for help to arrive.

[Cover Page](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

▶ [Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

Violent Incident

If you can safely escape from a violent offender, do so

If a violent offender is directly threatening you

- Stay calm.
- Obey instructions, telling the offender what you are doing and avoiding any sudden movement.
- Take a mental picture of the offender and any threat made or weapon produced.
- Note the movements of the offender, what he/she is touching and the direction taken after the incident.
- Call the Emergency Phone Number (**333** or 5122 6999) as soon as it safe to do so, or push the **RED** emergency button located at main entrances and throughout the campus.

After the incident

- Lock the area. Preserve the crime scene. Avoid touching any item touched by the offender.
- Provide support to one another. Care for any injured or distressed person.
- Do not discuss events until interviewed by Police. Write down all you can remember about the offender and the incident.
- Seek counselling if you feel it may help, even some time after the event.

[Cover Page](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

 [Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

Emergency Numbers

Phone numbers

Emergency Phone Number **333** or **5122 6999**

(or push the **RED** emergency button located at main entrances and throughout the campus)

Security (non-emergency assistance) **26662** or **5122 6662**

(or push the **GREEN** button located at main entrances and throughout the campus)

Employee Assistance Program **1300 687 327**

Useful links

List of [Wardens and Designated Assembly Points](#)

List of [University First Aiders](#)

Online presentation on [Incident and Emergency Management](#)

[Cover Page](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

▶ [Emergency Numbers](#)

[Campus Maps](#)

Campus Maps

[Camp Street](#)

[Gippsland](#)

[Horsham](#)

[Mt Helen](#)

[SMB](#)

[Cover Page](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)