



Emergency Response Guide

This guide is designed to inform staff, students & visitors at RMIT University how to report and respond to emergencies.

EMERGENCIES

Call 000 For Fire / Police / Ambulance

Call 99253333 For All Other Emergencies



RMIT
UNIVERSITY
2020

Contacts

Emergencies

Fire Brigade, Police or Ambulance

000

RMIT Campus Security Services

Emergency Only (24/7)

9925 3333

RMIT Security General Enquiries

9925 2051

106 Text Emergency Call

People who are deaf or have a hearing or speech impairment can gain emergency assistance from ambulance, police and fire services

Call “onezerosix” using a textphone

Student Support

Business Hours (Staff)

9925 1111

urgent.studentsupport@rmit.edu.au

Business Hours (Students)

9925 5000

After Hours

1300 305 737

Staff Support

HR Assist Team

9925 0600

EAP Benestar

1300 360 364

University Switchboard

9925 2000

Safer Community

Support and advice to students and staff concerned about threatening or inappropriate behaviour

9925 2396

safercommunity@rmit.edu.au

Emergency Response

Emergency Control Organisation (ECO)

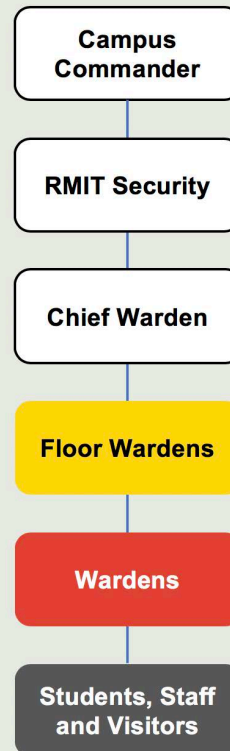
In an emergency, trained personnel from the Emergency Control Organisation (ECO) will assess the situation and implement the documented emergency procedures.

RMIT Campus Security Services may perform the role of Chief Warden, Floor Warden or Warden during the response to an emergency.

The Emergency Control Organisation consists of:

- Campus Commander
- RMIT Security
- Chief Warden
- Floor Wardens
- Wardens

During emergencies, instructions from Wardens and Security personnel overrule the normal management structure.



Evacuation

Definition: An evacuation is the movement of people away from danger.

When: You could be asked to evacuate a building or area if there is a fire alarm, an actual fire, or other internal threat.

You must: All students and staff must follow the instructions of Wardens, RMIT Campus Security Services or Emergency Services.

When you hear the Alert Tone ('Beep, Beep, Beep')

Students, Staff & Visitors should:

1. Listen for instructions relayed over the public address system, or from Wardens.
2. Prepare yourself to evacuate the building e.g. commence shutdown of work by saving any computer files you are working on, switch off electrical appliances, close gas valves and make the area safe to leave (if safe to do so).
3. Commence evacuation if you hear the Evacuation Tone ('Whoop, Whoop'), you are instructed to by Wardens / Security, or if there is immediate danger or threat to life.

Lecturers, Supervisors & Course Leaders should:

1. Advise students to prepare to evacuate.
2. Check your area for fire, smoke or other abnormal situations.
3. Ask if any students need assistance to evacuate (due to mobility impairments or other disability) and allocate people to assist.
4. Shut down equipment, especially anything that may become a hazard.
5. Advise students / attendees to gather their small personal belongings e.g. wallet, keys.
6. Await further instructions relayed over the public address system and/or from Wardens.
7. Commence evacuation if there is immediate danger or threat to life.

When you hear the Evacuation Tone ('Whoop, Whoop, Whoop')

Students, Staff & Visitors should:

1. Remove headphones and put mobile phones away.
2. Evacuate the building by the marked exits and stairs.
3. DO NOT use the lifts or escalators (unless advised to do so by the Emergency Services).
4. Follow directions made over the public address system, from the Wardens, RMIT Campus Security Services, or attending Emergency Services.
5. Go to the Assembly Area (refer to your nearest Evacuation Diagram).

Lecturers, Supervisors & Course Leaders should:

1. Commence evacuation if you hear the Evacuation Tone ('Whoop, Whoop'), you are instructed to by Wardens / Security or if there is immediate danger or threat to life.
2. Tell students the location of the Assembly Area.
3. Tell students to put their phones away.
4. Check the room or area for any people.
5. Lead students and visitors to the nearest safe exit.
6. Evacuate to the Assembly Area (refer to your nearest Evacuation Diagram).
7. Account for your group and tell a Warden / Security if someone is missing or they could not evacuate.

Evacuation Roles

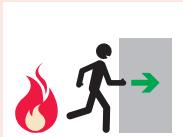
Personal Emergency Evacuation Plan	Assist persons with special requirements, long-term health conditions/chronic illness, or mental health conditions in an emergency evacuation by positioning them at the nearest safe haven until appropriate assistance is available (usually Fire Brigade). Refer to the 'Assisting People Personal Emergency Evacuation Plan' section for more information.
Visitors, Delegates & Visiting Academics	Must be evacuated by RMIT University staff. Academics and teaching staff are responsible for evacuating lecture theatres.
Chief Warden / Building Warden	Coordinate evacuation and delegate duties. The Chief Warden, Deputy Chief Warden or Building Warden has authority over evacuation until the Emergency Services arrives. They remain on duty until the occupants return to their workplace.
Floor Warden	Coordinate the evacuation of visitors, staff and students within their nominated floor / zone and remain on duty until the occupants return to their nominated floor / zone.
Wardens	Carry out the evacuation of their nominated floor / zone under the direction of the Floor Warden and remain on duty until the occupants return to their nominated floor / zone.
First Aider	Obtain portable First Aid Kit if available and provide first aid where appropriate.

❗ **Important:** DO NOT re-enter until safe and authorised by the attending Emergency Services, RMIT Campus Security Services or the Emergency Wardens. De-activation of a warning tone is NOT an indication to re-enter a building.

Fire/Smoke

Action on discovery of a fire

Remove



- Move people from danger to safety – if safe to do so.

Alarm



- ALERT nearby occupants of the danger.
- Call Fire Brigade (000).
- Call RMIT Campus Security Services (9925 3333).
- Activate the “BREAK GLASS” alarm (if available).

Contain



- Contain FIRE & SMOKE by closing doors and windows – if safe to do so.
- Only attempt to extinguish the fire by using the appropriate firefighting equipment, if trained and safe to do so.

Evacuate



- Evacuate to the Building Assembly Area – refer to the Evacuation Diagrams within your building.
- Follow the exit signs.
- **DO NOT** use lifts or escalators (unless directed to do so by Wardens).
- **DO NOT** re-enter the building until directed by the attending Emergency Services, RMIT Campus Security Services or by a member of the Emergency Control Organisation.

➊ Follow Evacuation Response Guide found in this booklet.

REFER TO TAB
Evacuation

SafeZone

Be safer with the SafeZone App

SafeZone is a free app used by RMIT that connects you directly to RMIT Security when you need help on campus.

Emergency Alert Button

In an emergency, tap the red button and the app sends your name and location directly to the Security Response Team.

Security will call you to confirm and immediately send a Security Guard to your location.

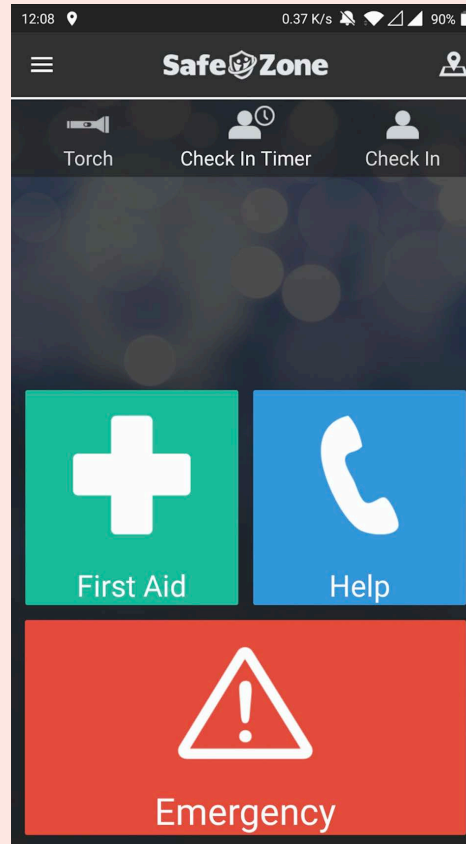
When can you use the Emergency button?

If you or someone around you has been injured, threatened, assaulted, victim of a robbery, or in the event of fire or other emergency.

Free Download

Go to the download page and register the App using your RMIT email address, to ensure you are linked to the RMIT Campus Security Services Network.

www.rmit.edu.au/students/support-and-facilities/safezone



SafeZone

Personal Threat

If a person's behaviour is threatening (verbal or physical):

If you or someone else is in danger, immediately call Police (000).

If you are concerned about threatening behaviour, call RMIT Campus Security Services (9925 3333).

Attempt to de-escalate the situation:

- Do not place yourself at risk.
- Do not argue or provoke the person.
- If possible, leave the area and alert bystanders to move away.
- Talk slowly, quietly, firmly and simply.
- Do not make any quick or sudden movements.
- Try to keep a safe distance between yourself and the person.
- Identify any nearby exits or escape routes.
- Try to get as close as possible to those exits.
- Make it easy for the person to leave the building / area.

After threat has passed:

- Report violent / threatening persons to RMIT Campus Security Services on 9925 3333, when safe to do so.
- Record a description of offender, what was said, where they were, what they were doing etc. as soon as possible. Use the personal threat checklist and give to Security.
- Contact the police if a weapon is involved, or where intervention is required.
- RMIT Campus Security Services will isolate the area until Police arrive.

Personal Threat Checklist

Record details of the offender listed below:

- Name (if known)
- Gender / Age
- Hair (colour / length)
- Height / Weight
- Facial hair (moustache / beard)
- Scars / tattoos / piercings
- Clothing

Record details of the offence listed below:

- What did they say?
- What did they do?
- Did they have a weapon?
- Which way did they go?
- Where was the offence?
- Vehicle details (if relevant)
- Details of other people involved (offenders / witnesses)

Safer Community

At RMIT, we are committed to providing a respectful and safe place to study & work.

If you are feeling unsafe or unsure about what to do about threatening or unwanted behaviour, you can talk to us about your concerns and options - even if the behaviour happened off-campus.

If you or someone you know has experienced unwanted or threatening behaviour - including sexual harassment or assault - we can help.

Safer Community

Concerning, threatening or inappropriate behaviour:

We want everyone who works and studies at RMIT to feel safe, comfortable and respected. If you have experienced threatening or concerning behaviour, or you are worried about someone else, we want to help.

Safer Community staff can advise you with support on bullying, sexual assault or harassment, stalking, unlawful discrimination or victimisation.

When you contact Safer Community, we will:

- Listen and provide support and advice
- Explain and explore alternatives
- Always prioritise your wellbeing
- Let you decide which option is most appropriate

Contact Safer Community

Email: safercommunity@rmit.edu.au
Phone: 9925 2396

Learn more about staying safe:

- In Melbourne
- Overseas
- At home
- Partying safely

All the above information can be found at this link:
<https://www.rmit.edu.au/students/support-and-facilities/student-support/safer-community>

Sexual harassment and assault disclosure:

Sexual assault is any unwanted sexual behaviour that you have not freely agreed to. No matter where or how it happened - we are here to help.

Find out which support options are available to you below:
<https://www.rmit.edu.au/students/support-and-facilities/student-support/safer-community/sexual-assault>

Explosion / Bomb

- Definition:** An explosion could cause injuries, fire or structural damage to a building or area.
-
- When:** An explosion could be caused by a gas leak, dangerous goods or a deliberate bomb attack.
-
- You must:** All students and staff must follow the instructions of Wardens, RMIT Campus Security Services or Emergency Services.
-
- Actions:** You should evacuate from the incident site and report to RMIT Campus Security Enquiries on 9925 2051.

Students, Staff & Visitors should:

If you are in a building:

1. If objects are falling around you, get under a desk.
2. Exit building as quickly as possible.
3. Help others to leave if possible and use stairs instead of lifts.

Once outside:

1. Use caution to avoid debris.
2. Continue moving away from the blast site.
3. Look for Security, Wardens or Emergency Services.
4. Seek first aid if required.

Lecturers, Supervisors & Course Leaders should:

If you are in a building:

1. If objects are falling around you, get under a desk.
2. Exit building as quickly as possible.
3. Help others to leave if possible and use stairs instead of lifts.

Once outside:

1. Use caution to avoid debris.
2. Continue moving away from the blast site.
3. Look for Security, Wardens or Emergency Services.
4. Seek first aid if required.

Violent Protest / Civil Unrest

Definition: A public disturbance involving acts of violence by a group, which causes an immediate danger or results in injury or damage to property.

When: This may happen as a result of an escalation of a protest and may occur on RMIT property or nearby.

You must: All students and staff must follow the instructions of Wardens, RMIT Campus Security Services or Emergency Services.

Actions: You may be required to stay inside the building for your safety or buildings may be put into lockdown. Refer to the 'Lockdown' section in this booklet.

Violent Protest /
Civil Unrest

Students, Staff & Visitors should:

1. NOT leave the building until advised.
2. Move away from entrances or the ground floor.
3. Reassure other students.
4. Continue with your normal activities inside the building.
5. Follow instructions from teaching staff, RMIT Campus Security Services, Wardens or Emergency Services.

Lecturers, Supervisors & Course Leaders should:

1. Undertake a Lockdown on their own initiative if they detect a threat or hazard which may affect them.
Report **Lockdown** to RMIT Campus Security Services (9925 3333).
2. Listen for announcements.
3. Explain the situation to any person who does not understand what is happening.
4. Reassure students that they are safe.
5. Tell students that they are not to leave the building until advised.
6. Continue with normal teaching or other activities.
7. Follow any additional instructions to lock internal doors.
8. Wait for further instructions issued by RMIT Campus Security Services, Wardens or Emergency Services.

Shelter-in-Place

Definition: Shelter-in-Place is used when there is a threat or hazard outside a building and occupants are asked to stay inside.

When: This could be due to an extreme weather event, external flooding, a gas leak, or nearby fire.

You must: All students and staff must follow the instructions of Wardens, RMIT Campus Security Services or Emergency Services.

Actions: You must stay inside the building until advised.

Students, Staff & Visitors should:

1. NOT leave the building until advised.
2. Reassure other students.
3. Continue with your normal activities inside the building.
4. Follow instructions from teaching staff, RMIT Campus Security Services, Wardens or Emergency Services.

Lecturers, Supervisors & Course Leaders should:

1. Explain the situation to any person who does not understand what is happening.
2. Reassure students that they are safe.
3. Ask all students not to leave the building until advised.
4. Continue with normal teaching or other activities.
5. Wait for further instructions issued by RMIT Campus Security Services, Wardens or Emergency Services.

Lockdown

Definition: A Lockdown is when all the entry points to a building are locked to prevent a threat entering inside.

When: This could be due to an armed offender, violent protest or other external threat.

You must: All students and staff must follow the instructions of Wardens, RMIT Campus Security Services or Emergency Services.

Actions: You are required to stay inside the building until advised.

Lockdown

Students, Staff & Visitors should:

1. NOT leave the building until advised.
2. Move away from entrances, the ground floor and common areas such as corridors.
3. Reassure other students.
4. Continue with normal activities inside the building.
5. Follow instructions from teaching staff, RMIT Campus Security Services, Wardens or Emergency Services.

Lecturers, Supervisors & Course Leaders should:

1. Undertake a Lockdown on their own initiative if they detect a threat or hazard which may affect them. Report **Lockdown** to RMIT Campus Security Services (9925 3333).
2. Explain the situation to any person who does not understand what is happening.
3. Reassure students that they are safe.
4. Tell students that they are not to leave the building until advised.
5. Continue with normal teaching or other activities.
6. Follow any additional instructions to lock internal doors.
7. Wait for further instructions issued by RMIT Campus Security Services, Wardens or Emergency Services.

Active Armed Offender

- Definition:** An attacker armed with a gun, knife or similar weapon.
-
- When:** If you see an armed offender, or if notified by a public address announcement / RMIT SMS, or told by Wardens.
-
- You must:** Move from the incident site and follow the instructions of Wardens, RMIT Campus Security Services or emergency services.
-
- Actions:** You need to remember **four** words: ESCAPE. HIDE. TELL. DEFEND.

Students, Staff, Visitors, Lecturers, Supervisors & Course Leaders should:

ESCAPE

If you see a safe route, **ESCAPE** and leave the area immediately.

- Take your mobile phone with you if you can, but do not go back to get it if it puts you or others in danger.
- Leave your other belongings behind.
- Encourage others to go with you, but don't let their hesitation slow you down.
- Try to stop others from entering the area, but only if it doesn't put you in any danger.

HIDE

If you are unable to escape, or are unsure if it's safe to do so, **HIDE**.

- Silence your mobile phone and dim brightness.
- Lock doors and windows and barricade entry points.
- Move away from doors and be as quiet and still as possible.
- Be aware of your exits.
- Constantly review the situation and your options to escape.
- Provide first aid to injured people if it does not put you at risk.

TELL

When it is safe to do so, call the Police (000) and **TELL** them:

- The location of the incident.
- Description of the offender/s.
- What direction they are moving in.
- Details of any weapons.
- Details of any people injured.

DEFEND

Consider looking for something you can use to **DEFEND** yourself.

Active Armed
Offender

Bomb Threat

If the threat is by telephone:

REMAIN CALM:

- Treat the call as genuine.
- Attract the attention of a second person and get them to call RMIT Campus Security Services (9925 3333) and report the threat.

RECORD:

- Write down exactly what the caller says.
- Ask questions about where the bomb is and anything else noted in the Bomb Threat Checklist on the next page.
- Enter the details immediately on the Phone Bomb Threat Checklist.

BE ATTENTIVE:

- Note distinguishing background noises, music, traffic etc.
- Note voice characteristics.
- Does the caller indicate knowledge of the building?

NOTIFY:

- RMIT Campus Security Services (9925 3333).
- Your supervisor and Floor Warden.
- DO NOT discuss the matter with other occupants.

DO:

- Follow instructions of the attending Emergency Service, RMIT Campus Security Services or Wardens.
- Assist in search if requested.
- Evacuate the building if directed.

If the threat is by letter:

REMAIN CALM:

- DO NOT handle or allow others to handle it.

NOTIFY:

- RMIT Campus Security Services (9925 3333).
- Your supervisor and Floor Warden.
- DO NOT discuss the matter with other occupants.

DO:

- Follow instructions of the attending Emergency Service, RMIT Security or Wardens.
- Assist in search if requested.
- Evacuate the building if directed.

If an object / device is found:

REMAIN CALM:

- DO NOT touch it.
- DO NOT use electronic devices or mobile phones.

NOTIFY:

- RMIT Campus Security Services (9925 3333).
- Your supervisor and Floor Warden.

DO:

- Follow instructions of the attending Emergency Service, RMIT Campus Security Services or Wardens.
- Evacuate the building if directed.

Phone Bomb Threat Checklist

Remember to keep calm

Important questions to ask:

- Where did you put it? _____

- When is the bomb going to explode?

- What does it look like? _____

Exact wording of threat:

- Threat _____

General questions to ask:

- How will the bomb explode? _____

- OR
- How will the substance be released?

 - Did you put it there? _____

 - Why did you put it there? _____

Bomb threat questions

- What type of bomb is it? _____

- What is in the bomb? _____

- What will make the bomb explode?

Chemical / biological threat questions:

- What kind of substance is in it? _____

- How much of the substance is there?

- How will the substance be released?

- Is the substance a liquid, powder or gas?

Other questions to ask:

- What is your name? _____
- Where are you? _____
- What is your address? _____

Notes for after the call:

Caller's voice:

- Accent (specify) _____
- Any impediment (specify) _____
- Voice (loud, soft, etc.) _____
- Speech (fast, slow, etc.) _____
- Dictation (clear, muffled) _____
- Manner (calm, emotional, etc.) _____
- Did you recognise the caller? _____
- If so, who do you think it was? _____

- Was the caller familiar with the area?

Threat language:

- Well-spoken _____
- Incoherent _____
- Irrational _____
- Pre-recorded / Taped _____

- Message read by caller _____
- Abusive _____
- Other _____

Background noises:

- Street noises _____
- House noises _____
- Aircraft _____
- Voices _____
- Music _____
- Machinery _____
- Local call noise _____
- STD _____

Other:

- Sex of the caller _____
- Estimated age _____

Call taken:

- Duration of call _____
- Number called _____

Action (obtain details from supervisor):

- Report call immediately to _____

- Phone number _____

Who received the call:

- Name (print) _____
- Telephone number _____
- Date call received _____
- Time received _____
- Signature _____

Bomb Threat

Suspicious Item/Mail

Suspicious Item

What is a Suspicious Item?

Anything that is Hidden, Obviously Suspicious or Not Typical to its environment could be reportable.

Hidden:

An unattended item that appears intentionally hidden.

Obviously Suspicious:

An item with the characteristics of a bomb or hazardous material merits additional caution. This may include; leakage of fuel oil, unusual smells, bulges / protruding wires, or a power source such as batteries.

Not Typical:

An item that would not typically be discarded or forgotten in the area.

Students, Staff or Visitors should:

- NOT unnecessarily handle the item.
- Ask people nearby if they or anyone else can account for the item without touching it, e.g. students, staff, contractors or the public.
- Check to see if there any labels, tags or other identifying markings. If so, try to find or contact the person.
- Move at least 25 metres away from the item if using a mobile phone and report to RMIT Campus Security Services (9925 3333).

Suspicious Mail

What could make mail suspicious?

- Incomplete information e.g. 'Attention CEO'
- Incorrect name or job title
- Special markings e.g. 'Confidential' 'Personal'
- Misspelling of names or common words
- An item which no one expected or ordered
- Incomplete or no return address
- Too much postage paid or many stamps
- Unusual or foreign origin
- A lot of wrapping and taping
- Any wires or tin foil
- Uneven or heavy weight
- Odours, oily stains or discolourations
- Stiff or rigid envelope

Administration or Academic Staff should:

- NOT unnecessarily handle the item.
- Check with the person the mail was addressed to and confirm it is for them, or ask other people in the office if they are expecting the item or delivery.
- If there is a return address, call the sender to confirm.
- If an item was opened and there is a suspicious substance, evacuate the area. Any affected person should decontaminate by washing hands and be isolated from other people.
- Move at least 25 metres way from the item if using a mobile phone and report to RMIT Campus Security Services (9925 3333).

Suspicious
Item/Mail

Power Outage

Definition: A power outage will cause lighting and electrical appliances to stop.

When: This could occur as a result of an issue with equipment on-site or a network problem off-site.

You must: All students and staff must follow the instructions of Wardens, RMIT Campus Security Services or Emergency Services.

Actions: Turn off equipment and prepare to evacuate.

**Internal Emergency
– Power Outage**

Students, Staff & Visitors should:

1. Move to an area with natural light, if safe to do so.
2. TELL a staff member about the power outage or call RMIT Campus Security Services (9925 3333).
3. Follow directions made over the public address system from Wardens, RMIT Campus Security Services, or attending Emergency Services.
4. EVACUATE if told to do so, or if you feel unsafe.
5. Follow marked exits and stairs, if evacuating.
6. Go to the Assembly Area (refer to your nearest Evacuation Diagram).

If you are stranded in a lift:

1. CALL RMIT Campus Security Services (9925 3333).
2. Assistance will be provided.

Lecturers, Supervisors & Course Leaders should:

1. Move to an area with natural light, if safe to do so.
2. CALL RMIT Campus Security Services (9925 3333).
3. Follow directions made over the public address system from Wardens, RMIT Campus Security Services, or attending Emergency Services.
4. Shut down equipment, especially anything that may become a hazard. Treat all electrical equipment as live, as power may be restored at any time without notice.
5. EVACUATE if told to do so, or if you feel unsafe.
6. Remain with any persons with special needs, a disability, long-term health condition / chronic illness, or mental health condition. Notify RMIT Campus Security Services (9925 3333).
7. Tell students the location of the Assembly Area.
8. Check the room or area for any people.
9. Lead students and visitors to the nearest safe exit.
10. Evacuate to the Assembly Area (refer to your nearest Evacuation Diagram).

Gas or Chemical Release

Definition: The leak or spill of a hazardous material or gas.

When: This could occur as a result of an accidental spill, or issue with equipment on-site / nearby to a campus.

You must: All students and staff must follow the instructions of Wardens, RMIT Campus Security Services or Emergency Services.

Actions: Move away from danger and prepare to evacuate.

Students, Staff & Visitors should:

1. MOVE away from danger if you become aware of a gas leak or chemical spill.
2. EVACUATE the immediate area and stay upwind.
3. ALERT nearby occupants of the danger.
4. TELL a staff member of the incident or call RMIT Campus Security Services (9925 3333).
5. Follow directions made over the public address system from Wardens, RMIT Campus Security Services or attending Emergency Services.
6. Follow marked exits and stairs, if evacuating.
7. Go to the Assembly Area (refer to your nearest Evacuation Diagram).

Academic or Laboratory Staff should:

1. Follow specific laboratory emergency guidelines.
2. MOVE people away from danger if you become aware of a gas leak or chemical spill.
3. NOT attempt to clean up unless properly trained.
4. EVACUATE the immediate area and stay upwind.
5. Isolate the hazard by closing doors.
TELL senior lab staff or your supervisor and call RMIT
6. Campus Security Services (9925 3333). Follow appropriate decontamination, if in physical contact with chemicals - this may include washing hands.
7. Follow directions made over the public address system from Wardens, RMIT Campus Security Services, or attending Emergency Services.
8. Tell students the location of the Assembly Area.
9. Check the room or area for any people, if safe to do so.
10. Lead students and visitors to the nearest safe exit.
11. Evacuate to the Assembly Area (refer to your nearest Evacuation Diagram).

**Internal
Emergency –
Gas or Chemical
Release**

Medical Emergency / AED

For general first aid, call RMIT Campus Security Services (9925 3333). For any incident which may be a threat to life, call the Ambulance (000).

DANGER

- Ensure the area is safe for yourself, bystanders and the patient.

RESPONSE

- Check for response - ask name - squeeze shoulders.
- **No response** - send for help.
- **If there is a response** - make them comfortable, check for injuries and monitor their response.

SEND FOR HELP

- Call Ambulance (000) or ask another person to make the call.
- Call RMIT Campus Security Services (9925 3333).

AIRWAY

- **Open mouth** - if foreign material is present, place in recovery position and clear airway with fingers.
- **Open airway** - by tilting head with chin lift.

BREATHING

- Look, listen and feel for breathing.
- **Not normal breathing** - start CPR.
- **Normal breathing** - place in recovery position, monitor breathing, manage injuries and treat for shock.

CPR

- Perform 30 compressions followed by 2 breaths.
- Continue CPR until help arrives or patient recovers.

DEFIBRILLATION

- Apply **defibrillator** - if automatic external defibrillator (AED) is available, attach AED and follow the prompts.

Automatic External Defibrillator (AED)

There are Automatic External Defibrillator (AED) at various locations at every RMIT campus. Look for this sign or call RMIT Campus Security Services for an exact location.



Medical
Emergency / AED

Personal Emergency Evacuation Plan (PEEP)

Person with special needs, long-term health condition / chronic illness, or mental health condition:

1. Remain calm and ask people to assist you.
2. If required, seek help to exit out of the building via fire stairwell or smoke stairs.
3. If you cannot exit, the muster point for people with mobility impairments would typically be (in order of preference):
 - At the designated fire refuge (where the building has one and as marked on the Evacuation Diagram); or
 - At the fire stairs (as marked on the Evacuation Diagram); or
 - At the smoke stairs (as marked on the Evacuation Diagram).
4. In buildings that have Warden Intercommunication Points (WIPs) i.e. Red Phones, the optimum position for mobility-impaired persons to muster is at a fire stair nearest the WIP phone. At this location, either you or the Floor Warden (if present) can call the Chief Warden to advise who needs to be assisted. Alternatively call Campus Security Services on 9925 3333.
5. You should be positioned or wait at the door of fire stairs unless there is a direct threat to your safety e.g. fire, smoke, or other hazard.
6. Where there is direct threat to you, then move into the fire or smoke stair after traffic has passed that level to await rescue by the attending Emergency Service.
7. Do not use lifts or escalators.

Person providing assistance:

1. Do not put your own life at risk.
2. Ask if people with a disability require assistance.
3. Ask what type of help is required.
4. Ensure you notify someone where you are, and that the Floor Warden is informed.
5. If you are unable to provide assistance, ask a Floor Warden to help.
6. Do not attempt to carry anyone down stairs or escalators.
7. Do not use lifts or escalators, unless directed to do so by Emergency Services, RMIT Campus Security Services or the Emergency Wardens.
8. If the person is able to move, assist them down the stairwell.
9. Remain with the person requiring assistance at all times (including within the stairwell).
10. If it is unsafe to assist, seek immediate help.

Mental Wellbeing & Counselling

Are you feeling stressed, anxious, lonely, or overrun with negative thoughts?

If you need urgent help, you can call RMIT Connect (9925 5000 for students, 9925 1111 for staff or 1300 305 737 after hours), text Student Support (0488 884 162 after hours), or these free helplines 24/7: Lifeline (13 11 14), Beyond Blue (1300 224 636) or Emergency Services (000).

Professional counsellors are available to talk to you about:

- Study issues
- Personal issues
- Mental health issues
- Wellbeing concerns

Please note: You do not need to be in crisis or dealing with a serious problem to go to counselling and it is free for all currently enrolled RMIT students, including students on approved Leave of Absence.

In a confidential 1-on-1 conversation, counsellors can help you:

- Provide a clearer understanding of your concerns.
- Help you think of creative solutions.
- Teach you new skills to manage your issues.
- Provide a safe place for you to share your thoughts and feelings.
- Offer options to refer you to other professionals if necessary.
- Offer advice and information on RMIT processes (e.g. special consideration).

There are a range of options for you to choose:

- Information
- Support on the phone
- Online programs
- In-person counselling

Contacts for assistance:

If you or others need assistance relating to mental wellbeing, call RMIT Connect (9925 5000 for students, 9925 1111 for staff or 1300 305 737 after hours), text or email urgent.studentsupport@rmit.edu.au.

You can also book an appointment online using RMIT Connect with your student login.

Other assistance numbers:

Lifeline (24-hour): 13 11 14

Beyond Blue Support Service: 1300 224 636

All the above information can be found at this link:

<https://www.rmit.edu.au/students/support-and-facilities/student-support/counselling>

Natural Disasters

Flooding – External

1. If the building is in danger of being flooded, evacuate all staff, students and visitors to a safe area. Otherwise, do not evacuate unless directed by the attending Emergency Service, RMIT Campus Security Services or by Wardens.
2. RMIT Campus Security Services (9925 3333) and report “FLOODING”, including location and extent of flooding.
3. Switch off any electrical equipment and gas that could be affected by water, if safe to do so.
4. Move any chemicals, documents, equipment and valuables (including artwork and historic items) to a safe area, if time permits.
5. DO NOT enter floodwaters.

Storm

1. Move all people away from windows.
2. Close all curtains, drapes and blinds.
3. Shelter in strongest part of building (e.g. central corridors).
4. Stay clear of large areas with a glass atrium or glass roof.
5. Stay inside.
6. RMIT Campus Security Services (9925 3333) and report “STORM DAMAGE”, including location and nature or injuries / damage.

Earthquake

If inside during an earthquake:

1. Stay inside.
2. Do not use lifts or stairs.
3. Take shelter in doorways, under desks, or down beside an internal wall.
4. Stay clear of large areas with a glass atrium or glass roof.
5. Keep away from windows or objects that could fall on you.

If outside during an earthquake:

1. Stay outside.
2. Take shelter clear of buildings, trees, power lines and other potential hazards.

When the earthquake stops:

1. Check for signs of fire, hazardous material spill or major structural damage.
2. Account for all staff, students and visitors if possible. Treat any minor injuries.
3. Do not evacuate unless area is immediately threatened or instructed to do so. Do not use lifts – use stairwells.
4. Await further instructions from Emergency Services.
5. Close any doors in your area.

EXPECT AFTERSHOCKS

