

EMERGENCY INSTRUCTIONS



KEY THINGS TO DO IN AN EMERGENCY

1. Keep calm.
2. Alert those around you.
3. Follow all instructions received. If no instructions have been provided use your best judgement or call UniSafe.
4. If you require assistance call UniSafe.
5. If you have contacted emergency services on 111, ensure you also call UniSafe.
6. If internet is available check the University website waikato.ac.nz for information and updates. If internet is disrupted information will be relayed by the most suitable available means.

In cases of any emergency call 111 and ask for fire, ambulance or police. If time permits also ring security on extension 4444 or 07 838 4444. If you're unsure who to call and there is no risk to your personal safety or serious harm to others then please call security for advice.

UNISAFE STAFF SERVICES

Operates 24/7. Located in B Block Annex through Gate 5.

Contactable by:

Internal call extension 4444, or 07 838 4444

Email security@waikato.ac.nz

24/7 safe walk service. Ring 4444 10-15 minutes before you want to leave. Security will walk you to your car or office if required.

Lost & Found property waikato.ac.nz/facilities/security-and-parking/lost-and-found

Use one of the emergency phones identified by bright blue lights situated at the Hamilton campus only. See locations at waikato.ac.nz/contacts/map.pdf

IF YOU DISCOVER A FIRE

- Operate the nearest fire alarm by breaking the glass and pressing the switch down. Most University fire alarms automatically alert the Fire Brigade.
- Evacuate the building.
- From a safe building, dial 111. If time permits advise UniSafe.
- Use fire fighting equipment only if you are confident, and trained in its use, and it is safe to do so.

If you hear continuous ringing of the fire alarm

- Keep calm and walk out of the building as quickly as possible.
- Use stairs (avoid using lifts).
- Assemble outside and keep well clear of the buildings and roadways.
- Only return to the building when the all clear is given.

MEDICAL EMERGENCY

- Dial 111. If time permits advise UniSafe.
- Apply first aid if you are confident and it is safe to do so.
- UniSafe will assist if an ambulance is needed.

ACTS OF VIOLENCE

- Remove yourself to a place of safety where possible.
- Dial 111. If time permits advise UniSafe.

SEXUAL ASSAULT

Get to a safe place, call for help, dial 111. If you have concerns or need advice or support in relation to harassment or abuse call the violence prevention coordinator on 07 837 9497 or email kredman@waikato.ac.nz

BOMB THREAT / SUSPICIOUS PARCEL

- Dial 111. If time permits advise UniSafe.
- Evacuate the area, keep yourself safe.
- Do not use a mobile phone or activate the fire alarms as this may trigger an explosion.
- If the article or object is suspicious leave it in situ. Leave doors and windows open.
- Do not smell, taste or shake the object or parcel.

SUSPICIOUS PERSON(S)

- Ensure your personal safety.
- Dial 111. If time permits advise UniSafe.
- Provide description, location and direction of travel of suspicious person(s).

EARTHQUAKE

• REMEMBER – DROP / COVER / HOLD

- Stay inside the building during an earthquake.
- Take shelter under desks, tables, or under doorways.
- Keep calm and help allay panic in others.
- Unless the building has collapsed await instructions to evacuate.

If there is no shelter

- Kneel on floor, face away from windows.
- Clasp both hands behind the head, covering the neck.
- Bury face in arms, close arms tightly.
- Stay in this position until the earth tremors have subsided and it is safe to get up.

TRAPPED IN AN ELEVATOR

- Remain calm. There is plenty of air in an elevator.
- Remain in the elevator until help arrives.
- If an elevator phone is present then follow the instructions.
- If an emergency button is present then press and wait for assistance.
- If you have a cell phone please call 07 838 4444.

GAS LEAK

- Refrain from using mobile phones, electronic equipment or light flammable material.
- Use word of mouth to spread the alarm. Do not activate building alarms.
- Evacuate the building immediately.
- Dial 07 838 4444 and provide location and details of leak.
- If medical help is required dial 111.

SEVERE WEATHER

- Ensure all windows and doors are closed.
- If you have to move outdoors be aware of flying debris.
- Report any damage or flooding to UniSafe Security on 4444 or 111 if damage is significant.

UTILITIES FAILURE

- Dial 4444 and advise UniSafe or 4001 Facilities Management Division.

PERSONAL EMERGENCY PLANNING

Make sure you have a Home Civil Defence Plan. Visit getthru.govt.nz

**UniSafe Staff (24/7) – 07 838 4444 or Ext. 4444
Blue light emergency phones across Hamilton campus**

In the rare event of an active armed offender incident or lockdown

A lockdown involves the securing of all internal and external doors of buildings on campus.

At the Hamilton campus a continuous warning siren will notify you of an active armed offender incident or a lockdown. This is different to a fire alarm. If you hear the warning siren seek cover. Remain inside – move to designated safe spot, stay away from windows and doors.

If you are outside when the notification is received then **run, hide and tell**.



RUN

Look for an escape route out of harms way. Leave belongings behind. If required seek cover from behind solid objects like concrete walls and trees. Keep moving.



HIDE

Lock and barricade doors. Turn lights off and remain calm. Keep quiet and turn cell phones to silence mode. Stay put until Police arrive and give you instructions.



TELL

Ring Police. Warn others within your vicinity to avoid the area and run way.

