Emergency and Evacuation Procedures

For Any Emergency Situation at Melbourne Campus 174 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 office 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 – Fitzroy Gardens

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.