

1. VISITORS ARE REQUIRED

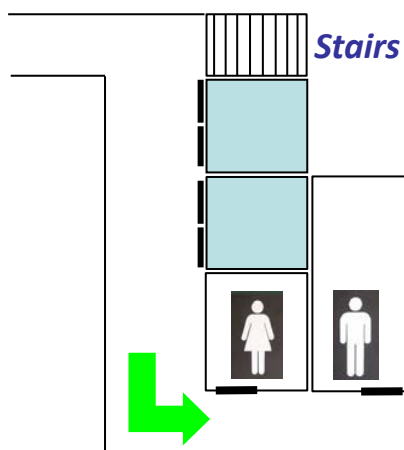
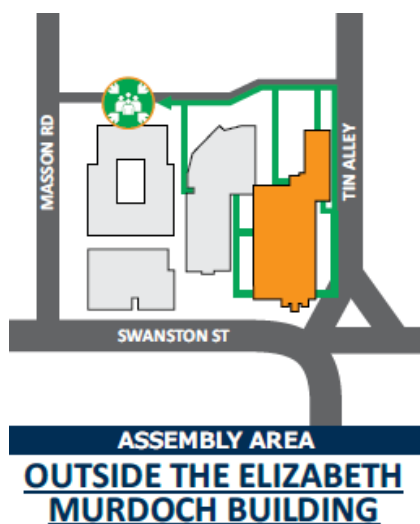
- Make yourself familiar with the Environmental Health & Safety information of the school.
- Allow your host to give you a brief building induction.
- Follow staff instructions in an emergency
- Sign in and out of the logbook at Reception when working in a laboratory

2. ENVIRONMENT HEALTH & SAFETY

- Detailed Health and Safety information is available on the School of Physics website:
<https://safety.physics.unimelb.edu.au/>
- Safety Information is available on Safety Boards located in the lift foyer spaces on each floor.
- Laboratory managers are responsible for local inductions and training in laboratories before providing access to the space and use of equipment.

3. EMERGENCY PROCEDURES

- In any life-threatening situation, always call Victorian emergency services first via **000** (0 000 from a university landline), then call University Security.
- Contact University Security at any time by calling **834 46666** or **1800 246 066** (free call).
- A telephone to call internal extensions is available at Reception.
- The David Caro building has a fire alarm (bell and siren) to signal evacuation. Always follow the instructions of University Staff during an evacuation.
- Assemble and remain at the designated assembly areas with University Staff:



4. GENERAL INFORMATION

- The School of Physics Reception is located on level 1, opposite the main entry to the building off the corner of Swanston Street/Tin Alley.
- The office is open from 10am – 2pm. There is continual telephone cover on **834 40585** or email physics-adminstaff@unimelb.edu.au. There is a telephone available outside reception for dialing internal extensions or security.
- The external doors of the building are open during business hours (7am – 6pm). Outside these hours, your host must facilitate access where required. Bathroom facilities are available on every floor, except Level 1, near the elevators.