5.1 Emergency Procedures - Introduction

Purpose

*It is the policy of Macquarie University that the Security Services Officers be capable of providing an immediate and effective first response during the critical periods of all emergency situations.*

Guideline

All Security Officers on the Macquarie University Campus must provide the initial response for dealing with the following emergency situations:

- Fire & Evacuation
- Medical Emergencies
- Hold Up Alarms
- Duress Alarms
- Lift Faults and Call Outs
- Vehicle Accidents
- Power Failures
- Bomb Threats
- Hazardous Materials / Emergencies
- Officer in Danger

The importance of an immediate and effective response to any emergency cannot be overstressed.

The security officer’s response should be limited to the extent of their training.

The Security Services Officer only provides an initial response in preparation for the Emergency Services arrival and their subsequent action.

The section - Emergency Procedures: - outlines scenarios and actions to be taken by the Control Centre Operator and the security staff despatched to the incident.

All security personnel are to be aware of the Policies and Procedures and actions to be taken in response to emergency situations.
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<tr>
<th><strong>Contact Officer</strong></th>
<th>Campus Security Manager</th>
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<tr>
<td><strong>Date Approved</strong></td>
<td>1 July 2012</td>
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<tr>
<td><strong>Approval Authority</strong></td>
<td>Director, Property</td>
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<tr>
<td><strong>Related Policies, Procedures, Guidelines, Forms or Templates</strong></td>
<td>Security Services Section – Standard Operating Procedures</td>
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