

Emergency Evacuation Drills

Commencing on 30th July 2008, Emergency Evacuation Drills will be conducted across campus.

The drills are being undertaken to test the Universities Emergency Evacuation processes and where necessary identify areas for improvement. The drills also provide you with an opportunity to make sure that you are aware of what to do in an evacuation. Whilst the drills may cause a slight inconvenience at the time, they can be the difference between getting you to safety or you being injured in an emergency situation. Your cooperation during the drills is appreciated.

Please remember that an Emergency Evacuation is more than just a fire evacuation - evacuations can be as a result of a number of differing types of emergencies e.g.: chemical spills; bomb threats etc. You need to be prepared and ready for any emergency.

The dates and times of the evacuations will not be released prior to the drill, so all alarms are to be considered “live”.

All members of staff, students and visitors are required to fully participate in the drills and to comply with directions given by a warden or security personnel. If you fail to comply with the drill or with a direction, your details will be taken down and included in the evacuation assessment report provided to each Dean/Head of Department or Director.

Building & Floor Wardens are encouraged to re-acquaint themselves with the emergency evacuation procedures and the assembly points for their buildings prior to the drills. In particular, wardens are reminded to review the procedures in relation to assisting people with disabilities.

<http://www.pers.mq.edu.au/safetycare/manual.html>

Academic Staff are reminded that during an evacuation they are to assume the role of an Area Warden and assist in the evacuation of students in their classes via the closest emergency exit available to the assembly point or a location a safe distance away from the emergency.

General Evacuation Procedures -

In general, when you hear a siren, bell or an instruction to evacuate the building -

- Walk (Do not run), to the nearest emergency exit.
- Do Not use lifts.
- Proceed to the designated assembly point (get to know your assembly point by referring to the placards located at the entrance to each building)
- Listen to and comply with requests made by the wardens, security or emergency personnel.

Only return to the building when the all clear is given.

If you have any concerns regarding the drills, please do not hesitate to contact Michael Carley, Manager Staff health on 9725 or michael.carley@mq.edu.au