

CTS College of Business and Computer Science Ltd

Evacuation Procedure

If you discover fire, smoke or an emergency that requires building evacuation:

- ✓ **Evacuate** as soon as alarm sounds
 - ✓ **Leave** all personal belongs behind
 - ✓ **Follow** the exit arrows to your nearest safe exit
 - ✓ **Make** your way to the muster point
 - ✓ **Locate** evacuation wardens – (wearing bright yellow and orange vests)
 - ✓ **Follow** all instructions – given by evacuation wardens and notify them of anyone who may be trapped inside
 - ✓ **Remain** at muster point – until given instructions to do otherwise
 - ✓ **Do Not under any circumstances Re-Enter the building until authorized to do so**
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- On hearing an evacuation alarm, or on instruction of emergency control personnel, immediately cease all activity and secure personal valuables.
 - Assist any person in immediate danger, but **only if safe to do so**.
 - If practical, and **only if safe to do so**, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation.
 - Act in accordance with directions given by emergency control personnel and evacuate the building immediately.
 - Assist with the general evacuation if directed to do so by emergency control personnel.
 - Assist with the evacuation of disabled occupants.
 - Move calmly to the nominated evacuation assembly area and do not leave the evacuation assembly area until the all clear has been given.
 - Follow the instructions of relevant emergency services personnel and campus emergency control personnel.

Emergency procedure maps

Emergency procedures diagrams are located within buildings throughout. These diagrams provide floor plans showing the locations of emergency exits and emergency equipment (such as fire extinguishers) and maps for evacuation routes and emergency assembly areas.