



Emergency and Evacuation Guidelines

Tutors, Students and other persons using the facility should familiarise themselves with the evacuation routes and emergency contact numbers posted at strategic points of the facility, including office areas, classrooms and corridors, so as to be responsive in the event of an emergency.

PLEASE FOLLOW ALL INSTRUCTIONS PROMPTLY.

- The first person to notice a fire or any other major hazard is expected to make the necessary distress call or raise the fire alarm, if applicable.
- **When the fire alarm is raised:**

PLEASE REMAIN CALM: all occupants of this facility **MUST** evacuate the premises immediately in a calm and orderly manner, making use of all available exits. **DO NOT RUN AS YOU EXIT. ALWAYS KEEP TO THE RIGHT OF THE HALLWAYS;**

- **DO NOT STOP** for personal items, such as handbags and or electronic devices;
- On duty Tutors **MUST** complete the Attendance Register promptly at the start of each class. **Once the alarm is raised, Tutors MUST take the attendance register with them to the Assembly Point;**
- Tutors **MUST** ensure that **ALL** students have exited the classroom before leaving. Incident Commander/Floor Warden or designate must be notified immediately of anyone left behind. **Tutors must close the classroom door behind them after leaving,** and join their respective classes at the designated assembly point;
- **The Assembly Point is located on the lawn of the Parkinson's School (next to the car park).** Persons evacuating Global Campus Pine' facility **MUST** exit through the main gate. The Assembly Point is guided by arrows and marked with the appropriate signs;
- Students should remain with their Class Tutor for a complete roll call at the Assembly point. Any student/individual who cannot be accounted for must be reported immediately to the Incident Commander/Floor Warden or designate;
- Injuries should be reported immediately to the Incident Commander/Floor Warden or designate;
- **Re-entry to the building is not allowed until the all-clear has been given by the emergency personnel on location.**

EMERGENCY NUMBERS

FIRE - 311
POLICE - 211
AMBULANCE - 511