



## EMERGENCY PROCEDURES

ADDRESS: 702 HARRIS STREET, ULTIMO, NSW 2007  
CROSS STREET: HARRIS STREET AND BROADWAY







### WHEN YOU HEAR THE ALERT SIGNAL

**BEEP... BEEP... BEEP...** 




- > Shut down or secure machinery and computers
- > Prepare to Evacuate
- > Check if anyone around you needs assistance  
- > If danger is present, evacuate immediately

### WHEN YOU HEAR THE EVACUATION SIGNAL

**WHOOOP... WHOOOP... WHOOOP...** 

- > Evacuate immediately
- > A public announcement may tell you to:
  - “EVACUATED AS DIRECTED” 
- > Leave the building via the nearest fire exit
- > Do not use lifts
- > Follow the directions of Emergency Services, Wardens and Security Staff
- > Provide assistance to others where required  
- > Proceed to the assembly area 
- > Do not return to the building until told it is safe to do so by UTS Security Staff

### WHEN INSTRUCTED TO SHELTER IN PLACE

- > Listen for instructions 
- > Secure your immediate environment by locking doors if safe to do so
- > Keep others away from public areas such as foyers and hallways
- > Silence Mobile Phones, and turn off Machinery and Audio-Visual equipment if possible.
- > Close all windows, blinds and curtains
- > Move away from the doors and windows, remain quiet and stay there until told otherwise by Police or UTS Security
- > Provide assistance to others where required  
- > Follow the directions of Emergency Services, Wardens and Security Staff

IN AN EMERGENCY – **DIAL ‘6’**

**OR 1800 249 559**

- > Emergency 000
- > Emergency TTY 106

Security Enquiries 02 9514 1192

IT IS AN OFFENCE TO TAMPER WITH OR REMOVE THIS SIGN

If removing under authorisation, contact (02) 9514 1192 prior and quote: CB0300RG-ALL02\_00

Date Printed: 10/10/14