

## Evacuation

In the event of an emergency which requires a partial or total evacuation of the building the following action is to be taken:

On receipt of the fire alarm warning or on issue of the evacuation order:

1. Occupants will immediately cease work, shut off equipment and, if possible, close all doors and windows.
2. Occupants other than appointed emergency staff should leave their place of work taking with them only small essential personal belongings.
3. Leave the building and proceed to the assembly point at Gate 3 Pedestrian Entry/Masson Road.
4. Return to the building only when instructed by the Building Emergency Controller or Warden.

## Evacuation of Lecture Theatres, Class Rooms and Teaching Laboratories

These areas require explicit organization because of the potential for large numbers of people to be assembled in a small area. The person in charge of the class shall maintain control of the class, and take direction from the Floor Warden.

UPON HEARING THE ALARM SIGNAL or WHEN NOTIFIED OF AN EMERGENCY:

The person in charge of the class should direct students to:

- Stand fast and push chairs, large bags, etc under desks or benches.
- Turn off electrical devices and laboratory operations that are not safe to be left unattended.
- In controlled sequence, move along gangways to main aisles and exit in an orderly manner through the nearest appropriate exit.

These procedures are essential in an after hours situation (e.g. outside 8.45am to 5.00pm Monday to Friday) when the normal support of the building emergency team will not be available.

In an after hours situation, the person in charge should ensure that on leaving the building, the evacuated persons stay together as a group until contacted by the emergency services - Fire Brigade or Police - or by the University Security service.

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This is necessary to account for all persons in the building at the time. When directed to do so recover any potential affects left in the building.

**Any person discovering a fire should:**

1. Activate the nearest [break glass fire alarm](#) switch.
2. Rescue any person in immediate danger, if it is safe to do so.
3. Isolate the fire (close doors), alert other people in the immediate area.
4. Contact Security on extension x46666 or 8344 6666 giving the following details:
  - o Location of fire (building name and floor)
  - o Extent of fire (or nature of incident)
  - o Are there any injured persons (e.g. is an ambulance or medical assistance required?)
  - o Name of person reporting the fire or incident. This call should be reported to the Floor Warden.
5. Fight fire if safe to do so.
6. Take direction from the [Floor warden](#).

After hours, the appropriate emergency service should be contacted directly by calling:

Fire Brigade **0-000**

Ambulance **0-000**

And always notify Security **46666**.