

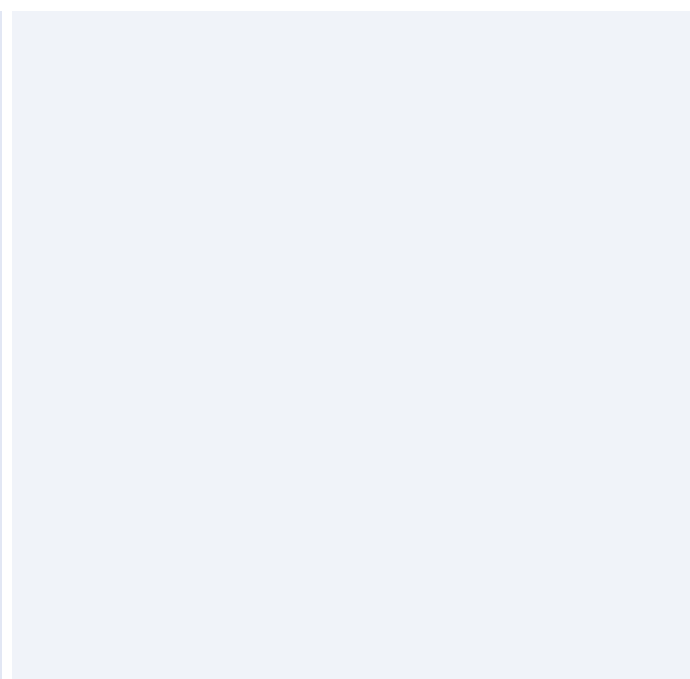
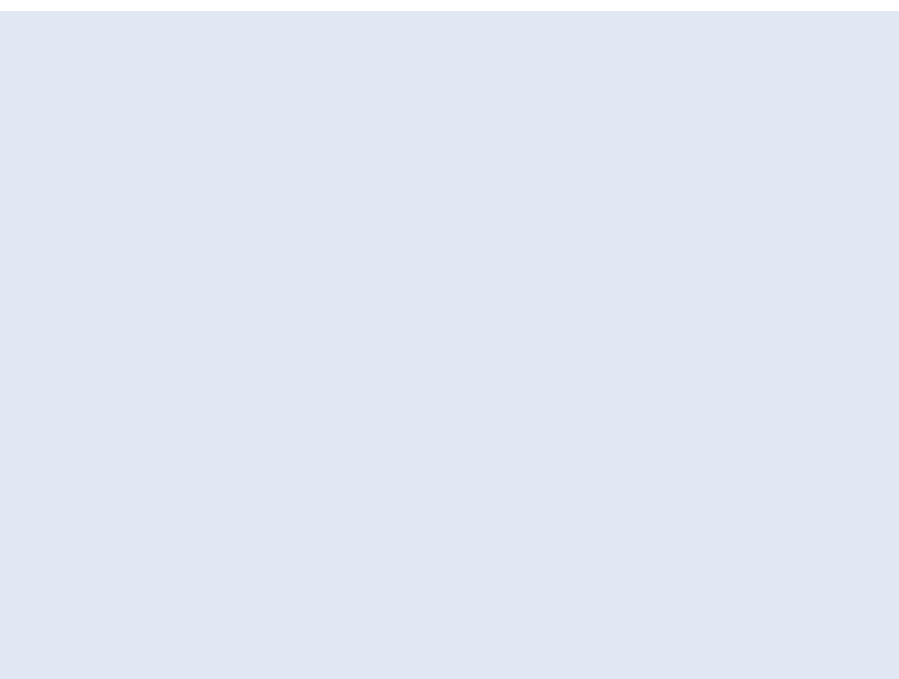
1

Aggression or Threatening Behaviour (Physical/Verbal)

- Stay calm
- Report



- 1 Remove yourself and others from immediate danger (if safe to do so)



1 Remain calm

✓ Encourage others to remain calm.

2 Report the outage



During office hours (9am – 5pm)
call UC Facilities Management

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If you're able to, get to a place where you will be safe.

If you're feeling unsafe, there are options for you.



DIAL UC Security
0800 823 637

- ✓ Press the RED call-out button on the Help Point towers located around the campus.
- ✓ UC Security staff will respond immediately and take appropriate steps to ensure your safety. UC Security can

- 1 If you discover a gas leak, shout a warning to those nearby.

Lockdown

- Remain calm
- Get to a safe place
- Stay informed

Lockdown is a term used to describe securing a building or site by controlling people from entering and leaving a site.

A workplace may trigger a lockdown in response to significant threats or hazards.

Lockdowns can be limited to a specific building, campus or site.

A lockdown involves the securing of all internal and external doors of buildings on campus, including all halls of residence. Card access doors can be locked during a lockdown and can be opened from the inside.

In the event of a lockdown, the University's objective is to ensure everyone on campus stays safe.

Weather Event: Flood/Storm/Gale Force Wind

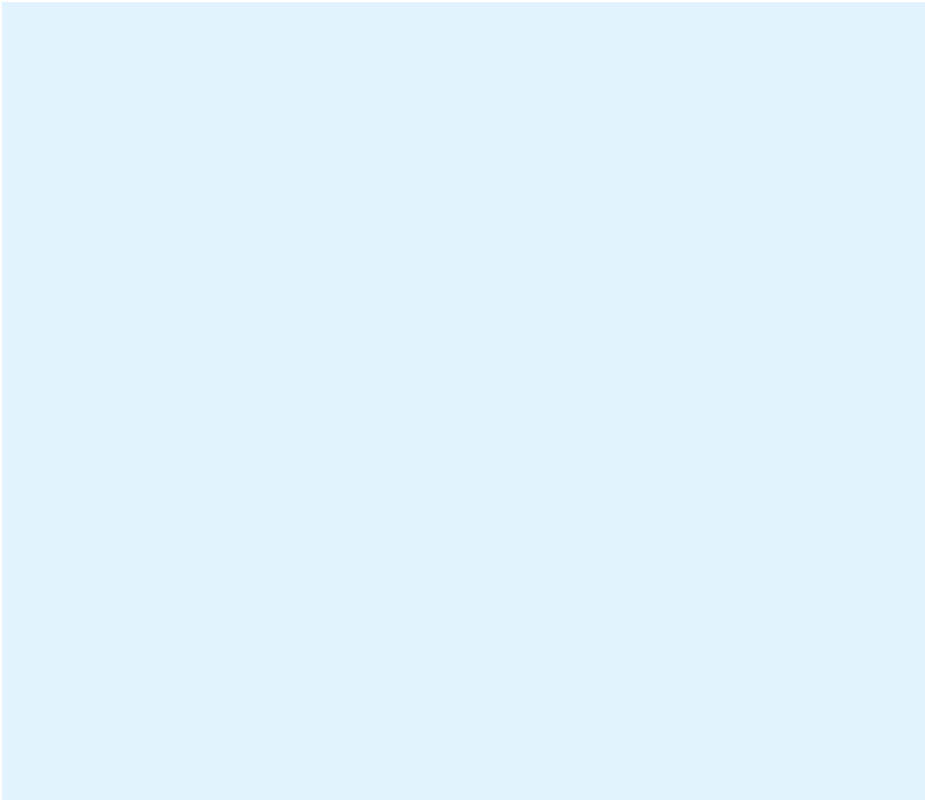
- Head for higher ground • Stay informed

1 Head for higher ground

Head for higher ground if you see floodwater and/or are instructed by UC Security, emergency services, Building/FloorWardens.



Medical Emergency



Cyber Security

• Identify • Stop • Report



What is a cyber security incident?

A cyber security incident is when something goes wrong with the computer systems that could put our information at risk.

It could be someone getting into our systems without permission or changing things on our computers without us knowing.

What is a mental health crisis?

A mental health crisis is NOT a general experience of distress but is similar to an emergency situation (eg, heart attack).

Examples of a mental health crisis can be:

- suicidal thoughts
- self-harm or self-injury
- anxiety
- acute psychotic or manic episode.

Major signs of a person experiencing a mental health crisis can include:

- self-harm
- visible tension or shaking
-

Hazardous Substance Spill/Release

- Warn
- Remove
- Activate
- Contain

The term “hazardous substance” refers to any product or chemical with properties that are explosive, flammable, oxidising, corrosive or toxic to the environment with significant threat to others (eg, risk of explosion, release of flammable or toxic gases or fumes).



Earthquake

• Drop • Cover • Hold



When you feel an earthquake, follow these steps: “Drop, Cover and Hold”.



- 1** DROP down on your hands and knees
 - ✓ This protects you from falling but lets you move if you need to.
 - ✓ Stay away from windows.
 - ✓ If you're sitting in a chair then Stay, Cover and Hold.



- 2** COVER your head and neck (or your entire body, if possible)
 - ✓ Take cover under a sturdy table or desk (if it is within a few steps of you).
 - ✓ If no shelter is nearby then cover your head and neck with your arms.



- 3** HOLD on to your shelter until the shaking stops (or your position, to protect your head and neck)
 - ✓ If the shaking shifts your shelter around, move with it.

During an earthquake

Heat Wave or Extreme Heat

- Sunsmart • Hydrate

over a region for at least two consecutive days
the normal conditions for that time of the year.

Recognise and help with a heat-related illness

During a heat wave, people are susceptible to heat-related conditions. They can develop heat-related illnesses. Act fast if you notice someone showing signs and symptoms. Below are some of the major heat-related illnesses.

| Heat cramps | Heat exhaustion | Heat stroke |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Heat cramps are painful spasms of the muscles, usually in the arms and legs, that occur during a large heat wave. | Heat exhaustion is a condition that occurs when a person loses a large amount of fluids and salts through sweating. Symptoms include heavy sweating, weakness, dizziness, and nausea. | Heat stroke is a life-threatening condition that occurs when the body's temperature rises above 104°F (40°C). Symptoms include a high body temperature, confusion, and loss of consciousness. |
| | | |
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Bomb Threat

- Keep calm
- Treat as genuine
- Report

If you receive a bomb threat by phone, email, person or another means

1 Remain calm and be polite. Listen carefully.

2

Suspect Parcel/Package/Letter

- STOP • Put item down • Report

How to recognise features of a parcel as suspicious

- Hear a ticking sound/see protruding wires/aluminium foil, then **IMMEDIATELY** regard as suspicious.
- Excessive weight for its size or excessive securing materials, string, tinfoil or an oily stain/discolouration.
- Rigid envelope or lopsided or uneven package.
- Unexpected or unsolicited mail (local and foreign).
- Excessive postage on local mail.
- Restrictive markings (ie, private, personal).
- Poorly written or typed address/unknown source.
- No return address, or misspelling of common words, names, addresses, incorrect titles, or titles without names.
- Shows a city, state or province in the postmark that does not match the return address.

How to confirm if a parcel is suspicious

- When it is not obvious promotional/marketing mail.
- Contact the addressee to see if the letter or package is expected and the addressee has examined it.
- At least three suspicious features have been identified from above.

Armed Offender/Attacker

- Escape • Hide • Tell




ESCAPE

To a place of safety

TELL

When safe, DIAL 111,
state "POLICE"

- 1  Where possible, **DIAL 111 for POLICE** and state "ARMED OFFENDER". Give the following information:

Injured people

If you come across any injured people while hiding, providing first aid may help save their lives. But only help if it does not put yourself and others in any danger.

- X** DO NOT move closer to see what is happening, this may put you in danger.

BOMB THREAT CHECK LIST QUESTIONS TO ASK:

- 1. ... ?
- 2. ... ?
- 3. ... ?
- 4. ... ?
- 5. ... ?
- 6. ... ?
- 7. ... ?
- 8. ... ?
- 9. ... ?
- 10. ... ?

EXACT WORDING OF THREAT:

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ACTION

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CALLER'S VOICE

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THREAT LANGUAGE

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BACKGROUND NOISES

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