

Safety Alert

Evacuate of the sounding of alarms

Background

The Emergency Management Plan for The University of Newcastle includes: that when an alarm sounds in a building, everyone is to evacuate to the nearest Emergency Assembly Point.

These locations are shown on the Evacuation Plans which are distributed throughout the buildings.

With the recent commencement of the 2015 academic year and the influx of new students and staff, it is critical that everyone is made aware of the requirement.

Procedures for Control

Supervising, lecturing, teaching and demonstrating staff have a leading role in ensuring that buildings are evacuated whenever the fire alarm sounds. This action greatly reduces the risk of injury if a fire or other type of emergency exists.

Supervising, lecturing, teaching and demonstrating staff are required to advise the students and commence evacuating to the nearest Emergency Assembly Point as soon as the alarm is heard.

It is an offence under the NSW Work Health and Safety legislation to fail to follow the procedures set out by the institution for Emergency Management. Anyone failing to follow these instructions can also be subject to the University's disciplinary procedures.

More Emergency Management information is also available on [Governance and Policy](#) web site. This site also contains the link to the Emergency Management on-line module.