



LA TROBE
UNIVERSITY

Dealing with
Emergencies
and other incidents
2012



Basic Life Support

In an emergency call **triple zero (000)** and ask for an ambulance

D

DANGER

Dangers?

Ensure area is safe for everyone

R

RESPONSE

Responsive?

Ask name/squeeze shoulders

Response – make comfortable, monitor

No response

S

SEND

Send for help –

call triple zero (000) ask for an ambulance, then contact security/emergency response

A

AIRWAY

Open **mouth** – if foreign material present

Place in recovery position

Clear mouth with fingers

B

BREATHING

Check for **breathing**

Normal – place in recovery position

Abnormal – start CPR

C

CPR

Start **CPR**

30 compressions: 2 breaths

If unwilling or unable to perform rescue breaths continue chest compressions

D

DEFIBRILLATION

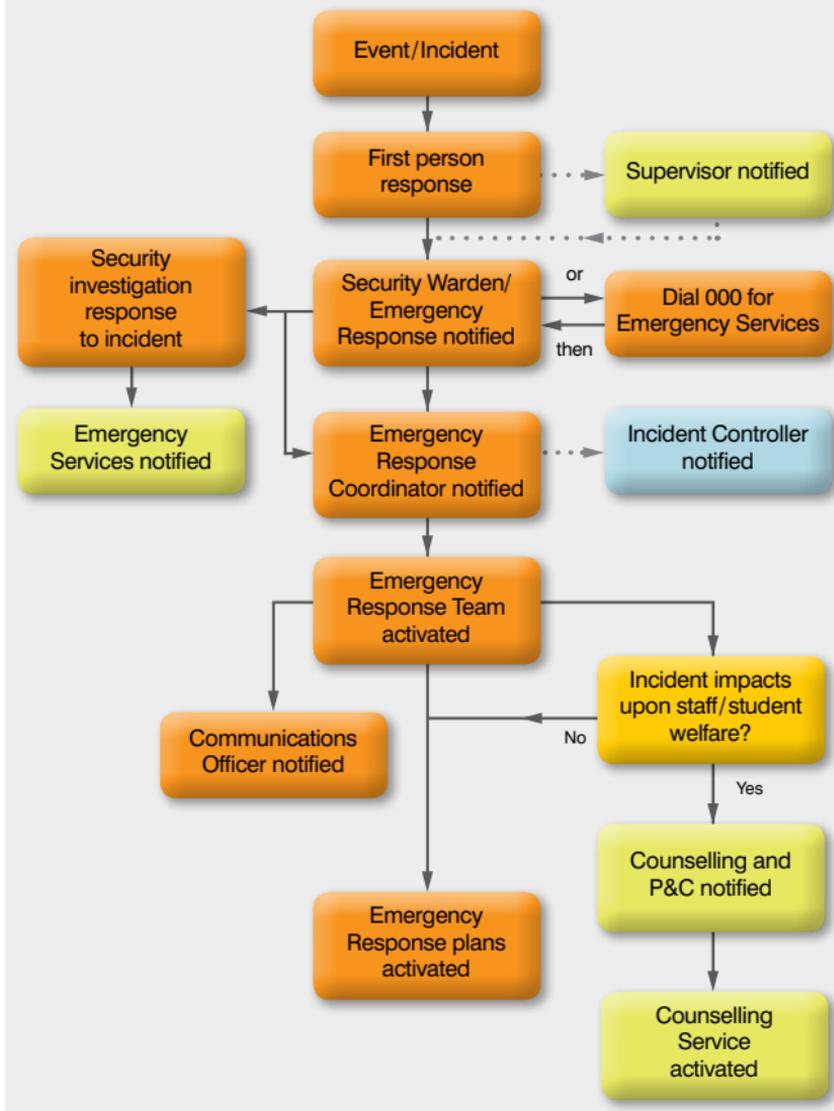
Apply **defibrillator** if available and follow voice prompts

Dealing with specific incidents

1	Evacuation	
2	Fire	
3	Hazardous material	
4	Serious injury, illness or substance abuse	
5	Disturbed or hostile person	
6	Civil disturbance, siege, attack or other lock down	
7	Bomb threat	
8	Robbery	
9	Severe storms and floods	
10a	Sudden death – on finding the victim	
10b	Sudden death – organisational response	
11	Threat, harassment or stalking	
12	Assault or sexual assault	
13	Gas leak	
14	Student placement	
15	Overseas travel	
16	Power failure	

La Trobe University emergency response

General procedures: Activation process for **all** critical incidents



Emergency telephone numbers

For all incidents initially contact local campus security:

Campus	Contact details	Hours of operation
Albury-Wodonga	T 1300 742 742	24 hours
Bendigo	T 5444 7999	24 hours
Bundoora	T 9479 2222 T 1800 800 613	24 hours
City	T 9285 5100	24 hours
Mildura	T 5051 4099 T 5022 7855	Business hours After hours
Shepparton	T 9479 2222	24 hours

University Operations Centre **1800 800 613**

Emergency services

Where Security cannot be contacted, the person who has been alerted to the incident should contact the emergency services directly.

Dial **0-000** (some mobile phones require **112** to be dialled).

- Ask for the emergency service required (e.g. Police, Ambulance, Fire, SES).
- The type of incident (medical, explosion, assault, etc.).
- The exact location of the incident.
- Your name and contact telephone number.

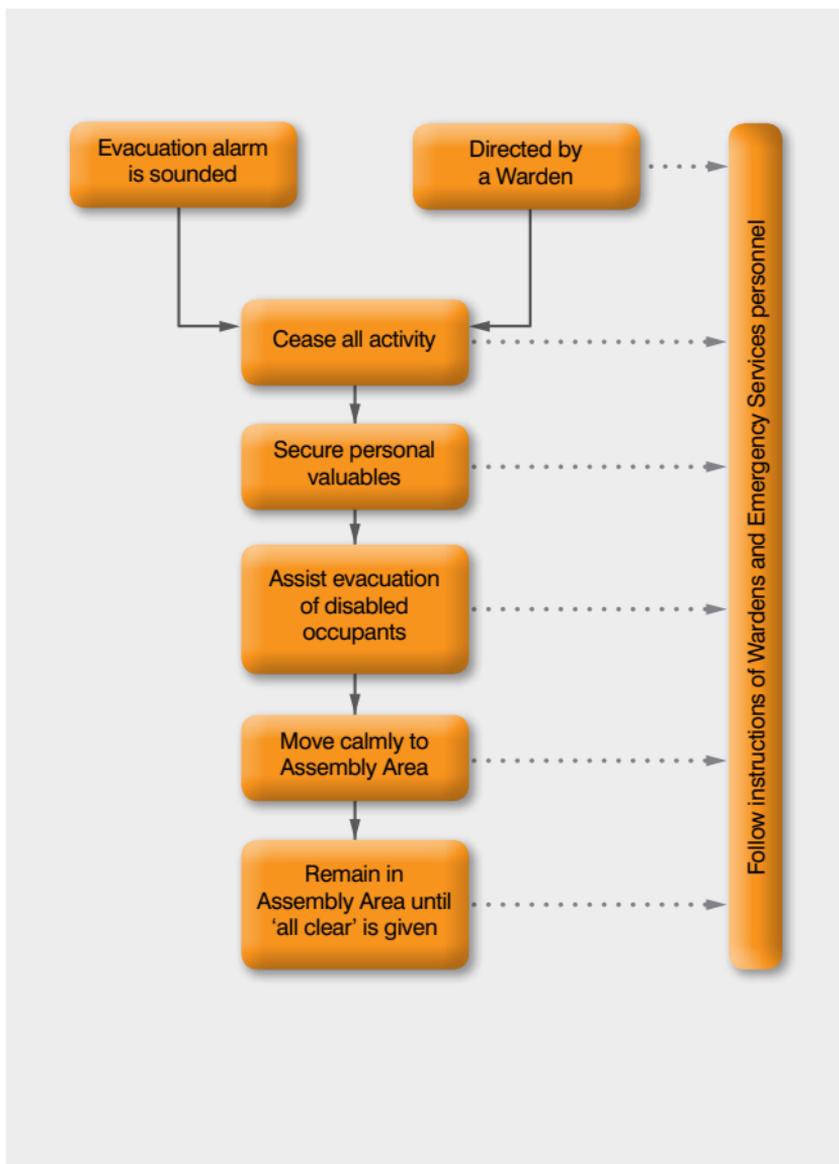
Lifeline 13 11 14 | Beyondblue 1300 22 4636 | SANE 1800 187 263

Other key contacts

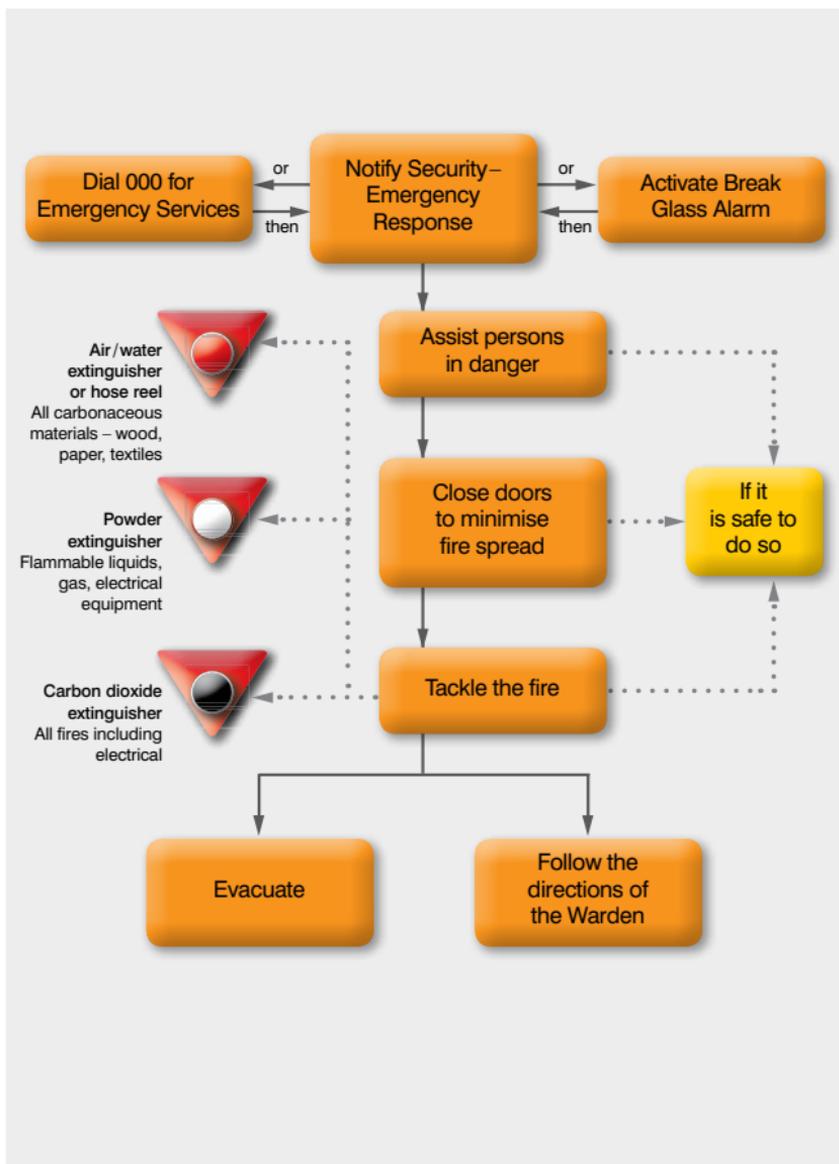
Staff name	Responsibility	Contact details
Mr Wayne Aldous	Security and Emergency Management coordinator	T 03 9479 1141 M 0438 046 585
Mr Gary Nolan	Safety	T 03 9479 2186 M 0458 090 745
Dr Carl Gibson	Incident Controller	T 03 9479 3626 M 0422 005 456
Ms Susan Furness	Regional Incident Controller	T 03 5444 7553 M 0427 182 433

Further details: latrobe.edu.au/emergency

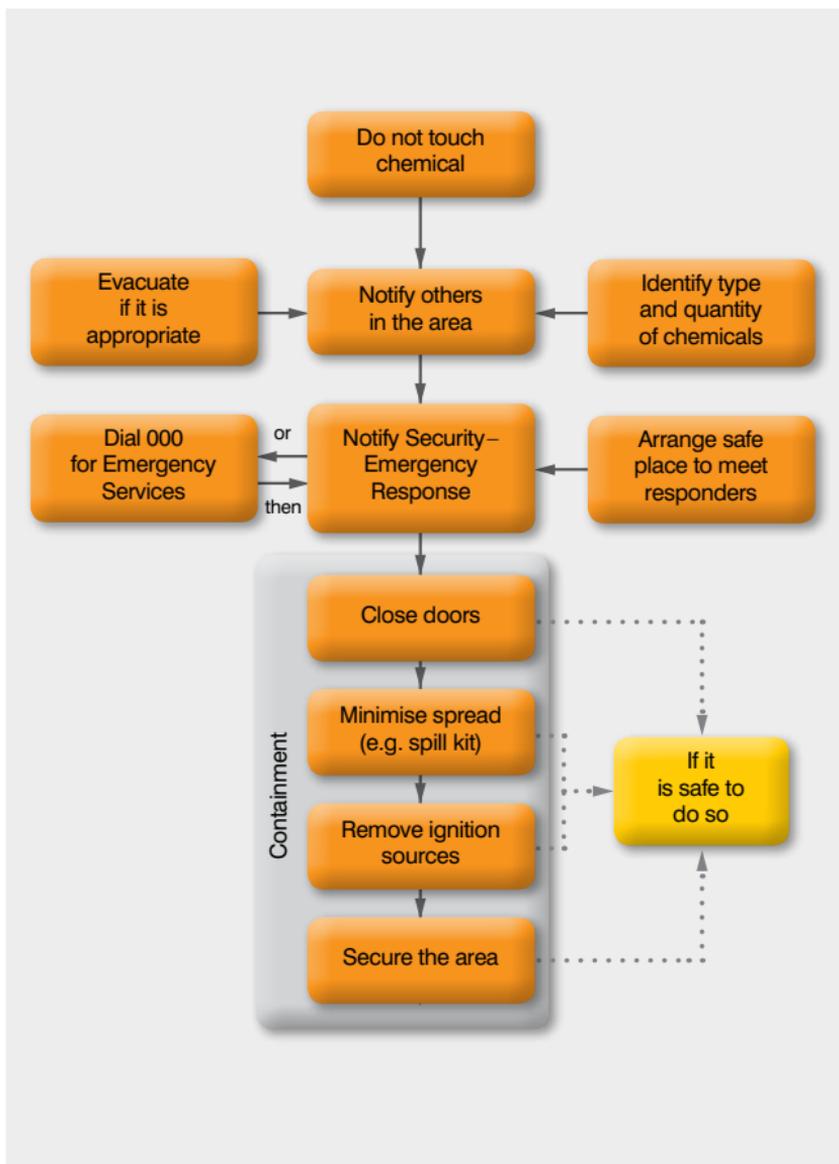
1 Evacuation procedures (general)



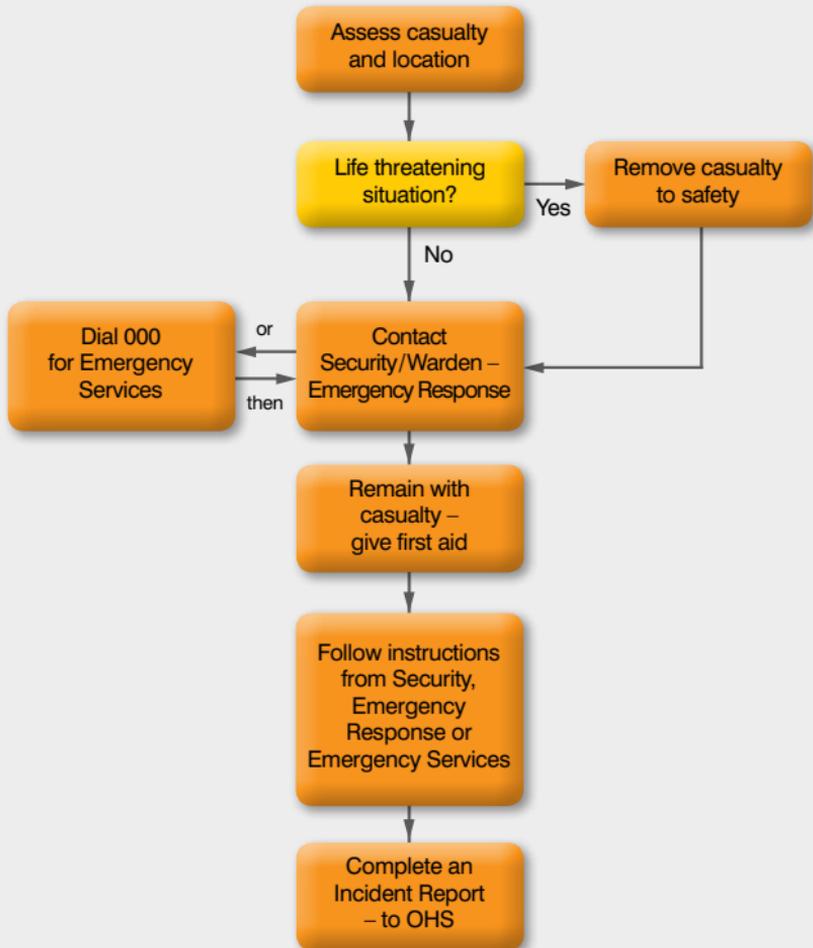
2 Fire



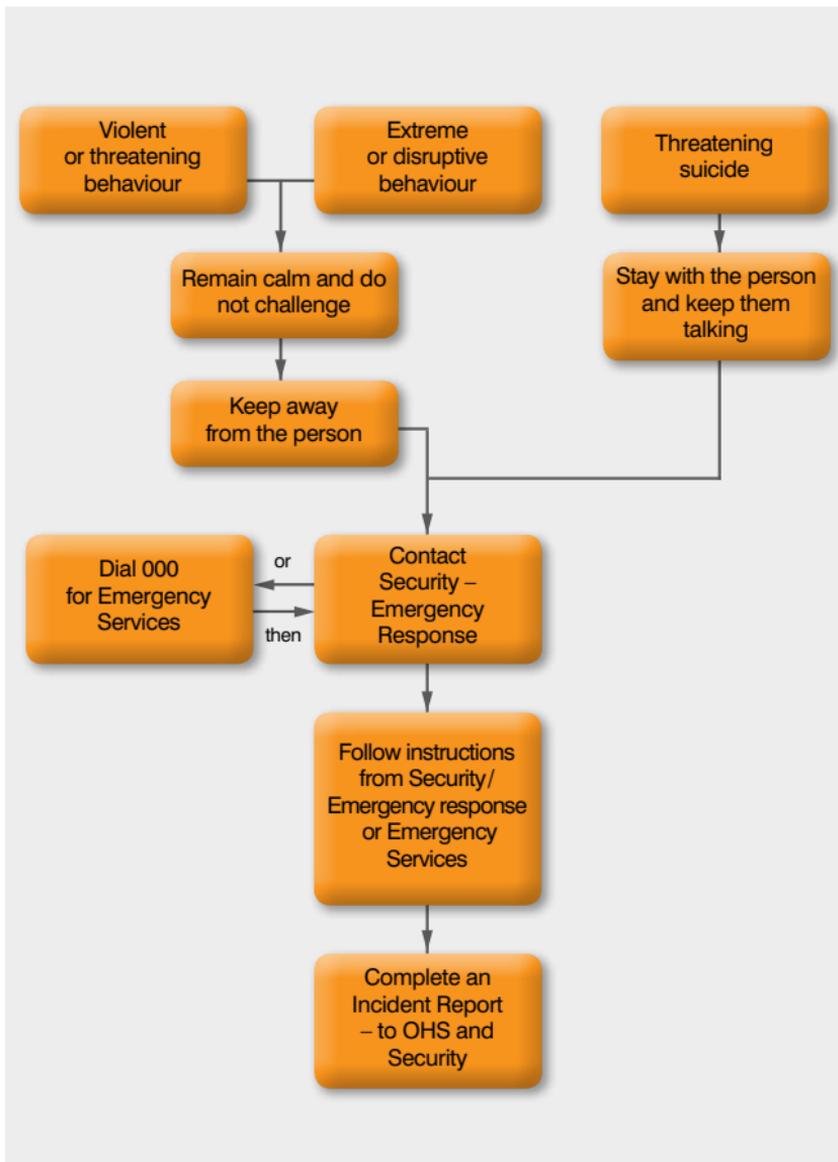
3 Hazardous material



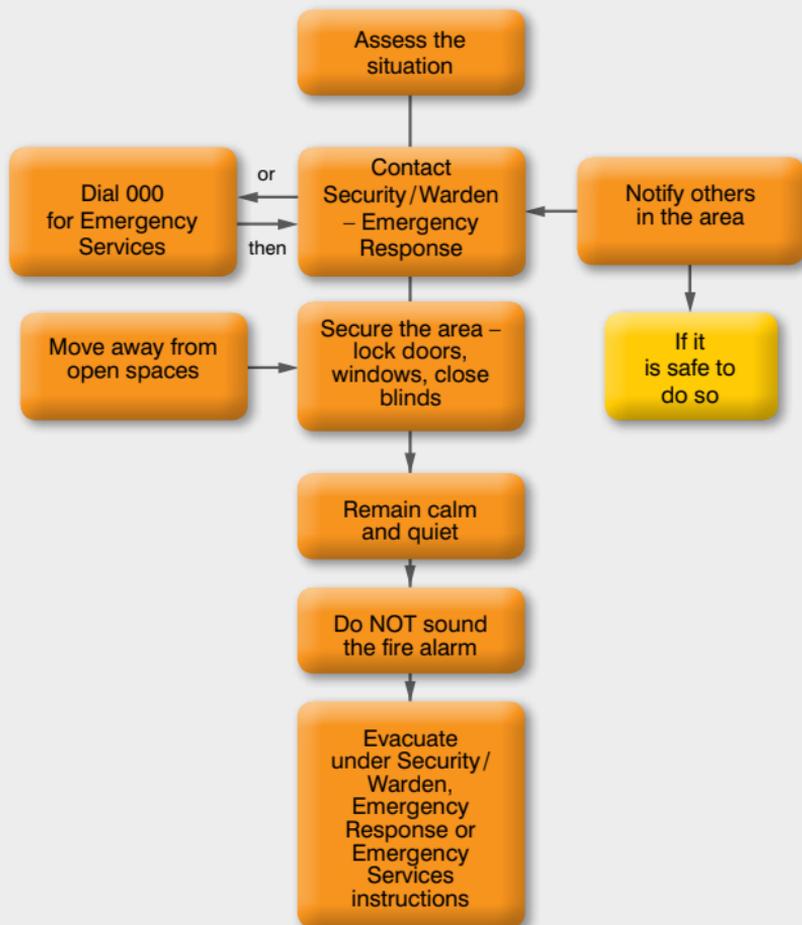
4 Serious injury, illness or substance abuse



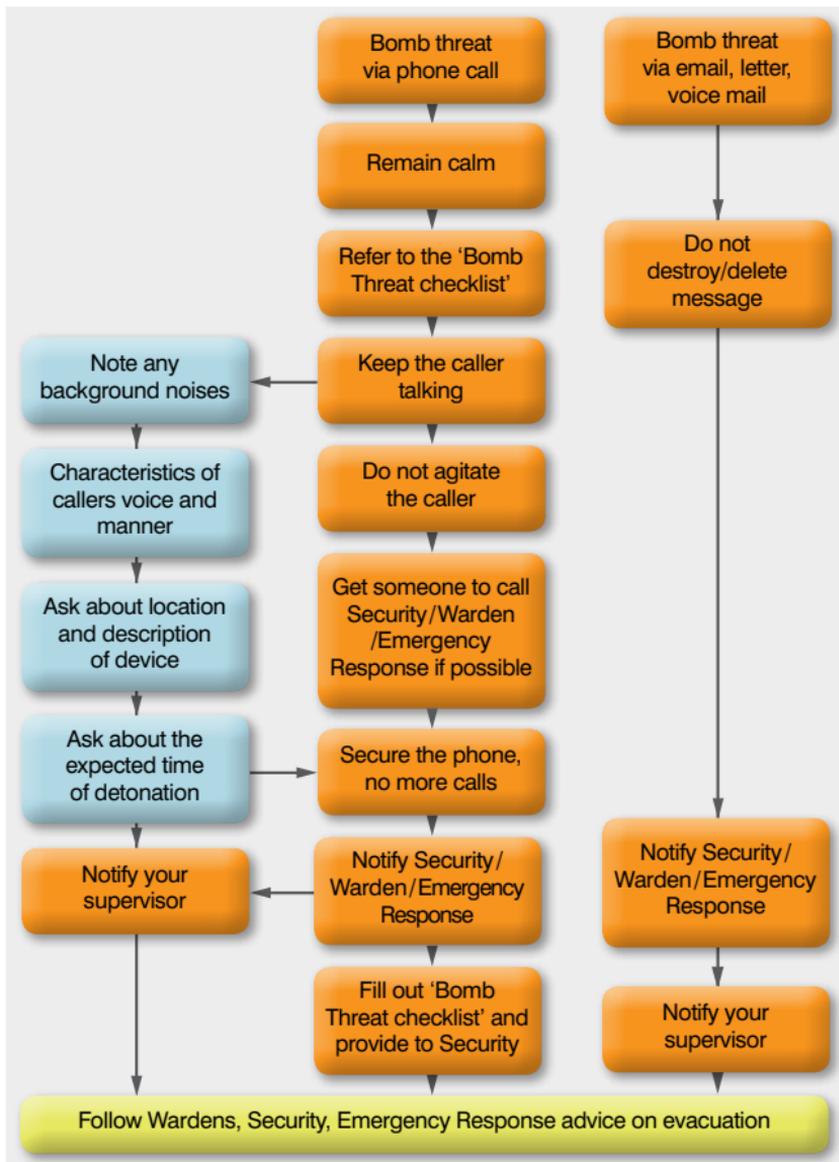
5 Disturbed or hostile person



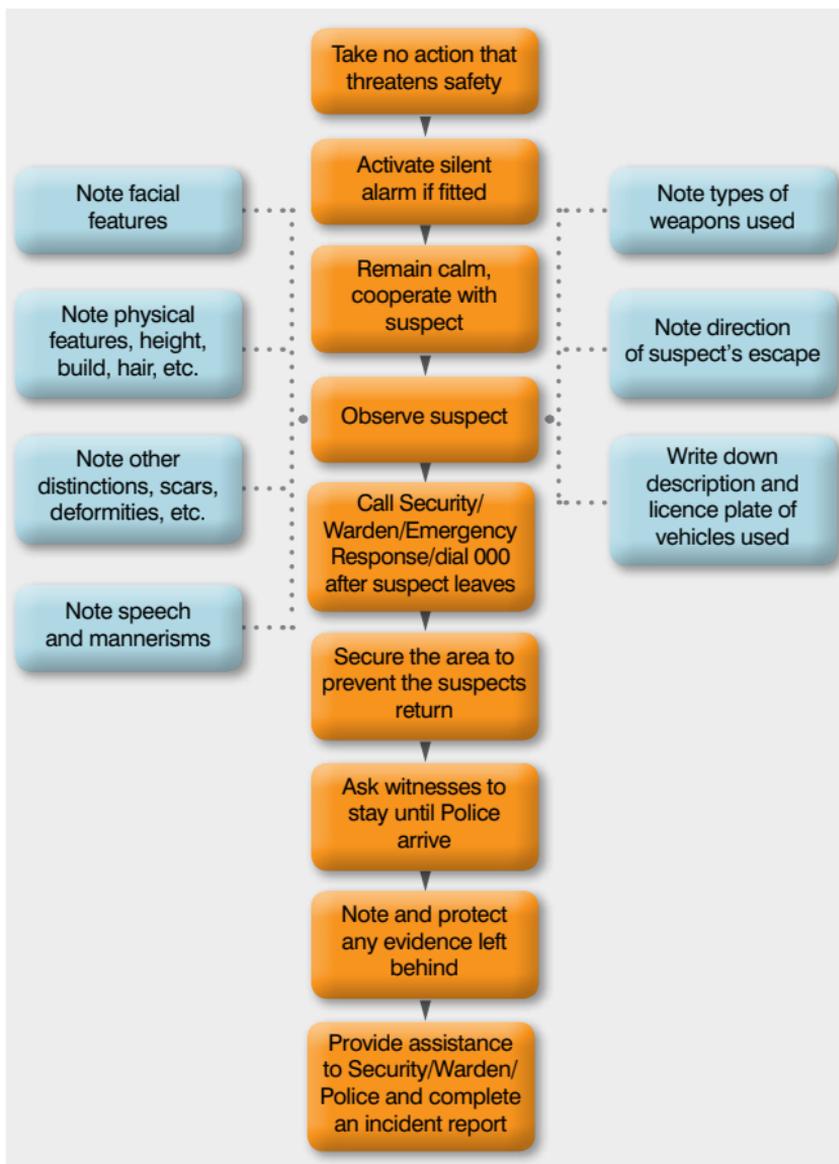
6 Civil disturbance, siege, attack or other lock down



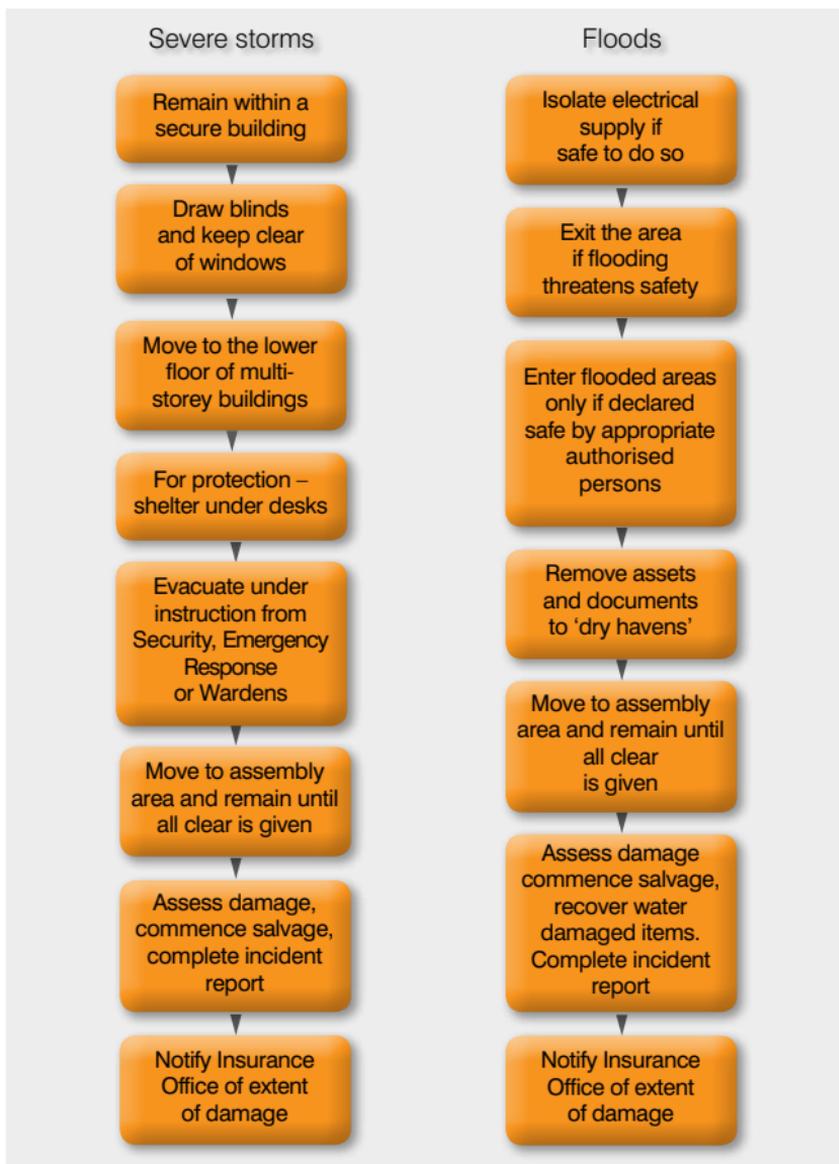
7 Bomb threat



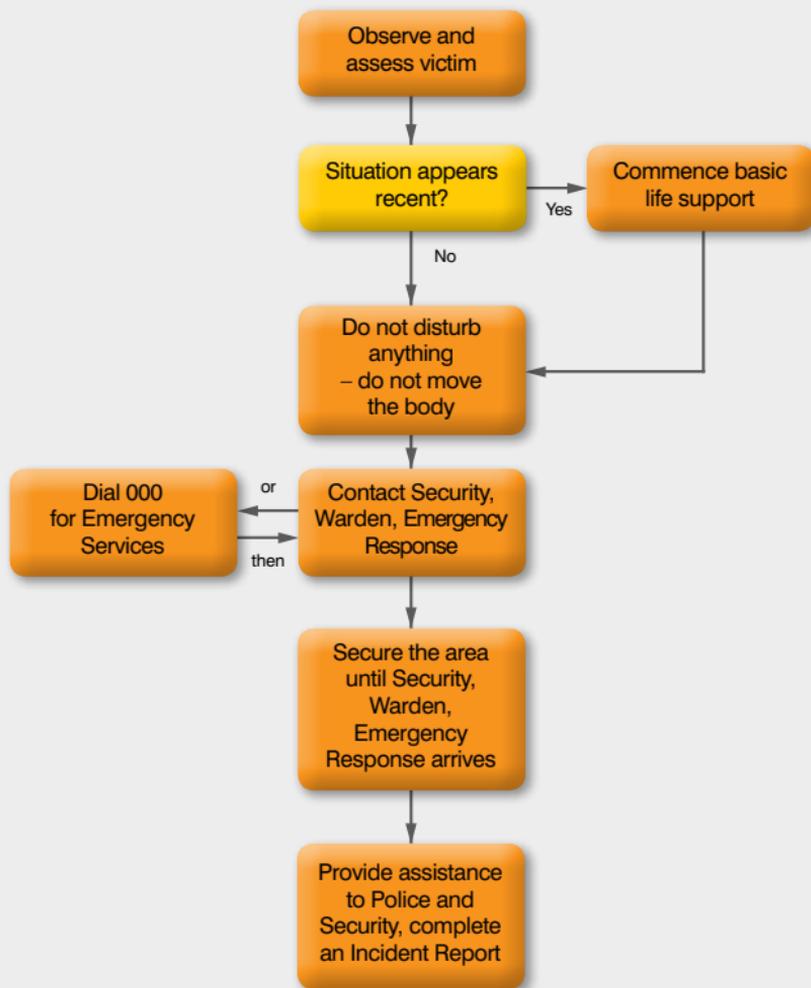
8 Robbery



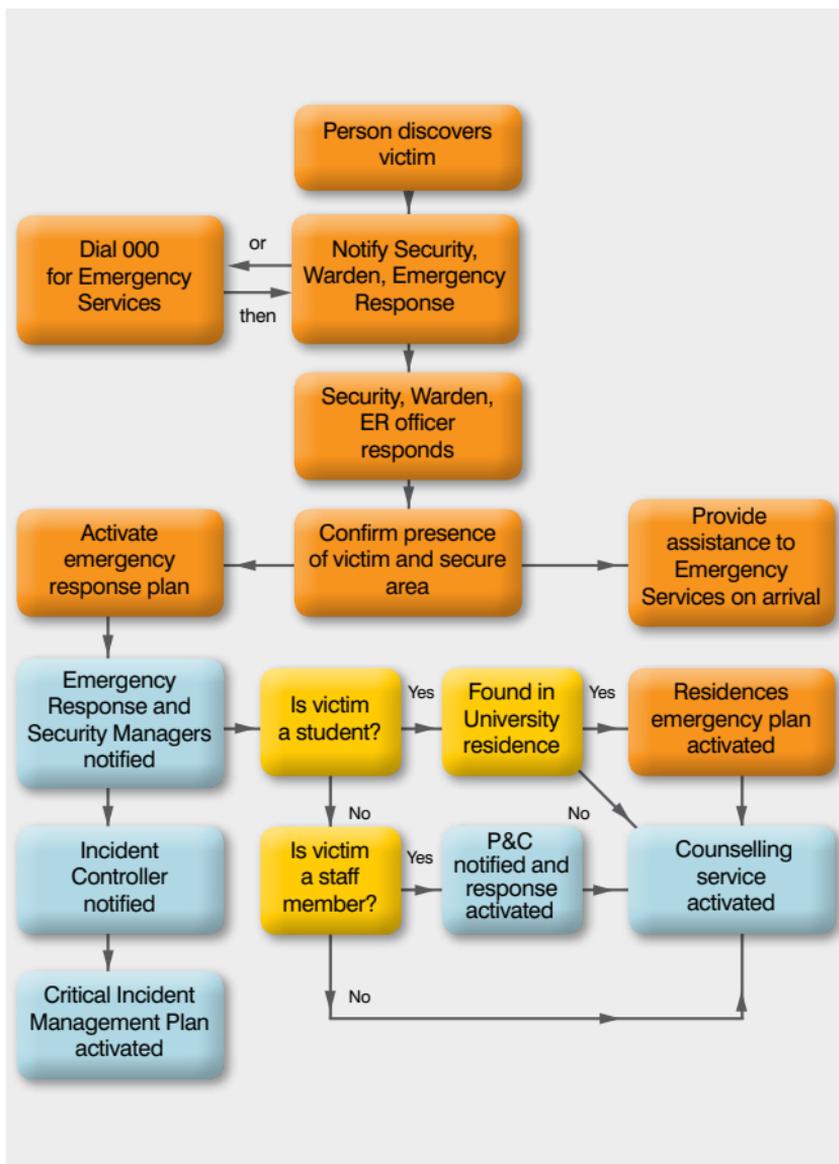
9 Severe storms and floods



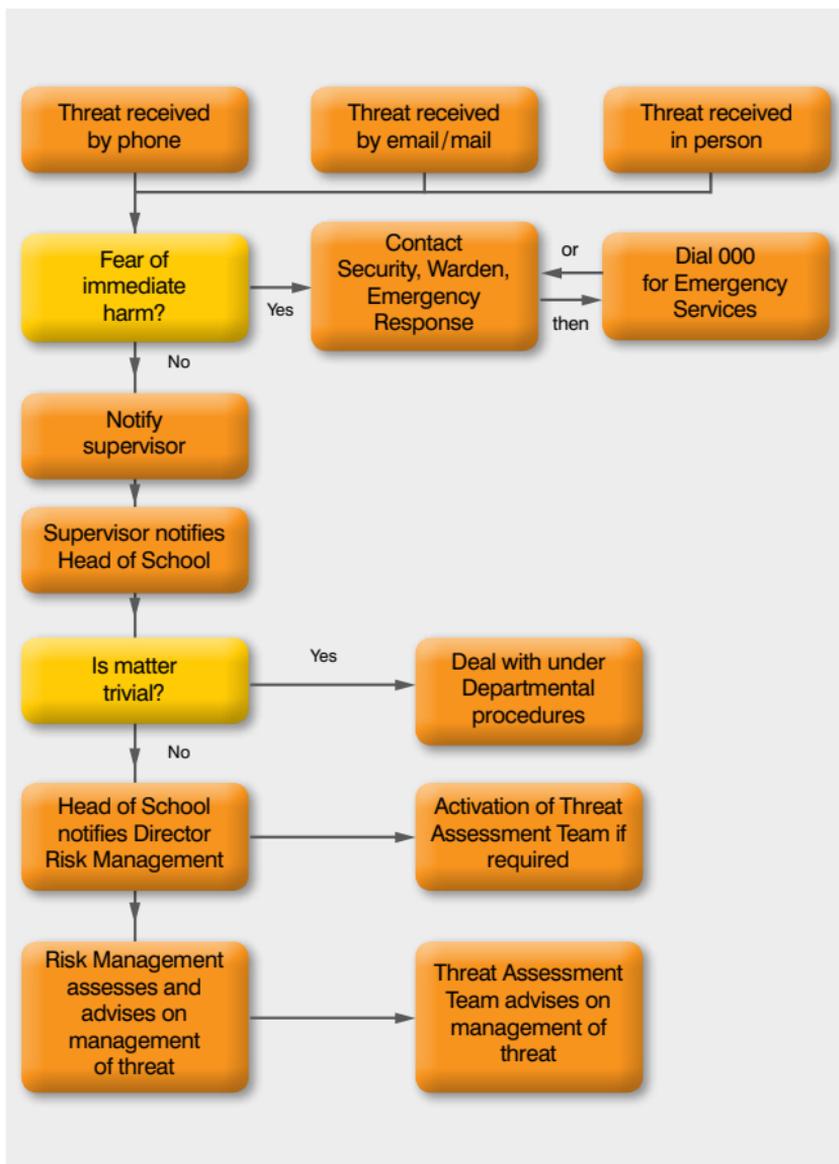
10a Sudden death (e.g. suicide) – on finding the victim



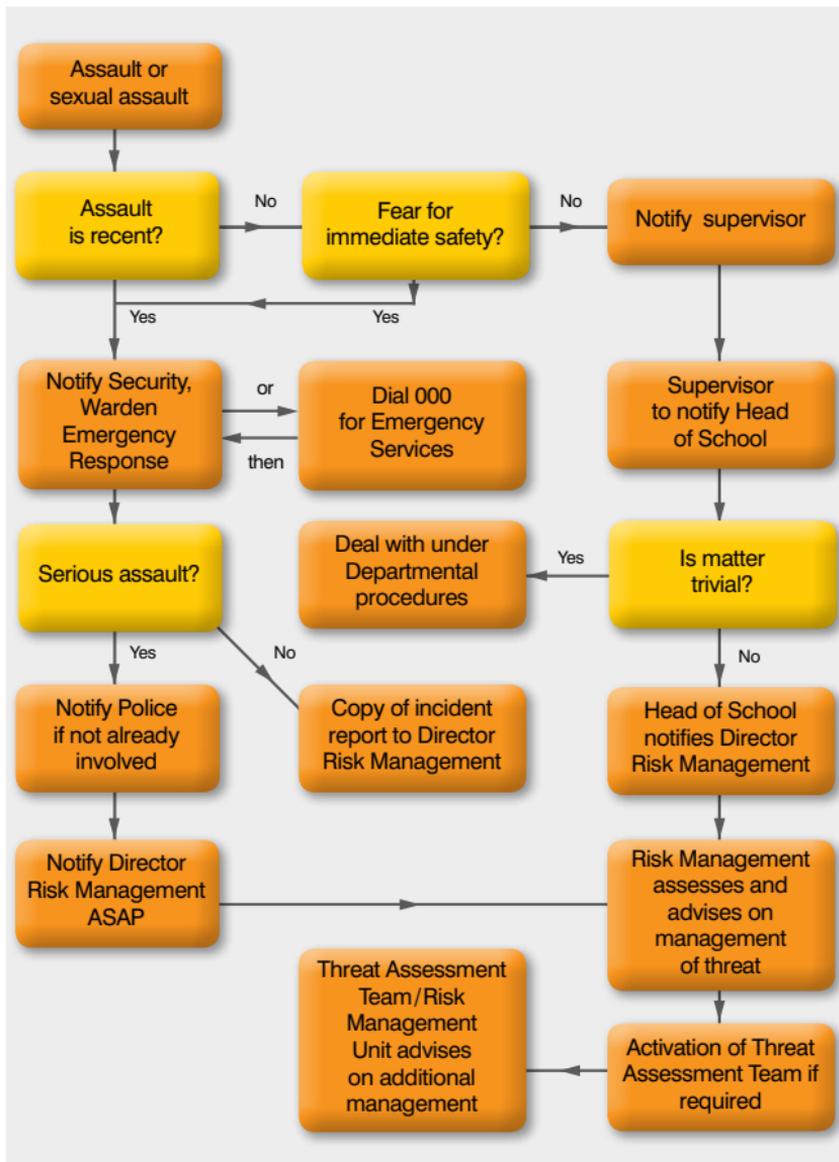
10b Sudden death (e.g. suicide) – organisational response



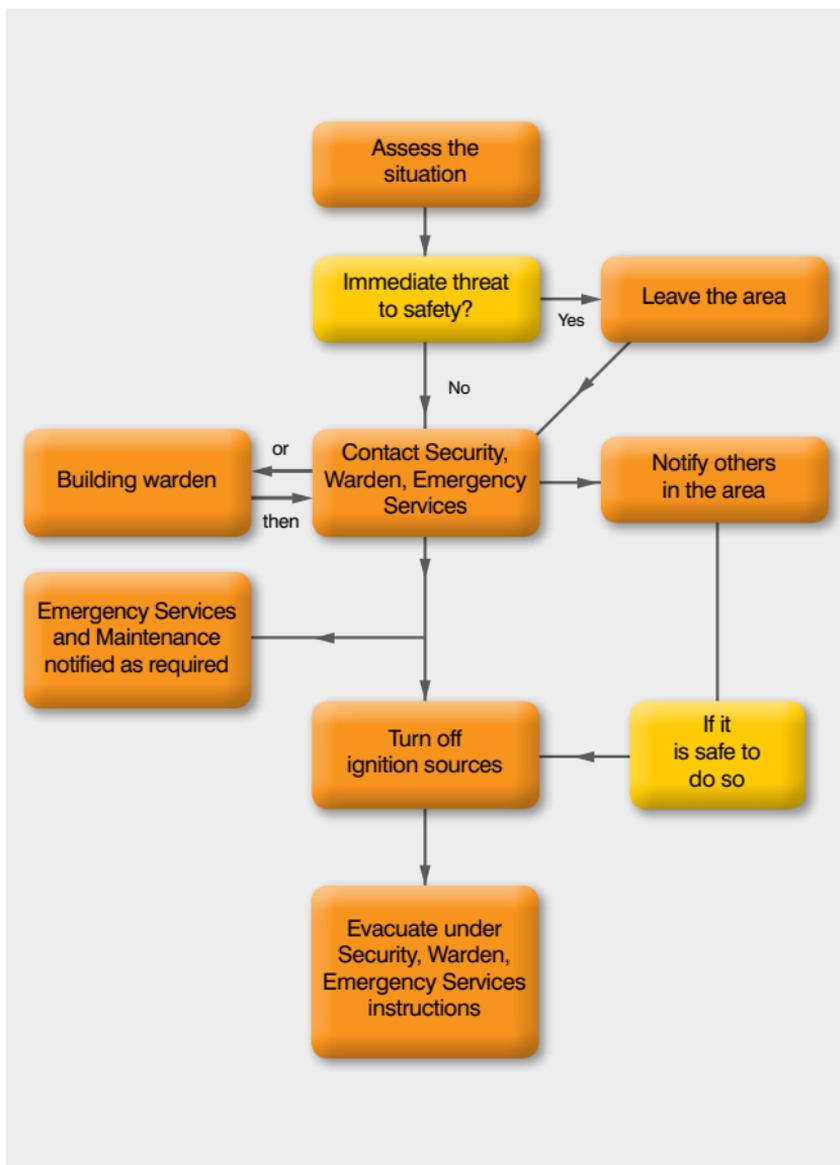
11 Threat, harassment or stalking



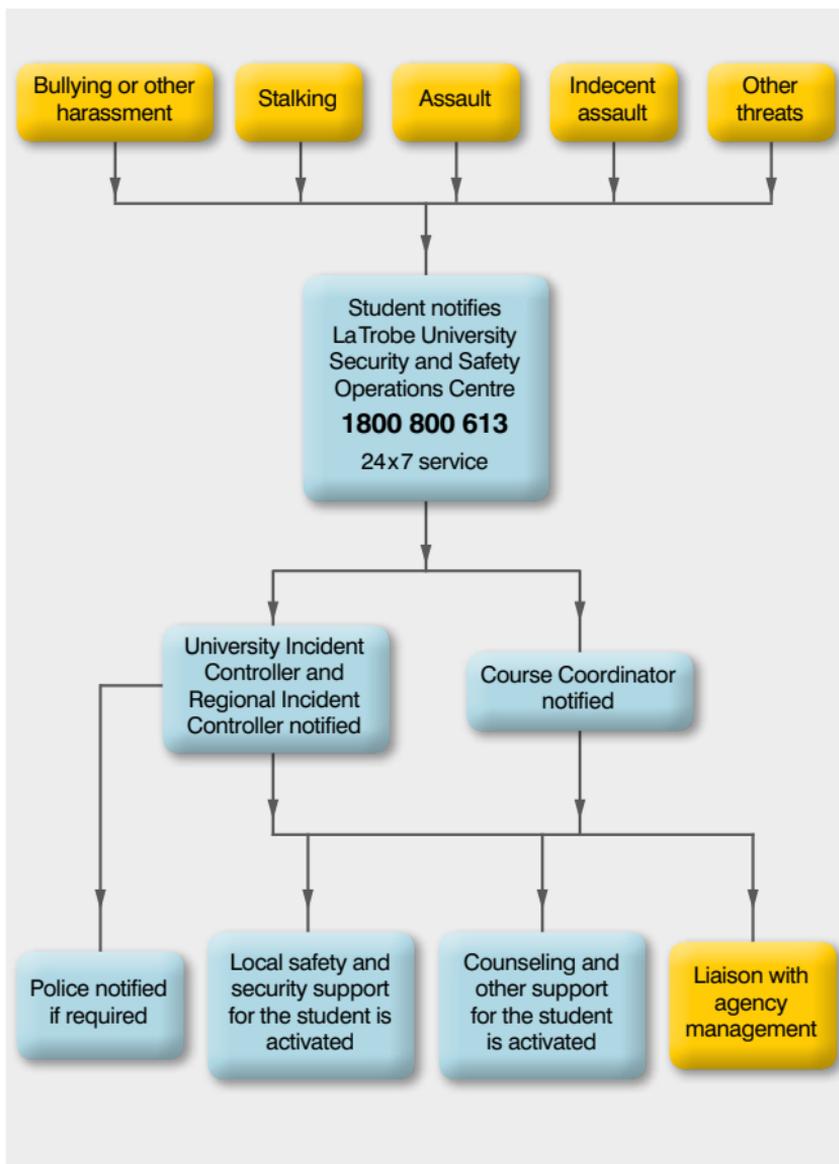
12 Assault or sexual assault



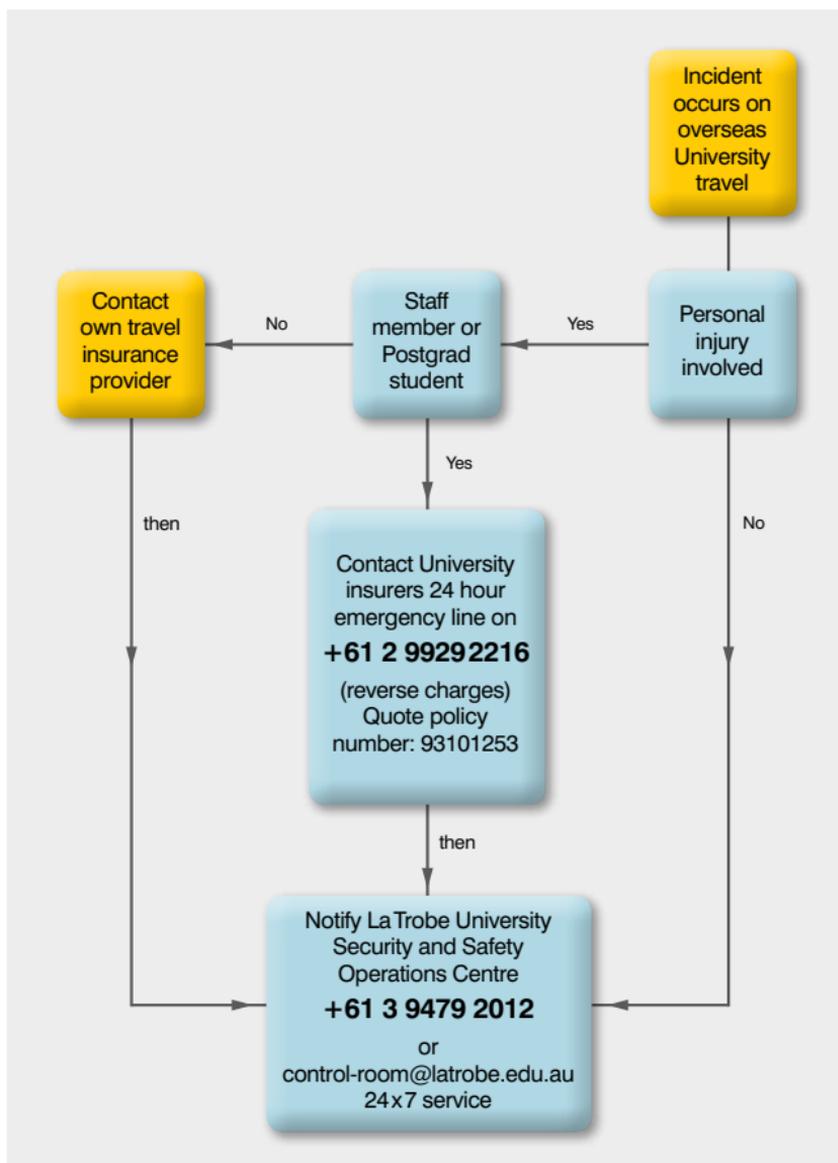
13 Gas leak



14 Student placement



15 Overseas travel



16 Power failure

- In the early stages of a power failure, possible duration of the loss will be uncertain. Power loss may be temporary, or may be prolonged.
- If it is safe to do so you should isolate sensitive electrical equipment, as power surges could be experienced before sustainable power is restored.
- You should remain where you are until someone in authority provides advice or directions.
- If a prolonged disruption – runners will be dispatched to each building to advise on the situation.
- In a prolonged disruption, a non-emergency evacuation of the building may be required. Instructions for this will usually be relayed in person.
- For a non-emergency evacuation, you should leave the building as soon as possible, taking personal possessions and urgent work with you. Shut down any non essential/surge sensitive equipment, close windows and lock doors as you leave.
- Most office (VOIP) phones will not work during a power disruption. Emergency phones are available on each floor within buildings. You should be prepared for the eventuality of not returning to the building for the rest of the working day.
- If trapped in a lift during a power failure, remain calm and use the emergency phone/intercom located within the lift. If this call is unanswered and a mobile phone is to hand, call the emergency contact number for your campus.
- Should an emergency evacuation be required, the evacuation alert will be sounded and you should evacuate as for any other emergency.

My Name is

Please complete the following information for your area.

My location is:

Room number Floor

Building name

My nearest first aiders are:

Name

Telephone

Location

Name

Telephone

Location

My nearest fire wardens are:

Name

Telephone

Location

Name

Telephone

Location

My nearest OHS representative is:

Name

Telephone

Location



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