

Induction for lectures

It is recommended that the following issues be brought to the attention of students in the first lecture they attend and with a repeat in week three to pick up students who missed the first week. An attendance record should be taken, and attached to this document for record-keeping.

Emergency Evacuation

- Take notice of fire alarms, TV messages, audio messages or instruction from a Security Officer/Building/Area Warden (they may be wearing bright fluorescent jackets).
- Be aware of the evacuation procedure - vacate the room in an orderly fashion through the specified emergency exit doors taking belongings with you. These doors should automatically open when the door bar is pushed.
- Direct students/staff to go directly to the Emergency Assembly Area for that building. All rooms should have a map displaying this information.
- Refer to Emergency Procedures multi-coloured flip chart and "Instruction to Lecturers" located in each room.
- Assist wheel chair bound/disabled/injured persons to a safe location inside the room while able bodies persons evacuate, then assist them in evacuation.
- Obey instructions
- Do not leave the premises or go to café etc. but go to Emergency Assembly Area (refer to chart).
- Do not use lifts.
- Wait to be told to return to building or to disperse by a FESA Officer in Charge or a Security Officer/Building/Area Warden.

Emergency Assistance

- Advise students of the location and use of the Security phones on campus. These are radiophones and there will be a pause before an officer responds.
- Advise students that Security Officers will escort them to vehicles.
- Advise students that Security Officers are trained in First Aid.
- Advise students that it is safer to walk around on campus and to transport after hours in pairs or more.
- Advise students of the location and availability of the campus Medical Suite.

Responsibilities of Students

- If lecturer does not show inform school secretary/clerical as soon as possible.
- ECU supports a non-smoking environment.
- Hazards need to be reported to a university staff member.
- Accidents and injuries need to be reported to a university staff member as soon as possible.

Once instruction is completed please sign, date and return to supervisor. Attach attendance record if appropriate.

Unit: _____

Lecturer: _____

Date: _____ Time: _____

Signature: _____

Repeated Date: _____ Time: _____

Signature: _____