



Deakin Residential Services/Division of Student Life

EMERGENCY PROCEDURES

MEDICAL EMERGENCY

1. Immediately Dial '222'
2. Give your name, location, number of people involved, details of medical emergency. Await further instruction and advice.
3. Render whatever assistance you can.

SECURITY

1. Threats to your own safety or your possessions should be reported immediately by dialling 222 from any internal phone.
2. If you are feeling unsafe, call Campus Security on 222 at any time.

Do not endanger your life

Whilst Campus Security does an excellent job to ensure the well-being and safety of University students and staff, it is important to take some simple precautions yourself, especially if you are studying or working late at night.

If you are alone, ring Campus Security on 222 from any internal phone before you leave the building. They can provide an escort to your unit, vehicle, or between buildings. This service is available 24 hours a day. You are encouraged to utilise this service even if walking with a friend.

ASSAULT

1. In an Emergency - Dial 222. Security personnel will then contact the relevant authority.
2. Do not wash, shower, change clothes or clean up in any way until after talking to the police and going to the hospital. You could destroy vital evidence.
3. Don't drink alcohol or take tranquillisers or other drugs as you will have to give a clear account of what has happened. Try to remember everything you can about your attacker.
4. Remember, you are the victim. You have nothing to feel guilty or ashamed about.

Security staff and Police officers are aware that a person who has been assaulted, sexually or otherwise, is likely to be suffering from emotional shock. They will do all they can to make things as easy as possible for you.

HARASSMENT

1. Dial 222 if you are being harassed in any way.
2. Report all incidents of harassment to your Residential Supervisor, with whom confidentiality is ensured.

Sexual harassment is not always violent - it takes place in many different forms. Sexual oriented comments, jokes, abuse, gestures, and the display of sexually offensive materials are all examples of sexual harassment, and the assailant does not have to be a stranger.

FIRE

1. Do not panic.
2. DIAL "222". Report the location and details of the fire.
3. Alert other occupants by calling "fire".
4. If safe to do so, attend to anyone in danger.
5. If appropriate, select the correct fire extinguisher and dispense the contents on the fire. Only if appropriate.
6. If you are uncertain or are unable to extinguish the fire, leave via the fire escape.

Note: If a Residential Assistant/Residential Staff member is present obey their instructions.

Do not endanger your life, or the life of others. If in doubt, leave the building or area immediately.

Notice:

It is the responsibility of every occupant to become familiar with the location and correct use of all fire fighting equipment. Please be aware that training is supplied by Residences.

INHOUSE WARNING

(Automatic, manual and public address system)

There can be two stages of the 'inhouse' warning system in your building.

1. Verbal warning and instruction.
2. An evacuation hooter that is a directive to evacuate the building.

The evacuation hooter will only be sounded as, and whenever, necessary and may be preceded by verbal instructions.

EVACUATION

1. On hearing a verbal emergency warning, listen carefully for instructions.
2. On hearing an emergency evacuation signal (ie an intermittent 'hooter'), or verbal evacuation command, leave the building via the emergency exit.
Do not run. Do not panic.
Move well clear of the 'Emergency Site'.
3. Physically disabled persons should, if possible, take up their station in the pre-designated location; or place themselves in a safe position, easily sighted.
4. All persons shall listen to and obey the instructions of Floor Wardens and/or Building Wardens.

BOMB THREAT

1. Attempt to gain as much information as possible:
 - Where is the bomb located?
 - When is it set to go off?
 - What does it look like?
2. Do not hang up - keep the line open even if the other party hangs up. Do NOT hang up.
3. Immediately go to another telephone and Dial '222'
4. Await further instruction and advice.

If you find a bomb, or suspect you have

1. Do not touch it. Ask all persons to leave the area within the building.
2. Seal the area as best possible (e.g block entrance).
3. Immediately go to another area and Dial '222'.
4. Await further instruction and advice.

EARTHQUAKE

1. If you are outside - move to an open area away from any buildings.
If you are inside a building - take shelter under tables, desks or in doorways. Stay away from windows, shelving, and large free standing furniture.
2. After the earthquake, look for any injured persons in your area and follow Medical Emergency Procedures if necessary.
3. If safe to do so, leave the building as soon as possible.