

ATSISU FIRE AND EMERGENCY EVACUATION PROCEDURES

If you discover a fire or emergency:

- Sound the fire alarm system (a push button alarm is located on the wall outside the ATSIUSU kitchen area)
- Notify the appropriate emergency service contact number for your site, giving:
 Details of location, type and scale of the emergency, and
 The name and location of the caller.
- Alert other people in the vicinity and notify the Floor Warden or officer.
- If it is safe to do so, use the appropriate fire extinguisher to put out any fire (do not attempt to fight a fire if the fire is large or if you are not familiar with the use of the fire extinguisher).

If you hear the evacuate mode of the fire alarm or when instructed to evacuate by the Floor Warden:

- Walk quietly but quickly to the nearest exit and proceed to the assembly point to await further instructions. Assembly points are as follows:
 St Lucia: In the natural Amphitheatre, opposite Building 4
 Gatton: The Gatton evacuation site is the grassed area across from Morrison hall

- Listen and follow instructions from the Building or Floor Wardens.
 In order to prevent injury and possible panic during evacuation:

- Do not run, push, or overtake
- Use stairs

Do not use the lift

- Do not return to your desk, office or room
- Do not return to your building until the "all clear" is given by the Floor Warden or Fire Service.

Outside of normal working hours (9 a.m. to 5 p.m. Monday to Friday).

On hearing the fire alarm, occupants should evacuate the building even if the evacuate mode does not sound.

Hazard	What to Do	Who to Contact	Extension
Fire	Contact Fire Safety Floor Warden, Fire Safety Officer or Security	Jason Curtis – FSFW	Room 215 67511, Ph: 0425409 925
	After hours access	Security Officer on Duty	53333