Evacuation Procedures

- When an evacuation alarm is sounded, immediately cease all activity and secure personal valuables;
- **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;
- Move calmly to the nominated **Evacuation Assembly Area** and do 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.