



EVACUATION MARSHALL DUTIES

1. **Be aware of the areas assigned to you as your responsibility.**
2. Be familiar with the exits of the whole building, especially the area for which you have been made responsible.
3. Make sure that you are familiar with all the emergency equipment in the building.
4. Assist the Health and Safety Representatives in your building in identifying any hazardous situations in your building.

Know where the building's EMERGENCY ASSEMBLY POINT is located.

For the IDM – the lawned area in front of Wernher & Beit South Building.

The car park behind the Anatomy building is the secondary assembly point.

6. WHEN EMERGENCY ALARM IS SOUNDED:

- Listen for instructions from the Emergency Controller/Health and Safety Representatives.
- If fire is in your area, apply basic fire fighting if possible.
- If instructed to evacuate, or the fire spreads, instruct people to immediately evacuate the building.
- Direct people to the nearest/safest emergency exit route.
- Advise people to:
 - Keep to the left when going down the stairs
 - Not to use the lifts
 - To close all doors and windows in case of fire (to prevent fire spread)
 - To open all doors and windows in cases of suspected bomb threat
 - Advise people to assemble in the Assembly Point
- Sweep the area assigned to you to ensure all personnel have left the building.

On completion of the evacuation, report immediately to the Emergency Controller at the Assembly Point.