



OASES Graduate School Info Sheet on Personal Safety & Security

(also included in the Participant Handbook)

OASES is committed to providing a safe and secure environment for participants, staff and all others involved in the Graduate School. To this end, there are a range of policies and procedures in place. The following is an info sheet specifically developed for ease of use as a guide to personal safety in the event that you are at OASES alone and/or after dark.

If leaving the building after dark, please:

- Leave with someone else if possible.
- Ensure that you have your keys and phone in your hand.
- Make sure you have 000 and the Head of School's phone number (0411 150 200) keyed into your phone.
- If walking to public transport walk on main lighted streets and let someone know what time to expect you. Make sure you know the times of trains, so you can coordinate your arrival at the station so you are not hanging about on the station.
- Don't have anything of value in view.

If working alone in the building after hours, please:

- Ensure that the Head of School or another member of staff knows of your whereabouts and the time you expect to be leaving the building.
- In the event of an emergency, such as fire, gas leaks etc. see the signs posted by each exit for instructions.
- If you have any concerns about your safety when in the building alone, the library and the OASES office are designated safe places since they can be locked on the inside. Use your phone to ring 000 if necessary. There is also a landline in the OASES office.

Please bring to the attention of the Head of School any concerns that you have about your safety while at, or coming to and from, OASES.