



WP-GEN-06

Emergency Procedure

69-71 Waterloo Road, Macquarie Park, NSW 2113

FACTS YOU SHOULD KNOW

1. Location of hose reels and fire extinguishers
2. Your Warden Team
3. Exits from the building
4. Ask your Supervisor for more information

EMERGENCY: Dial 000 for Emergency Services

<p style="text-align: center;">FIRE</p> <p>REMOVE ALARM Yourself and others from danger Raise the Alarm: Notify Chief Warden, John Leung, Ext. 854 Notify Emergency Service Dial 000</p> <p>CONTAIN The fire by using correct fire-fighting equipment (<i>only if safe and if you are trained</i>)</p> <p>EVACUATE If smoke or fire is dangerous: Take others with you Close doors behind you (DO NOT lock them)</p>	<p style="text-align: center;">LOCKDOWN</p> <p>NOTIFY Chief Warden if there is a threat inside the campus. <i>Emergency services are to be contacted by Chief Warden, otherwise by Communication Officers.</i></p> <p>FOLLOW INSTRUCTION Chief Warden uses the PA to make announcement if threat is outside, using the lockdown code.</p> <p>CONTAIN/ EVACUATE Wardens/Educators are to ensure everyone moves away from the windows and doors and sit low to the ground and lock doors if possible. Wait for further instructions from Communications Officer.</p>
<p style="text-align: center;">EVACUATION INSTRUCTIONS</p> <p>If in danger or advised by your Warden, evacuate via the nearest safe exit.</p> <p>Ensure people with disabilities and visitors are assisted.</p> <p>Obey instructions of Wardens who are identified by the coloured safety helmets.</p> <p>GO TO ASSEMBLY AREA</p> <p>DO NOT COLLECT BELONGINGS</p> <p>DO NOT RE-ENTER UNTIL AUTHORISED</p>	<p style="text-align: center;">EVACUATION MAP</p> <p>The map shows the Ground Level with rooms like Auditorium, Library, Student Centre, and various lecture rooms. The First Level shows Meeting Rooms, a Kitchen, and Staff desks. Red arrows indicate evacuation routes and assembly areas.</p>
<p style="text-align: center;">PHONE/BOMB THREAT</p> <p>If you receive a phone/bomb threat,</p> <ul style="list-style-type: none"> • Notify the Chief Warden, John Leung, Ext 854 (in his absence, contact Communications Officers, Beatrice Lorquet, Ext 853 or Shiela Rendon, Ext 865) who will initiate the evacuation or lockdown process and dial 000. • Evacuate as per Evacuation Instructions or follow the lockdown process as applicable. • If possible, record details of threat and time on WHS-F11 Phone Threat Report Form. • If you find a suspicious parcel: <ul style="list-style-type: none"> o Do not touch, secure and make area safe o Act as instructed by Chief Warden 	<p style="text-align: center;">MEDICAL</p> <ul style="list-style-type: none"> • Check for danger to yourself, injured person and any bystanders • Ask a bystander to advise First Aiders • Notify Emergency Services if required Dial 000 • Arrange guidance for ambulance • Assist as best as you can • Prevent unqualified persons from treating or unnecessarily moving injured person • Complete WHS-F01 Incident Report Form