

EMERGENCY EVACUATION – TUTOR INFORMATION

(If you are using Rooms 2 and/or 3, it is a good idea to always check that the back door in Room 2 has been unlocked)

In the unlikely of the need for a building evacuation the follows steps should be taken:-

- Begin the evacuation process on hearing the warning siren and/or being advised by the office volunteers.
- Proceed to the nearest, safest fire exit:-
 - Doors in office area
 - Door at the bottom of the stairs
 - Exterior stairs leading from Room 4 (name)

IN THE EVENT THAT ROOMS 2 AND 3 CANNOT ACCESS THESE DOORS, THERE IS AN EXIT ROUTE THROUGH THE BACK DOOR IN ROOM 2. YOU WILL ENTER A STOREROOM WHICH HAS ACCESS TO THE OUTSIDE. THIS IS NOT A DESIGNATED FIRE EXIT SO REMEMBER IT IS A STOREROOM AND PROCEED ACCORDINGLY.

- Collect class roll to take with you.
- Assist, or arrange for the assistance of less mobile members.
- If upstairs, and where possible, check toilets and storerooms.
- Close doors when rooms empty.
- Report to the Chief Fire Warden (wearing white hard hat) that :-
 - 1) evacuation has proceeded and is completed
 - 2) toilets/storerooms checked
- DO NOT USE THE LIFTS AND PREVENT ANYBODY ELSE FROM DOING SO
- The Evacuation Assembly Area is the other side of the bike track (McLaren St). Keep clear of the Box Factory to allow Emergency Services access.

Your first priority is to get everyone, including yourself, out of the building.

LEAVE FIRE FIGHTING TO THE EXPERTS!

KEEPING CALM AND EXUDING CONFIDENCE WILL HELP TO PREVENT PANIC.