EMERGENCY INSTRUCTIONS

NINE KEY THINGS TO DO IN AN EMERGENCY

1. Keep calm.
2. Alert those around you.
3. Follow instructions received via Txt, LCD screens, emails, emergency broadcasts or other.
4. If no instructions have been provided use your best judgement or call UniSafe.
5. If you require assistance call UniSafe.
6. If you have contacted emergency services on 111, ensure you also call UniSafe.
7. If internet is available check the University Home Page (www.waikato.ac.nz) for information and updates.
8. If internet is disrupted information will be relayed by the most suitable available means.
9. Use common sense, keep calm, and follow any directions given by emergency personnel.

UNISAFE STAFF SERVICES

» Operates 24/7.
» Located in B Block Annex through Gate 5.
» Contactable by:
  • Internal call extension 4444, or
  • Cellphone or external call 07 838 4444
  • Email security@waikato.ac.nz
» Use one of the emergency phones identified by bright blue lights, see locations at:
  www.waikato.ac.nz/contacts/map.pdf
» UniSafe will contact Emergency Services when required, e.g. Medical Centre, Fire, Ambulance and Police.

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 4444 or use one of the emergency phones to 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

» DON’T linger – leave the building as quickly as possible.
» DON’T attempt to return to your room.
» DON’T run – keep calm.
» DON’T use lifts – keep left on stairs.
» DON’T return to the building until the all clear is given.
» ASSEMBLE outside and keep well clear of the buildings and roadways.

MEDICAL EMERGENCY

» Dial 4444 or use one of the emergency phones to 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 4444 or use one of the emergency phones to advise UniSafe.

TERRORISM/BOMB THREAT

» Dial 4444 or use one of the emergency phones to advise UniSafe – they will then contact the Emergency Services.
» Evacuate the area, keep yourself safe.

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.

SUSPICIOUS PERSON(S)

» Dial 4444 or use one of the emergency phones to advise UniSafe.
» Ensure your personal safety.
» Provide description, location and direction of travel of suspicious person(s).

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 on 4444.

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 www.getthru.govt.nz

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