

EMERGENCY PROCEDURES

0800 AUT SAFE (24/7 response)

☎ 0800 288 7233

AUT

CRITICAL INCIDENT REPORTING

STAFF MEMBER DISCOVERING CRITICAL/
POTENTIAL CRITICAL INCIDENT:

1. ACTIVE ARMED OFFENDER

- ESCAPE**
- **Move quickly and quietly away from danger, but only if it is safe to do so.**
 - Take your phone with you if you can, but do not go back to get it if it puts you in danger
 - Leave other belongings behind
 - Encourage others to go with you, but don't let their hesitation slow you down

- HIDE**
- **Stay out of sight and silence your phone.** If you can't escape safely, find a secure place to hide
 - Secure your environment by locking doors and windows and barricading entries where possible
 - Stay away from doors and be as quiet and still as possible so you do not give away your hiding place
 - Note any potential exit points

- TELL**
- **Phone the police by calling 111 when it is safe.** You may be asked to provide information to the call-taker. If it is safe to do so, try to obtain the following information:
 - Exact location of the incident
 - Description of the offender/s and if they are moving in any particular direction
 - Details of any weapons being used.
 - Number of people in the area and any that have been injured.
 - The intent of the offender/s (if known or apparent)

2. SERIOUS HARM TO PERSONS OR DAMAGE TO PROPERTY.

- FROM A PLACE OF SAFETY**
- Phone 111
 - Fire/Police/Ambulance?
 - Provide critical information, follow instructions of emergency call taker
 - Phone 0800 AUT SAFE only if safe to do so.

HAZARDOUS SUBSTANCES ALERT

IF YOU DISCOVER OR SUSPECT A GAS LEAK OR CHEMICAL SPILL

If you see, smell or suspect the release of a hazardous material that cannot be stabilised according to your displayed health and safety procedures:
Remove anyone in immediate danger **only** if safe to do so.

- Do not risk unnecessary contact with the hazardous substance
- In known hazardous areas follow site-specific instructions
- Remove yourself from the area and prevent others from entering
- Activate the nearest manual fire alarm
- Evacuate the immediate area and prevent re-entry
- Dial emergency services - 111
- Phone AUT Security - 0800 AUT SAFE

UTILITY FAILURE / OUTAGE

LOSS OF POWER, WATER OR NETWORK

ASSESS THE EXTENT AND IMPACT OF THE FAILURE

MAJOR FAILURE

Major disruption to routine:

- Contact Security on 0800 AUT SAFE
- State the nature of the problem and your location. If the telephones are not working, send someone to report the situation to Security
- Seek instruction from the building warden or if after hours, Security
- Lift failure - press emergency button in lift for assistance or call AUT Security on 0800 AUT SAFE

MINOR FAILURE

Minor disruption to routine:

- Contact 0800 AUT SAFE
- Advise your immediate manager

FIRE

- REMOVE ANYONE**
- From immediate danger
 - Close doors behind you as you leave
- RAISE THE ALARM**
- Activate the nearest manual fire alarm
 - **Dial 111**
 - STATE FIRE
 - State where the fire is (street address) and what is burning
- EXTINGUISH THE FIRE**
- Only if it is safe to do so without taking unnecessary risks
 - Use correct appliance for type of fire (follow instructions on extinguishers)
- EVACUATE - TO NEAREST ASSEMBLY AREA**
- Leave your work area immediately
 - Proceed to assembly point through nearest fire exit
 - Follow instructions given by your Floor Wardens
 - Escape from hot or smoke-filled areas by keeping low
 - Familiarise yourself with the evacuation safe areas in your building
 - If you require assistance to evacuate a building, wait in the designated safe areas or stair landing
- DO**
- Use lifts
 - Run
 - Stand and watch
 - Carry any item in your hand, including hot drinks
 - Lift any person downstairs
 - Pause to post online or make unnecessary calls

When the fire alarm stops, it does **not** mean the emergency is over. Remain at the assembly area until the **all clear** is announced by the Building Warden.

RESUME NORMAL ROUTINE ONCE ALL CLEAR IS RECEIVED

HAZARDS

EARTHQUAKE

During the shaking

- IF INSIDE, STAY INSIDE**
- Instruct others to do the same
 - Do not use lifts
 - Avoid stairs
 - Take cover
 - Drop, cover and hold
 - Move away from windows and anything that could fall on you
- IF OUTSIDE, STAY OUTSIDE**
- Instruct others to do the same
 - Keep clear of buildings, trees, power lines and anything that could fall on you

When the shaking stops

- Expect after-shocks - more things may fall
- Look out for live electric wires and other hazards
- Follow instructions given by Wardens or Security

VOLCANIC ERUPTION

IF INSIDE, STAY INSIDE, IF OUTSIDE SEEK SOLID SHELTER

- Instruct others to do the same
- Remove anyone in immediate danger to a place of safety
- Protect yourself and others from inhaling volcanic dust
- Take extra care of people with respiratory problems (asthma)

SEVERE WEATHER

STORM/TORNADO/CYCLONE

BEFORE

- Tape windows to prevent flying glass
- Move people and equipment away from exposed rooms and windows

FLOOD

BEFORE

- Keep valuables, documents and equipment above possible flood level

DURING

- Stay indoors
- Shelter in the strongest part of building
- Open windows on sheltered side of building if roof begins to lift

DURING

- Remove anyone in danger to a place of safety
- Move any chemicals to a safe place to avoid spillage or contamination, if qualified to do so

FIRST AID, ACCIDENT OR COLLAPSE

- Quickly assess the scene. Is it safe for you to help (are there electrical or other hazards?)
- Quickly assess the victim. Unconscious? Breathing? Accident?
- Do not move the victim unless for their immediate safety

For emergency dial 111

State ambulance
Advise building location and floor.
Say what appears to be wrong.
Call Security on 0800 AUT SAFE

WHILE WAITING FOR HELP TO ARRIVE:

- Reassure the individual that help is on the way
- Send someone to guide responders (ambulance/first aiders) to the location

GIVE IMMEDIATE FIRST AID

1. Tilt head, lift chin, check breathing
2. If not breathing give two breaths
3. Check pulse for 7 seconds. If no pulse, begin CPR, Cardio-Pulmonary Resuscitation, if trained/proficient in this

Bleeding	Stop the bleeding by applying direct pressure with a dressing/pad and elevate if possible
Burns	Cool by gently pouring over water
Breaks	Gently support the fracture to prevent movement
Heart attack	Dial 111 and request ambulance (send someone to meet ambulance) Request First Aider assistance and call Security for a defibrillator on 0800 AUT SAFE
Seizure/Fit	Remain calm and request for a first aider. Protect head, remove dangerous objects, loosen clothing. Remove anything around the mouth. After seizure: place on side in recovery position, reassure, and monitor.
Unconscious	Request First Aider assistance Place in the recovery position Cover with blanket or clothing

MENTAL HEALTH & WELLBEING

IN AN EMERGENCY

- Call 111 if anyone is at risk of harm to themselves or others
- Notify AUT Security right away
- Remain calm, stay with the person, and offer reassurance until help arrives until help arrives if it is safe to do so

WHAT TO WATCH FOR

- Sudden withdrawal or distress
- Aggressive or unusual behaviour
- Talk of hopelessness or self-harm

NEED SUPPORT?

- Free call or text 1737 any time for support from a trained counsellor
- Access wellbeing resources on Tuia
- Staff can contact EAP Services for five free confidential sessions
- Leaders: Arrange a team debrief and contact Health, Safety & Wellbeing for support

FOR NON-EMERGENCIES CONSIDER CALLING YOUR FIRST AID REP OR THE STUDENT MEDICAL CENTRE

(09 921 9992 during office hours*)

*NB: Centres are closed 8am-10am on Thursdays

After hours phone Healthline 0800 611 116 to speak to a registered nurse

AUT MEDICAL CENTRE LOCATIONS

City Campus 921 9992 WQ4 Hikawai Plaza	North Campus 921 9998 AE107 AE Block	South Campus 921 9992 MB109 MB Building
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CYBER SECURITY

For suspected incidents involving AUT devices and/or services, report to:

STAFF:

Contact the ICT Staff Service Desk:
Ext 9888 | 09 921 9888 | ithelp.aut.ac.nz

STUDENTS:

Contact the ICT Student Service Desk:
0800 288 428 or visit us at a Tech Central location

FURTHER INFORMATION

EMERGENCY MANAGEMENT ON TUIA

For further emergency management information and training opportunities, use this QR code.



YOUR NEAREST DEFIBRILLATOR IS LOCATED...

