Emergency and Evacuation Procedures
For Any Emergency Situation
ACU Melbourne Campus 115 Victoria Parade

1. **Contact Security on Ext 8888** and give details:
   Your name.
   Location of the incident.
   Type and extent of the incident.
   If anyone is injured or needs help.
   **NB – if Security does not answer the call, ring direct to Fire/Police/Ambulance – Dial ‘0’ for line, then ‘000’**

2. **Assist** persons in immediate danger, but only if it is safe to do so (do not put yourself in danger)

3. **Restrict** the area i.e. close doors – DO NOT LOCK.

4. **Fight** the fire – only if it is safe to do so and you are trained. Otherwise close the door to confine the area

5. **Assist** people who have a disability. Move person(s) into a safe area and notify your Warden or Security of their location. They will inform Emergency Services

6. **Evacuate** the building via your nearest safest EXIT

7. **Check** the area to ensure total evacuation of persons

8. **Do not** argue with anybody who refuses to leave the building. Advise them they should evacuate. If they do not evacuate report them to Security.

9. **Move** to your assembly area – cnr Napier & Gertrude Sts, Young & Gertrude Sts.

10. **Remain** at the assembly area until the all clear is Given by Security or the Fire Brigade.

11. **Report** any special observations to your Warden or Security. This will assist the Emergency Services.