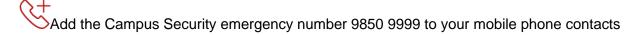# Emergency Response Quick-Guide

COVID-19 PHASED RETURN TO WORK ON CAMPUS

As we move through a phased return to work on campus, your local area and/or building warden may not be on site in the event of an emergency. To assist, please familiarise yourself with this guide and follow the information below including maintaining the COVIDSafe principles.

UPON RETURN TO CAMPUS

Add the Campus Security emergency number 9850 9999 to your mobile phone contacts

Familiarise yourself with the Evacuation Diagram displayed on the wall in your local area
- The evacuation diagram displays the following important information
    o Emergency exits
    o Emergency door release (at swipe access doors)
    o The area's external assembly area

Advise Campus Security via campussecurity@mq.edu.au if you need assistance in the event of an emergency (e.g. due to known impairment re ambulation/vision).

IN THE EVENT OF AN EMERGENCY ALARM

IF YOU HEAR A BUILDING ALARM YOU MUST RESPOND APPROPRIATELY

Area wardens (red cap) and/or Building wardens (yellow cap) will assist if they are on site but please follow the announcements and do not wait for a warden to request your evacuation.

Follow the green emergency exit signs to exit the building

For swipe access doors you may need to use a 'break glass' release button.
Only if safe to do so:
- ***Gather your personal belongings*** *(wallet, keys, phone)*
- ***Make safe your experiment***
- ***Close windows and doors behind you***
- ***Call out/quick check of area*** *for others who may need your assistance*

Evacuate the building swiftly and calmly. Move to your emergency assembly area outside the building as indicated on the local Evacuation Diagram.

Contact **Campus Security on ext 9999 or external 9850 9999 or dial '000'** and provide

- Your Name
- Location
- Nature of incident (if known)

RETURN TO THE BUILDING

Once Emergency Services have cleared a building for re-entry, they will advise Campus Security and/or Building/Area Warden/s who will then notify evacuated staff at the assembly area. Please do not return until this time.

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Approved by: *Manager, Workplace Health and Safety*	**Contact:** *Health and Safety Advisors or WHS@mq.edu.au*		

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