

# Emergency Procedures

## Evacuation

On hearing Fire Alarm and verbal instruction or on being instructed to evacuate, building occupants should remain calm and:

1. Do not attempt to return to usual workplace/unit
2. Follow instructions of Emergency Wardens
3. Unless otherwise instructed, leave via nearest safe exit and proceed to designated Assembly Area
4. Direction is to be provided by lecturer/tutor/supervisor to all students and visitors
5. Remain at Assembly Area and report any missing persons or any person requiring assistance to Security

## Lockdown

On hearing the Lockdown alarm and voice notification over the loud speaker, building occupants should remain calm and:

1. Do not attempt to return to usual workplace/study area
2. Follow instructions of Emergency Wardens
3. Unless otherwise instructed, move away from the windows and if possible sit on the floor out of line of sight from outside the building. Do not try and exit the building.
4. Do not let others into the building
5. If practical move to the opposite side of the building to the side away from the incident. Turn mobile phones to 'silent' mode.
6. Please remain in lockdown until given the "all clear" by Security or State Emergency Services. Once you have received confirmation it is safe to do so, resume normal operation.



For further information regarding emergency procedures please visit the [SCU Website](http://www.scu.edu.au).