

SCU Physical Safety & Security – Field Guide

Immediate Actions

- Stay calm, assess the situation.
- If under threat: activate duress alarm or call 000.
- Notify SCU Security immediately.
- Remove yourself and others from danger if safe.

Risk Management

- Identify and report hazards in RiskWare.
- Use controls: eliminate > substitute > isolate > engineer > admin > PPE.
- Consult with staff and supervisors on risks and controls.
- Follow buddy system when dealing with high-risk persons.

Training & Preparedness

- Complete de-escalation and emergency response training.
- Refresh training every 2 years.
- Know the location of duress alarms, exits, and emergency equipment.
- Participate in emergency drills.

Incident Reporting

- Report all violence, aggression, and security incidents in RiskWare.
- Notify Supervisor and Security.
- Access support services (counselling, EAP, debrief).

Security & Access

- Carry your SCU ID card at all times.
- Do not allow unauthorised entry.
- Follow building access rules.
- Be aware of the High-Risk Persons Database where relevant.

Emergency Preparedness

- Follow SCU Emergency & Crisis Management Plans.
- Evacuate when instructed.
- Assist others if safe.
- Await 'all clear' before re-entry.

REMEMBER: Safety first – if in doubt, remove yourself from risk and call for help.