

EMERGENCY PROCEDURES – STUDENT & VISITORS



This Document Provides Some Guidelines For Students & Visitors In The Event Of An Emergency.

1. Definitions:

Emergency - is any event that requires an immediate coordinated response to resolve. Such events include for example fire, bomb threat, flood, gas leak and storm.

Emergency Control Organisation - a structured organisation of persons to organise and supervise the safe movement of building occupants in an emergency

Wardens - members of staff who belong to the building's Emergency Control Organisation.

Typically in an emergency the main aim is get people out of the building and to a safe area as quickly as possible. Wardens have the authority to direct staff and students at all levels of the University structure to comply with the emergency procedures.

Lecturers, tutors or other people responsible for students or visitors must ensure (as far as practical) that they follow emergency arrangements.

2. Building Evacuations

Most buildings have two-tone emergency sirens.

- On hearing an alert signal (beep-beep sound): lock workstations, secure valuables, stand by and await instructions from a warden. If no wardens are present then evacuate via the nearest safe exit.
- On hearing the evacuation siren (whooping sound): evacuate in an orderly manner obeying any directions from wardens. Evacuate to the assembly area. Do not leave the assembly area until you are instructed to by emergency services or a warden.

Note: Most automatic alarms will change from alert to evacuate automatically after 3 minutes.
Regardless of anything else, you must evacuate when the evacuation siren sounds

Some smaller buildings have a fire bell.

- On hearing the fire alarm bell: evacuate in an orderly manner obeying any directions from wardens. Evacuate to the assembly area. Do not leave the assembly area until you are instructed to by emergency services or a warden.

3. If there is a Fire

- * As soon as you find or suspect a fire, close doors to confine the spread of smoke and fire
- * Warn other occupants on the floor or in the building
- * Operate a fire alarm if the building has manual fire alarms
- * Phone Security on 222 or if not available 000
- * If the Emergency Control Organisation has not taken control of the situation, evacuate the building
- * If evacuating, go to the nearest stairway or exit. Close the door behind you. Do NOT use an elevator.
- * If the nearest exit is blocked by heat, fire or smoke, stay low and go to another exit.
- * Assemble in area away from the building. Do not re-enter the building until permitted so by emergency personnel. Do not leave the area until you are instructed to by emergency services or a warden.

If you find a fire there is always the temptation to fight it personally. However your first priority must be to confine the fire, raise the alarm and safely evacuate the building. Do not fight the fire unless you have had specific recent training in the use of extinguishers and have backup present.

4. Fire Safety Tips

Preparing for an emergency is your best defence in an emergency:



Know your exits



Keep exit paths clear



Know where the nearest fire alarm and fire extinguisher are



Never leave an open flame unattended



Never overload power points or continue to operate faulty equipment