

## Bushfire Emergency Mt Helen Campus

During periods of high bushfire alert, staff and students are encouraged not to use Campus facilities outside normal office hours.

The following procedures are provided for your safety and welfare while on campus during times of high fire danger.

In the event the Campus comes under threat due to a bushfire approaching the area:

Occupants must follow directions outlined in the Local Emergency Instructions

Follow further instructions as directed by the Area and Campus Wardens or Emergency Services Personnel

### LOCAL EMERGENCY INSTRUCTIONS IN THE EVENT OF A BUSHFIRE

- Contact 000
- Answer all emergency operator questions.
- Notify Facilities Service Office on 5327 **9520**.
- Close all external doors and windows in immediate vicinity (do not lock), placing door mats inside if safe to do so.
- Remain inside, preferably on ground floor level, and await further instructions from Area or Campus Wardens or Emergency Services Personnel.
- Avoid leaving building unless directed to do so
- Avoid driving vehicles, as this can lead to congestion of local roads and slow emergency vehicle response.

### Emergency Contact Personnel

#### Facilities Services Office:

Gaye Curtis

Phone: 5327 6321

Jacqui Lyttle

Phone: 5327 6494

### Emergency Control Personnel

#### Campus Warden:

Phil Bryce, Facilities Services Manager

Phone: 5327 8112

#### Deputy Campus Warden:

Heath Boyd, Facilities Services

Phone: 5327 9427