



UOW SAFE@WORK

STUDENT SESSION COMMENCEMENT INFORMATION: HEALTH & SAFETY AND COMMUNICATION OF EMERGENCY PROCEDURES

Overview of information to be presented

- Be COVID SAFE – Scan QR codes, social distance (1.5m) where possible, maintain hand hygiene and wear a face mask if required to do so.
- Reminder to Keep calm – Stay safe.
- Stress to students the importance of knowing what to do in an emergency situation that requires the building to be evacuated. Explain how they will know that emergency is in progress (alarms etc.)
- Check that the students know where they are on campus.
- Indicate to the students the nearest emergency exits for the area in which the class is being presented. The priority is to leave the building immediately and follow instructions of the building wardens or lecturer via the nearest safe emergency exit.
- A safe exit from the building requires an orderly and prompt response.
- Indicate to the students the appropriate emergency evacuation point (assembly area) for the buildings in which the subject is scheduled.
- Staff and students are not to re-enter the building until advised by building wardens (will be wearing orange vests) or security that it is safe to do so.
- Verify that any mobility impaired student is aware of the procedures to ensure their safety in the event of an evacuation (Personal Emergency Evacuation Plan, PEEP). Mobility impaired persons who are in immediate danger should be moved to a safe place in the presence of a building warden. The Chief Warden should be made aware of the circumstances and then communicate this to Emergency Services.
- SafeZone App may be used to communicate to security if you require assistance. This includes any type of incident such as personal emergencies as well as evacuation emergencies. Reminder aggressive behaviour or verbal abuse should not be tolerated by anyone.

Powerpoint slides covering the above information and including maps of each emergency evacuation point can be found at <https://www.uow.edu.au/about/services/safe-at-work/safety-topics/session-commencement-responsibilities/>