Evacuation Plan – Education Building, Flinders University

Purpose
This Plan is designed to provide information to staff on action they should take in the event that the Education Building evacuation signal is sounded.

Introduction
The University's Evacuation Procedures are posted throughout the Education Building. In the event that the evacuation signal is sounded (i.e. 'whoop whoop' is broadcast over the loud speaker) you need to make your way to the designated assembly point (the Law and Commerce Building quadrangle).

Procedures for evacuation follow:

Procedure
1. During a building evacuation staff should, wherever possible, exit the building using the fire stairs (refer Appendix 1 for locations). Staff must not use the building lifts and should avoid using the central stairs. Staff with mobility issues should report to a fire warden who will provide guidance on what evacuation steps they should take.

2. In the event that the fire stairs cannot be safely accessed staff should, providing it is safe to do so, evacuate the building using the central stairs. If it is not safe to evacuate the building via the central stairs staff should take the following action:

   If you are in an office (your own or that of another member of staff)
   a) stay where you are, keep as low to the ground as possible and ensure that the Office door is closed but not locked;
   b) Contact University Security on Ext.12880 to alert them to your whereabouts
   c) Stay calm and wait. Do not move under any circumstance

   If you are in an open plan area or teaching space
   a) choose a position close to an exit point, without obstructing access, stay in that position and keep as low to the ground as possible.
   b) If there are other staff in the same area as you please ensure, where possible, that you are all located in the same place.
   c) Contact University Security to alert them to your whereabouts
   d) Stay calm and wait.