

PROCEDURE FOR LECTURERS & STUDENTS in case of an EMERGENCY SITUATION

IN CASE OF A FIRE ALARM & EVACUATION:

1. Upon hearing a **fire siren** while you are in a lecture hall or in a laboratory, stay calm and prepared; the fire marshals will inspect, if there is a real emergency, the alarm will be triggered again and **will ring non-stop for evacuation.**
2. If necessary to **evacuate** the building, **calmly** guide the occupants to the correct **emergency exits**. An evacuation **plan** is mounted on the **wall** and easy to follow.
3. **Obey** and co-operate with the fire marshals.
4. **Prevent** people from returning for personal possessions.
5. **Assist** the infirm or injured.
6. Last person to leave must **close** but not lock doors and windows.
7. **Hang sign** on door to indicate room is evacuated.
8. **Do NOT use the lift** during any emergency or evacuation exercise.
Use your nearest and easiest emergency exit but always **move away from the fire/danger**. U can use the major stair case or the emergency staircases whichever is the safest and quickest exit towards the assembly area.
9. Guide all occupants to the **Assembly area** on **the Red Square:**
10. **Report** all findings and absentees to a fire marshal who will then report to the Chief Fire Marshal, Nico Solomons.
11. **Do not go back into the building before it is declared to do so.**

IN CASE YOU DISCOVER A FIRE:

SMALL FIRE

1. If a fire breaks out in your immediate vicinity, **attack** the fire if expedient to do so using available **fire extinguishers** (know beforehand where they are situated).
2. First use the **smother blanket / sand buckets** in case of a small fire.
3. Use **water** on all paper/wood fires. Water hoses used only in big fires.
4. Use **CO₂ extinguishers** on all other fires including electrical fires.
5. Contact the building **Fire Marshals** to report any fire.
 - a) **Chief Fire marshall** : Nico Solomons, x2327 / 064 005 8459
 - b) **1st Floor South & Annex** : Janette Hutton, x2716
 - c) **1st Floor South**: Megan Mathese, x4774
 - d) **1st Floor North, Glass house** : Benjamin Petersen / Megan Mathese, x3059
 - e) **2nd Floor South**: Shula Johnson, x3231
 - f) **IPB** : Elana Visser r x4570
 - g) **Marine Group & Annex** & Jonathan Williams, x3588
 - h) **3rd Floor South (CIB)** : Suzaan Kritzinger-Klopper, x3607
 - i) **2nd-3rd Floor East (CIB)** : Erika Nortje, x2872
 - j) **3rd Floor South_(NARGA)** : Richard Thompson, x2173
 - k) **3rd & 4th Floor North** : Fawzia Gordon, x2402
6. **Phone Risk Management** (x2333 or x4666) or for help
7. **Phone Maintenance** (x4666) to switch off air conditioning.
8. **Switch off electrical supply** at main switch outside lab door.
9. **Switch off gas supply** at tap.

BIG FIRE:

1. If not able to control the fire, **sound the alarm** by breaking the glass alarm mounted on the wall in various places in the passages (normally just outside the lab and hall doors).
2. **Proceed** further as listed under the Fire Alarm/**Evacuation** points 2-12.