



IDM EMERGENCY EVACUATION PLAN

DURING OFFICE HOURS, ON HEARING THE FIRE ALARM:

STEP ONE: INVESTIGATION OF SITUATION

[RESPONSIBILITY OF EMERGENCY CONTROLLERS]

1. EMERGENCY CONTROLLERS INVESTIGATE ALARM BOARD AND SILENCE THE ALARM. CAMPUS SECURITY TO ASSIST WHERE REQUIRED, UNDER THE SUPERVISION OF THE EMERGENCY CONTROLLER.
2. ANNOUNCEMENT BY EMERGENCY CONTROLLER: ALARM SITUATION UNDER INVESTIGATION.
EMERGENCY CONTROLLERS INVESTIGATE POTENTIAL PROBLEM. CAMPUS SECURITY TO ASSIST WITH INVESTIGATION OF ALARM ORIGIN.
3. ANNOUNCEMENT BY EMERGENCY CONTROLLER: FALSE ALARM OR RESTART THE ALARM AND INSTRUCT OCCUPANTS TO EVACUATE.

STEP TWO EVACUATION

[ATTENTION: ALL OCCUPANTS OF THE IDM]

4. ON INSTRUCTION, ALL OCCUPANTS VACATE THE BUILDING VIA THE NEAREST EXIT.
5. ASSEMBLE ON THE LAWN OUTSIDE WERNER-BEIT SOUTH BUILDING. ALTERNATE ASSEMBLY POINT ANATOMY CAR-PARK.
6. EVACUATION MARSHALLS SWEEP EACH ROOM AND EVACUATE AREAS, CLOSE DOORS BEHIND THEM.
CPS STAFF TO SWEEP WOLFSON PAVILION LEVELS 1 & 2 (Cafeteria and Lecture Theatre areas).
7. EVACUATION MARSHALLS REPORT THEIR AREAS ALL CLEAR TO THE EMERGENCY CONTROLLER [LOCATED IN THE ASSEMBLY AREA].
8. OBEY INSTRUCTIONS FROM EMERGENCY PERSONNEL
9. DO NOT RETURN TO THE BUILDING UNTIL THE EMERGENCY CONTROLLER GIVES THE ALL CLEAR

AFTER HOURS

10. **EVACUATE THE BUILDING**
11. INFORM CAMPUS SECURITY - **Tel: 021 650 2222/3**