Evacuation Procedures

1. When an evacuation alarm is sounded, immediately cease all activity.

2. Any person in charge of a class, should instruct students and visitors to proceed quietly and quickly to the nominated exit.

3. When all students and visitors have left the room, the person in charge should leave and close the door to prevent spread of fire and smoke.

4. Assist any person in immediate danger, but only if safe to do so.

5. Assist with the general evacuation if directed to do so by Emergency Control personnel.

6. Assist with the evacuation of disabled occupants.

7. All toilets must be checked by appointed personnel.

8. Move calmly to the nominated Evacuation Assembly Area.

9. Students must line up and class roll must be taken to ensure all students have evacuated.

10. All students must not leave the evacuation assembly area until the All Clear has been given.

11. Follow the instructions of relevant Emergency Services personnel and College’s Emergency Control personnel.