Emergency Evacuation Procedures

If you hear a continuous alarm bell or are requested, by a Building Warden, or a member of staff, to evacuate the building you must:

- leave the building immediately by the nearest exit
- proceed, to the assembly area indicated in the map below;
- remain in the assembly area until advised the emergency is over;
- do not re-enter the building until advised it is safe to do so by the Building Warden or Security Staff.

The Assembly Area for this building is Assembly Area B

STANDARD FIRE ORDERS

ACTIONS TO BE CONSIDERED ON DISCOVERING A FIRE

**R** “Rescue” any person(s) in immediate danger only if safe to do so.

**A** “Alarm” Raise the alarm by contacting University Security on extension 7800 or Emergency Services on 0 000.

**C** “Contain” Close doors to contain the fire.

**E** “Extinguish” Attempt to extinguish the fire only if you are trained and it is safe to do so.

Evacuate the building and follow directions of Building Wardens

[Map showing Assembly Area B]