



University of  
Southern  
Queensland

# Campus Emergency Procedures

**All Emergencies Call 4631 2222 or Ext 2222**

## Code Red (Fire)

- Quickly assess situation
- Remove any person from danger (if safe to do so)
- Close the doors on the fire
- Raise the alarm by dialling **x2222** and by activating the break glass fire alarm (if not yet activated) or SafeZone Mobile App
- Extinguish the fire with appropriate firefighting equipment (if trained and safe to do so)
- Follow directions of Wardens, Security or Emergency Services Officer
- Evacuate building via the nearest safe Emergency EXIT

## Code Orange (Evacuation)

- When alerted, immediately cease all activity
- Follow instructions given by Wardens, Security or Emergency Services Officer
- Evacuate building via the nearest safe Emergency EXIT
- Go to the assembly area
- Await instructions from a Warden or Emergency Services Officer
- Never use a lift in an emergency

## Code Blue (Medical Emergency)

- Quickly assess situation (do not enter danger area)
- Raise the alarm by dialling **x2222** or SafeZone Mobile App
- Administer first aid as appropriate
- Contact your Safety Officer
- Keep uninvolved people away
- Poisoning**
  - Raise the alarm by dialling **x2222** or SafeZone Mobile App
  - Administer first aid as appropriate
  - Try to identify the poison (only if safe to do so)
- Ring "Poisons Information" on **131 126**
- Contact your Safety Officer
- Keep uninvolved people away

## Code Yellow (Internal Emergency)

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| <p><b>Chemical Spill</b></p> <ul style="list-style-type: none"> <li>If spill is a flammable solvent, toxic or suffocating substance, notify all persons in immediate area, turn off all flames and electrical outlets, and evacuate the area</li> <li>Go to the nearest area free of vapour and raise the alarm by dialling <b>x2222</b> or SafeZone Mobile App</li> <li>Do not re-enter the affected area</li> </ul> | <p><b>Gas or Water Leak</b></p> <ul style="list-style-type: none"> <li>Turn off the tap or valve if possible (if safe to do so)</li> <li>Notify all persons in immediate area, turn off all flames and electrical outlets, and evacuate the area if necessary</li> <li>Raise the alarm by dialling <b>x2222</b> or SafeZone Mobile App</li> <li>Keep people away from affected area</li> </ul> | <p><b>Power Failure</b></p> <ul style="list-style-type: none"> <li>Raise the alarm by dialling <b>x2222</b> or SafeZone Mobile App</li> <li>Evacuations may be considered depending of length of outage</li> <li>Building Wardens are to remain at their building even if locked down until they are stood down.</li> </ul> |
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## Code Brown (External Emergency)

- Quickly assess situation (do not enter danger area)
- Raise the alarm by dialling **x2222** or SafeZone Mobile App
- Administer first aid as appropriate
- Keep uninvolved people away

## Code Purple (Bomb or Substance Threat)

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| <p><b>Receiving a Phone Bomb Threat</b></p> <ul style="list-style-type: none"> <li>If receiving a phone threat, do not hang up the phone, even after caller has hung-up</li> <li>Try to keep the caller talking</li> <li>Fill out the phone threat checklist</li> <li>Remain at the phone until relieved</li> <li>Raise the alarm by dialling <b>x2222</b> – On different phone and protect original telephone</li> <li>Attract someone's attention to raise the alarm <b>x2222</b> Do not notify any others of the threat</li> </ul> | <p><b>Witnessing a Bomb Threat being made</b></p> <ul style="list-style-type: none"> <li>Take detailed notes, who, when, where, why, and how</li> <li>Fill out the phone threat checklist</li> <li>Raise the alarm by dialling <b>x2222</b></li> </ul> <p><b>Package or Substance Threat</b></p> <ul style="list-style-type: none"> <li>Do not touch or move anything</li> <li>Move away and prevent anyone from entering the area – isolate it</li> <li>Raise the alarm by dialling <b>x2222</b></li> <li>Remain calm and follow instructions from Security or the Police</li> <li>Do not evacuate the building unless directed by Emergency Services</li> </ul> |
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## Code Black (Armed Intruder)



### ESCAPE

- If you see a safe route, ESCAPE and leave the area immediately.
- Take your mobile phone with you if you can
- Encourage others to go with you, but don't let their hesitation slow you down
- Try to stop others from entering the area, but only if it doesn't put you in any danger

### HIDE

- If you are unable to escape, or are unsure if it's safe to do so, HIDE
- Silence your mobile phone and other devices and turn off vibrate

- If you are unable to escape, or are unsure if it's safe to do so, HIDE
- Silence your mobile phone and other devices and turn off vibrate
- Secure your environment by locking doors and windows and barricading entries
- Move away from doors and be as quiet and still as possible, as to not give away your hiding place
- Constantly review the situation and your options based on your surroundings

### TELL

- When it is safe to do so, TELL
- Call Security by dialling **x2222**
- The more information you can give about your location, surroundings, the attackers, and the events that have occurred, the better
- You may be asked to stay on the line and provide further information that the operator requests or if the situation changes

## Contact Numbers

Emergency Services Direct	0-000	Security – non urgent	
Poisons Information Centre	0-131126	Control Room 24/7	Ext 2871