Classroom Evacuation Guidelines

Before classes commence, all lecturers, tutors and demonstrators must be familiar with the location of emergency exits, available exit paths and evacuation assembly areas relevant to the classrooms they are using. Where necessary, the Chief Warden of the building should be consulted. A list of Chief building wardens can be found on the Safety Health and Wellbeing website.

The Evacuation Plan for every building on campus outlines the summary procedures (including the assembly area and the most direct route to it) for evacuating a building in the event of an emergency. The Evacuation Plan looks like this:

![Evacuation Plan](image)

Evacuation Plans are being installed in every building on campus and should be available at multiple places on each floor of a building. All tutors should become familiar with the location of the Evacuation Plan for the building in which they have a tutorial. This might mean being familiar with multiple Evacuation Plans across campus.

In the event of an emergency in a building, there will normally be two types of alarms sounded:

1. **BEEP.... BEEP.... BEEP...** (PREPARE TO EVACUATE)

   1. Check for any signs of immediate danger
   2. Advise the students that there could be an emergency in the building
   3. Encourage students to remain calm
   4. Ask students to pack up their personal belongings and prepare to evacuate
   5. If there is a test going on, try to collect all the tests or shut down computers, but this is not critical if time is of essence. The School will organise supplementary tests.
2. WHOOP....WHOOP....WHOOP.... (EVACUATE THE BUILDING)

1. Check that the available exits are clear and free of danger.
2. Indicate to the students which exits they should use and where to assemble directly afterwards.
3. They should follow the indicated EXIT signs and/or a floor/building warden (the person with the hat). Exit via stairs. DO NOT USE LIFTS UNDER ANY CIRCUMSTANCES
4. Once the room has been cleared, proceed to the assembly area.
5. Various doors may close automatically to limit potential damage. However, they will push/pull open easily – use the back of your hand to check they are not warm before opening.
6. In the assembly area, check off the students against your class roll if you have one. It will be difficult to ensure all the students will stay in the assembly area, so try your best to account for your class members.
7. Report any problems to the Chief Warden or the attending Emergency Services.
8. Tutors should inform the course coordinator about the evacuation as soon as possible so any alternative arrangements can be made to catch up on missed class work and/or assessment

People with Disabilities
It is not unusual for there to be employees, students or visitors with disabilities working or studying in University buildings. People with physical disabilities may have difficulty moving quickly or using stairs. People who are deaf or who have a partial hearing impairment may have difficulty in hearing emergency alarm signals and announcements. People who are blind or who have a visual impairment may have difficulty in finding and negotiating the emergency exit routes. Nevertheless some people who do have a disability may not require assistance.

In the event of an emergency that leads to a building evacuation, people with disabilities should be given assistance to evacuate. Immediately following the evacuation of "able bodied" building occupants, those with disabilities who are capable of using the stairs should be assisted from the building by an escort or warden. Those who cannot use the stairs should be assembled at a pre-arranged “safe place” – usually on a landing in the fire stair. You must immediately inform the Chief Warden or Fire Brigade of any people left in safe locations. People who are incapable of using the stairs should be evacuated under the control of the attending Emergency Services.

For more information, visit:- http://www.usyd.edu.au/ohs/