FIRE PROCEDURE
LECTURER/FACILITATORS

ON BECOMING AWARE OF AN ALARM

• Cease activities and request students prepare for an evacuation.

• Commence evacuation of occupants via the “Designated Exits”.

• If applicable – assist mobility impaired persons to evacuate to stairwells and advise emergency personnel

• Assist persons at the assembly area (Victoria Square) until given the “All Clear” by the emergency services.

IF FIRE/SMOKE IN YOUR AREA

Remove persons from immediate danger
Alert other staff
Contain the fire by closing door
Evacuate (or Extinguish only if trained to do so) if safe

Note: The order in which RACE is performed is not prescriptive, it will depend on the situation