Evacuation Procedures

- When an evacuation alarm is sounded, immediately cease all activity.
- Any person in charge of a class should instruct students and visitors to proceed quietly and quickly to the nominated exit.
- 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.
- Assist any person in immediate danger, but only if safe to do so;
- Assist with the general evacuation if directed to do so by Emergency Control personnel;
- Assist with the evacuation of disabled occupants;
- All toilets must be checked by appointed persons.
- Move calmly to the nominated Evacuation Assembly Area;
- Students must line up and class roll must be taken to ensure all students have evacuated;
- All students must not leave the evacuation assembly area until the All Clear has been given;
- Follow the instructions of relevant Emergency Services personnel and College's Emergency Control personnel.

EVACUATION ASSEMBLY AREA
SPORTS GROUND