

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; **listen** to instructions from the **intercom system**.
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. **Prevent** the use of the lifts.
9. Always **move away from flames** or obstruction to reach escape routes and emergency exits.
10. Guide all occupants to the **assembly area** on the **lawn of the Red Square**:
U can use the major stair case or the emergency staircases whichever is the safest and quickest exit towards the assembly area.
IF IT IS SAFE TO DO SO
11. **Report** all findings and absentees to the Chief Fire Marshal, Jonathan Williams
12. **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
 - b) **1st Floor South**: Janette Law-Brown, x2716
 - c) **1st Floor North, Glass house** : Aleysia Kleinert, x3059
(or Moses Siebritz)
 - d) **2nd Floor South**: Shula Johnson, x3231
 - e) **IPB** : Leonard Adams / Farieda Allie, x4570
 - f) **Marine Group & Annex** & Jonathan Williams, x3588
 - g) **3rd Floor South (CIB)** : Suzaan Kritzinger-Klopper, x3607
 - h) **2nd-3rd Floor East (CIB)** : Erika Nortje, x2872
 - i) **3rd Floor south_(NARGA)** : Paul Erasmus, .x2698
 - j) **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.