

AGSM EMERGENCY PROCEDURES

DISCOVERY OF FIRE OR OTHER EMERGENCY

- * Activate Fire Alarm by **BREAK GLASS ALARM**
- * Close doors that may restrict emergency, **ONLY IF SAFE TO DO SO**
- * Notify Campus **SECURITY** on "9385 6666"
- * Give the following information: **Your Name and Location**
 (eg. Campus, Building, Floor, Room, Area etc)
Type of Emergency
 (eg. Fire, Chemical Spill, etc)
Severity of Situation
- * Attempt to handle the situation **ONLY** if trained in appropriate Emergency Procedures and it is safe to do so.

EMERGENCY EVACUATION PROCEDURE

- STEP 1** - Act on instructions from Wardens
- STEP 2** - Leave the Building by the nearest Emergency Exit
- STEP 3** - **DO NOT** delay in collecting personal possessions
- STEP 4** - **DO NOT** run, push or overtake
- STEP 5** - **DO NOT** use lifts
- STEP 6** - Proceed to the nearest assembly area
- STEP 7** - **DO NOT** re-enter the building **UNTIL** advised to do so

ASSEMBLY AREA: SIRF COURTYARD

