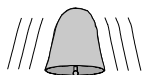


Evacuation Procedure for Staff & Students



Emergency

Ring Campus Security (6324) 3336, if you need assistance



Evacuation



On hearing fire alarm sound or being 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 PERSONS WITH DISABILITIES.**
- **DO NOT USE LIFT**
- **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 persons with disabilities.**
- **Notify Building Warden, press break glass alarm, ring Campus Emergency Number (6324) 3336**
- **Confine 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.**