

Fire Orders and Evacuation Procedures 2008

Attached to the inside of the door or your room is an instruction entitled *Fire Orders and Evacuation Procedures*.

The instructions differ for different areas of the building: read them carefully.

Placed throughout the College are exit lights which indicate the evacuation routes that can be taken in the event of a fire or an emergency. Please study these in conjunction with your room instructions so that you can be perfectly clear on what you should do in the event of an emergency.

If the instructions are not in your room or are unreadable please inform the General Office immediately.

During Orientation week and at regular intervals throughout the year the College will perform simulated fire and emergency evacuations. All persons in the College at the time of these drills must evacuate the building as per the instructions in their room.

Contact Numbers:

In case of an emergency contact:

The Tutor or RA on Duty	0411 961 746 (internal 391)
The Caretaker	Ext. 211
The Rector	Ext. 206

Emergency All Hours:

Fire – Police – Ambulance 000.

Evacuate the building when the alarm sounds or when instructed by Staff.

Follow these procedures when evacuating the building.

- 1. Turn off** all appliances.
- 2. Close** the window – this is most important, for draughts feed fire.
- 3.** Leave your room, ***closing the door*** behind you, and take your key with you.
- 4.** Quickly ***leave the building*** by the nearest exit.
- 5.** Proceed to the ***Assembly Area*** on the lawn facing Missenden Road.

If necessary ***advise*** the Staff Member or RA on duty.