



Laboratory Emergency Guide

Evacuate

- Leave using the nearest exit or an alternate exit if nearest exit is blocked.
- Take personal belongings, but do not delay your exit to retrieve items.
- Do not reenter until instructed by emergency personnel.
- Stay clear of affected area.

Fire

- Activate nearest fire alarm.
- When exiting, use stairs instead of an elevator.
- Evacuate. Proceed to an assembly area away from the building.
- Call University security at 8822 4000 or 8822 4126.

Explosion

- Evacuate. Proceed to an assembly area away from the building.
- Activate the nearest fire alarm.
- When exiting, use stairs instead of an elevator.
- Watch out for falling debris.
- If you discover somebody is trapped, immediately inform security.
- If you are trapped, tap on a wall or pipe to alert rescues.
- Call University security at 8822 4000 or 8822 4126.

Medical Emergency

- If illness, faint, or seriously injured do not move the person.
- Call University Security at 8822 4000 or 8822 4126.
- Send someone to meet emergency personnel outside and direct them to the person's location.

Hazardous Material Spill

- Alert co-workers.
- If safe to do so, confine the spill with appropriate materials.
- Turn off remotely all heat/ignition sources if flammable vapour is involved.
- Evacuate everyone in the affected area and activate emergency button. Leave contaminated clothing and close the door.
- Call University Security at 8822 4000 or 8822 4126.
- If possible, maintain a safe distance from the scene, keep the entrance or access routes in sight and help to prevent entry to the affected room.
- If conditions allow, remain to assist the emergency response personnel.

Suspicious Odour

- If you feel uncomfortable, leave the area immediately.
- Immediately inform the laboratory in charge during business hours.
- After business hours, call the University Security at 8822 4000 or 8822 4126.

WHAT DO I SAY TO UNIVERSITY SECURITY OPERATOR

“I am at University Macau and I need help” (我在澳門大學，我需要求助)

Your name (你的名字是) _____

Your location (你所在的地點) _____ (Building code 樓宇編號 & Name 樓宇名稱)

Floor (樓層) _____ & room number (房間號碼) _____

Leave your contact number (留下你的聯絡號碼) _____

Provide Details about (提供以下的詳細資料):

- ✓ Injuries (受傷)
- ✓ Fire (火勢)
- ✓ Exposures (substance name) (所曝露之化學品名稱)
- ✓ Hazardous spill (危險溢出物)
- ✓ Risk to other people in the building (對大樓裡的其他人所帶來危害)

