Evacuation Procedure for Staff and Students

Emergency
Ring Campus Security on 0402 696 321 if you need assistance.

Evacuation
On hearing fire alarm or if instructed to evacuate the building (or if it becomes necessary to evacuate):

- Calmly leave via the nearest safe exit and follow the exit signs out of the building. Assist people with disabilities.
- Move well away from the building unless otherwise instructed.
- Move to the designated assembly area.

Fire
- Remove yourself and others from the immediate area. Assist people with disabilities.
- Notify Building Warden or activate break glass alarm. Ring Emergency Services (000) and then Security on 042 696 321.
- Confine area by closing windows and doors (if possible).
- Evacuate – use all available safe exits.
- Extinguish fire only if appropriately trained and it is safe to do so.