



## FACILITIES MANAGEMENT

# Campus Emergency Procedures

Emergencies on campus may occur and it is important that we are all aware of the range of responses in place. The type of response is informed by a comprehensive framework of policies, procedures and plans.

Tools such as the Campus Emergency Procedure, shown below and available here, include various emergency codes in accordance with Australian standards. Please take a moment to familiarise yourself with this Procedure, and other emergency responses available [here](#), including the [lockdown training module](#).

**Campus Emergency Procedures**

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

**If the emergency is life-threatening call 000, followed by Ext 2222**

<p style="text-align: center; background-color: #f08080; margin: 0;"><b>Code Red (Fire)</b></p> <ul style="list-style-type: none"> <li>• Quickly assess situation</li> <li>• Remove any person from danger (if safe to do so)</li> <li>• Close the doors on the fire</li> <li>• Raise the alarm by dialling <b>x2222</b> and by activating the break glass fire alarm (if not yet activated) or SafeZone Mobile App</li> </ul> <p style="text-align: center; background-color: #f08080; margin: 0;"><b>Code Orange (Evacuation)</b></p> <ul style="list-style-type: none"> <li>• When alerted, immediately cease all activity</li> <li>• Follow instructions given by Wardens, Security or Emergency Services Officer</li> <li>• Evacuate building via the nearest safe Emergency EXIT</li> </ul> <p style="text-align: center; background-color: #0000ff; color: white; margin: 0;"><b>Code Blue (Medical Emergency)</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0;"> <tr> <td style="width: 33%; padding: 2px;"> <ul style="list-style-type: none"> <li>• Quickly assess situation (do not enter danger area)</li> <li>• Raise the alarm by dialling <b>x2222</b> or SafeZone Mobile App</li> <li>• Administer first aid as appropriate</li> <li>• Contact your Safety Officer</li> <li>• Keep uninvolved people away</li> </ul> </td> <td style="width: 33%; padding: 2px;"> <p style="text-align: center; background-color: #0000ff; color: white; margin: 0;"><b>Poisoning</b></p> <ul style="list-style-type: none"> <li>• Raise the alarm by dialling <b>x2222</b> or SafeZone Mobile App</li> <li>• Administer first aid as appropriate</li> <li>• Try to identify the poison (only if safe to do so)</li> </ul> </td> <td style="width: 33%; padding: 2px;"> <p style="text-align: center; background-color: #0000ff; color: white; margin: 0;"><b>Ring "Poisons Information" on 131 126</b></p> <ul style="list-style-type: none"> <li>• Contact your Safety Officer</li> <li>• Keep uninvolved people away</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Quickly assess situation (do not enter danger area)</li> <li>• Raise the alarm by dialling <b>x2222</b> or SafeZone Mobile App</li> <li>• Administer first aid as appropriate</li> <li>• Contact your Safety Officer</li> <li>• Keep uninvolved people away</li> </ul>	<p style="text-align: center; background-color: #0000ff; color: white; margin: 0;"><b>Poisoning</b></p> <ul style="list-style-type: none"> <li>• Raise the alarm by dialling <b>x2222</b> or SafeZone Mobile App</li> <li>• Administer first aid as appropriate</li> <li>• Try to identify the poison (only if safe to do so)</li> </ul>	<p style="text-align: center; background-color: #0000ff; color: white; margin: 0;"><b>Ring "Poisons Information" on 131 126</b></p> <ul style="list-style-type: none"> <li>• Contact your Safety Officer</li> <li>• Keep uninvolved people away</li> </ul>	<p style="text-align: center; background-color: #800000; color: white; margin: 0;"><b>Code Brown (External Emergency)</b></p> <ul style="list-style-type: none"> <li>• Quickly assess situation (do not enter danger area)</li> <li>• Raise the alarm by dialling <b>x2222</b> or SafeZone Mobile App</li> </ul> <p style="text-align: center; background-color: #800080; color: white; margin: 0;"><b>Code Purple (Bomb or Substance Threat)</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0;"> <tr> <td style="width: 50%; padding: 2px;"> <p style="text-align: center; background-color: #800080; color: white; margin: 0;"><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>. 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HIDE. TELL.</b></p> </div> <p><b>ESCAPE</b></p> <ul style="list-style-type: none"> <li>• If you see a safe route, ESCAPE and leave the area immediately.</li> <li>• Take your mobile phone with you if you can</li> <li>• Encourage others to go with you, but don't let their hesitation slow you down</li> <li>• Try to stop others from entering the area, but only if it doesn't put you in any danger</li> </ul> <p><b>HIDE</b></p> <ul style="list-style-type: none"> <li>• If you are unable to escape, or are unsure if it's safe to do so, HIDE</li> <li>• Silence your mobile phone and other devices and turn off vibrate</li> </ul> <p><b>TELL</b></p> <ul style="list-style-type: none"> <li>• When it is safe to do so, TELL</li> <li>• Call Security by dialling <b>x2222</b></li> <li>• The more information you can give about your location, surroundings, the attackers, and the events that have occurred, the better</li> <li>• You may be asked to stay on the line and provide further information that the operator requests or if the situation changes</li> </ul>	<p style="text-align: center; background-color: #800080; color: white; margin: 0;"><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>. 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In an emergency, it is important to stay calm, consider your immediate safety, and call the University emergency number, extension 2222 or 4631 2222. You can also activate an emergency through the SafeZone app by pressing the emergency button. If the emergency is life-threatening, please call 000, and then follow up with a call to the University emergency number.

For further information, please contact Campus Safety and Security on 4631 2871.

The University of Southern Queensland acknowledges the traditional custodians of the lands and waterways where the University is located. Further, we acknowledge the cultural diversity of Aboriginal and Torres Strait Islander peoples and pay respect to Elders past, present and future.



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