Emergency procedures

**Fire**
1. Assess the situation
2. Move yourself and others away from danger – warn others
3. Raise the alarm – call 000 / break glass alarm / alert others / call Security
4. Fight or contain the fire - if safe and trained to do so
5. Evacuate via the nearest safe exit and go to the assembly area
6. Follow all instructions from staff/emergency services

**Medical**
1. Assess the situation
2. Check for danger to yourself, others and injured person
3. Move injured person away from danger - if safe to do so
4. Call ambulance – 000 - if required and call Security
5. Provide first aid - if you are able to do so and call for a First Aid Officer
6. Stay with the injured person until medical help arrives

**Evacuation**
1. Assess the situation
2. Stay calm. Do not panic
3. Remove yourself from danger, warn others in the area
4. Evacuate the building / area using the nearest safe exit
5. Move to nearest safe assembly area or as directed by staff / emergency services
6. Remain at assembly area Follow all instructions from staff / emergency services

**Shelter in Place**
1. Assess the situation
2. Remove yourself from danger, warn others in the area if safe to do so
3. Move into an interior room without windows if possible, close the door, lock the door if appropriate
4. Move away from windows, close all curtains and blinds if safe to do so
5. Shelter in the strongest / safest part of the building
6. Follow all instructions from staff / emergency services

In any emergency:

1. **Stop** Assess the situation
2. **Think** Move yourself and others away from immediate danger – warn others
3. **Act** Get help – call 000
4. **STOP** Contain the emergency or provide help – if safe to do so
5. **STOP** Shelter in place / evacuate via the nearest safe exit after assessing the danger. Follow all instructions from staff / emergency services

After calling 000, you must also notify Security or your campus / centre administration as soon as possible.

Security free call Australia-wide 1800 646 501

For more information
T. 1800 646 501 | E. emergency@cdu.edu.au

cdu.edu.au/emergency