

INDUCTION FOR LECTURES

School of Engineering

Faculty of Computing, Health and Science

Emergency Evacuations

- **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.**
- **Go directly to the Emergency Assembly Area for that building. All rooms should have a map displaying this information (indicate Assembly Area from map to students).**

Emergency Evacuations

- **See 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

- **Note the location and use of the Security phones on campus. These are radiophones and there will be a pause before an officer responds.**
- **Security Officers will escort them to vehicles.**
- **Security Officers are trained in First Aid.**
- **It is safer to walk around on campus and to transport after hours in pairs or more.**
- **There are designated well-lit walkways for movement around campus after dark.**
- **Note 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.**