**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


NB: Please advise Facilities Management of all amendments