Emergency Procedures

**IF YOU SEE AN EMERGENCY:**

- **REPORT**
  - Warn other people in the area.
  - Call Emergency Services: **0-000**
  - Call Security: **9351-3333**
  - Notify Chief Warden.
  - Notify your Local Building Warden.
  - If **safe** and if **trained**, fight the fire or control the emergency.
  - Evacuate if in danger or when instructed.

**IF YOU HEAR A “BEEP,BEEP” SIGNAL:**

- **ALERT**
  - Follow the instructions of the Wardens.
  - If safe, shut down processes and/or equipment.
  - If safe, secure valuables and personal effects.
  - Prepare to evacuate using the closest safe exit.

**IF YOU HEAR A “WHOOP, WHOOP” SIGNAL:**

- **EVACUATE**
  - Leave now! Escort visitors and those who require assistance.
  - Use your closest safe exit.
  - Proceed calmly to your assembly area.
  - Report to your Warden at the Assembly Area.

**Chief Warden:** Sarah Cui x12312 Room N311 (Main Office)
**Deputy Chief Warden:** Jane Mourao x66401 Room N311 (Main Office)

Your assembly areas are:
- Holme Building adjacent to Old Geology Bldg (Science Road)
- Technology Lane (whichever is closer)