

EVACUATION PROCEDURE RESIDENCE

1. Activate alarm by depressing glass on break glass unit or the GAS Horn.
2. Close all windows in your room.
3. Switch off all electrical power points (leave lights on).
4. Put on a pair of shoes and take a blanket or large towel - not a duvet (flammable).
5. Place rubbish bins outside your door to indicate to marshals you have vacated your room.
6. Close the door.
7. Leave the building immediately via the escape routes.
DO NOT RUN - Respond immediately and stay alert.
8. Follow instructions given by :
Evacuation Marshals
Matron
Res. Life Officer
Res. Assistants
Risk Management Services
9. Assemble, in lines per area, at your check point/ emergency assembly area

IMPORTANT

1. Familiarize yourself with all escape routes and especially those closest to you.
2. Familiarize yourself with the location of the fire alarms, fire extinguishers, and fire hoses.
3. KNOW the location of your assembly point.
4. KNOW who your evacuation and fire marshals are.
5. KNOW who your co-ordinator is.

SURVIVAL TIPS

If the smoke is dense:

1. Wet a handkerchief or cloth, place it over your mouth, and breathe through it.
2. Keep as close to the floor as possible, crawl if necessary.
3. If your clothing catches, alight DO NOT RUN.
Lie on the ground, wrap a blanket around yourself, and roll! This will smother the flames.

FIRE EVACUATION PROCEDURE / RESPONSIBILITIES FOR FIRE MARSHALS, EVACUATION MARSHALS AND CO-ORDINATORS

KNOW LOCATION OF ALL EMERGENCY EXITS.

1. ALARM SOUNDS. (GAS HORN)

2. AREA CO-ORDINATOR'S RESPONSIBILITY:

- 2.1 Go to Assembly Point taking with him/her
 - 2.1.1 Floor plans.
 - 2.1.2 List of Evacuation Marshals.
 - 2.1.3 List of Fire Marshals.
 - 2.1.4 List of First Aiders.
- 2.2 Co-ordinate overall process and make necessary decisions.
- 2.3 Liaise with Risk Management Services.
- 2.4 Report location of fire and type of fire-to-fire brigade.
- 2.5 Report any persons suspected of still being in the building to fire brigade.
- 2.6 Give instruction to re-enter building when appropriate.
- 2.7 De-brief all personnel.

3. DEPUTY CO-ORDINATOR'S RESPONSIBILITY (IF PRESENT):

- 3.1 Go to assembly point taking with him/her
 - 3.1.1 Check list.
 - 3.1.2 Sign to mark assembly area.
- 3.2 Do a roll call of ALL students.
- 3.3 Identify bona fide absentees.
- 3.4 Report missing persons to Coordinator who will inform fire brigade.

4. FIRE MARSHALS RESPONSIBILITIES:

- 4.1 Check their designated area immediately alarm activated and then report findings to Coordinator if all clear.
- 4.2 If fire located by marshal, evaluate type of fire and whether it may be extinguished.
- 4.3 If fire may be extinguished - do so. If not, block off unusable escape routes.
- 4.4 Report to Coordinator.

5. EVACUATION MARSHALS RESPONSIBILITIES:

- 5.1 Evacuate respective areas - instruct students to close windows and doors.
- 5.2 Report to Area Coordinator that area of responsibility is clear.

6. FIRST AIDERS RESPONSIBILITY:

- 6.1 Take first aid kit; report to Coordinator and await instructions.