

Emergency Guide

Berwick Campus*

Assess

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

Alert

people around you and call **1800 333 732**
(calling 1800 333 732 also ensures emergency services are called)

Assist

any person in need if safe to do so

* This guide only applies to on-campus emergencies

[Cover Page](#)

[Active Armed Offender](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

Active Armed Offender

Escape

- If under direct attack, first take cover then run away as soon as you can
- Leave most of your belongings but take your mobile phone if possible
- Make good use of available cover and concealment opportunities
- Provide guidance to people unfamiliar with the University
- Do not congregate in open areas, do not wait at Designated Assembly Points

Hide

- If you cannot safely escape, shelter in place and barricade yourself in
- Turn lights off and silence mobile phones/other devices that may identify your presence
- Move away from doors and windows, remain quiet and stay there until Police instruct you otherwise or if necessary for safety reasons
- Keep assessing and re-assessing better options for escape or shelter

Alert

- If safe, contact Police (**000**) to advise of your location and other details of the situation

More comprehensive information is available from [Australian National Security](#)

[Cover Page](#)

[Active Armed Offender](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

[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 (**1800 333 732**)
 - 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 (**1800 333 732**)

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

[Cover Page](#)

[Active Armed Offender](#)

▶ [Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

[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](#)

[Active Armed Offender](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

[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

Alert

- Tell people around you about the spill/leak, activate the nearest Break Glass Alarm, etc.
- Call the Emergency Phone Number on **1800 333 732**

Assist

- Assist any person in need if safe to do so
- Send someone to guide emergency services to the exact scene of the incident

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

[Cover Page](#)

[Active Armed Offender](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

Explosion

At the immediate site of an Explosion

- Get out of the area if at all possible

If you are in a building

- Get under a sturdy table or desk if objects are falling around you
- Exit as quickly as possible using stairs, not lifts
- Do not stop to retrieve personal items or make phone calls
- Help people in need if possible

Once you are out of the building

- Keep moving away from the blast site and look for emergency services
- Limit your use of phones and other communications devices as much as possible

If you are trapped

- Cover your nose and mouth with anything you have on hand
- Signal your location to rescuers using flashlight, whistle, or tapping on pipe or wall

Caring for the injured

- Provide assistance to the most severely injured people
- In particular, control bleeding by applying direct pressure to the bleeding site

More comprehensive information is available from [Australian National Security](#)

[Cover Page](#)

[Active Armed Offender](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

[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 on **1800 333 732** or instruct someone to do it for you

Assist

- Assist any person in need if safe to do so
- Send someone to guide the fire brigade to the exact scene of the incident

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

[Cover Page](#)

[Active Armed Offender](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

▶ [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 (eg 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 on **1800 333 732** or instruct someone to do it for you
- Send someone to guide the ambulance to the exact scene of the incident
- Report the incident to the [Risk, Health and Safety Department](#)

Note: Automatic External Defibrillators (AED) are available at [Mt Helen](#), [SMB](#), [Camp Street](#), [Horsham](#), and [Gippsland](#)

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

[Cover Page](#)

[Active Armed Offender](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

[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 on **1800 333 732**
- 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
- Send someone to guide assistance services to the exact scene of the incident

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

[Cover Page](#)

[Active Armed Offender](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

[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](#)

[Active Armed Offender](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

[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 on **1800 333 732**

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 on **1800 333 732**
- 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](#)

[Active Armed Offender](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

▶ [Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

[Campus Maps](#)

Violent Incident

Note: this page relates to offenders threatening violence for a separate primary goal (e.g. robbery). For armed offenders whose primary intent is to harm people (e.g. terrorists), see [Active Armed Offender](#)

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

If a violent offender is directly threatening you

- Stay calm and 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 on **1800 333 732** as soon as it safe to do so

After the incident

- Lock the area, preserve the crime scene and avoid touching any item touched by the offender
- Provide support to one another and care for any injured or distressed person
- Do not discuss events until interviewed by Police and 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](#)

[Active Armed Offender](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

[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	1800 333 732
Security (non-emergency assistance)	5122 8555
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](#)
- [Active Armed Offender](#)
- [Bomb Threat](#)
- [Building Evacuation](#)
- [Chemical Spill or Gas Leak](#)
- [Explosion](#)
- [Fire or Smoke](#)
- [Injury or Illness](#)
- [Mental Health Crisis](#)
- [People with Special Needs](#)
- [Suspicious Mail](#)
- [Violent Incident](#)
-  [Emergency Numbers](#)
- [Campus Maps](#)

Campus Maps

[**Berwick**](#)

[**Camp Street**](#)

[**Gippsland**](#)

[**Mt Helen**](#)

[**SMB**](#)

[**Wimmera**](#)

[Cover Page](#)

[Active Armed Offender](#)

[Bomb Threat](#)

[Building Evacuation](#)

[Chemical Spill or Gas Leak](#)

[Explosion](#)

[Fire or Smoke](#)

[Injury or Illness](#)

[Mental Health Crisis](#)

[People with Special Needs](#)

[Suspicious Mail](#)

[Violent Incident](#)

[Emergency Numbers](#)

 [**Campus Maps**](#)