

# Emergency Procedures

## Roles & Responsibilities for University Staff

### LECTURERS & EVENTS HOSTS

Responsible for the safety of students and attendees

#### Before An Emergency:

- Know your building's fire, emergency and evacuation procedures, including your nearest emergency exits

#### During a Fire Alarm

- **INFORM** attendees of the **ASSEMBLY POINT(S)**
- **LEAD A PROMPT AND ORDERLY EVACUATION** via the nearest safe emergency exit

### ALL UNIVERSITY EMPLOYEES

Act as Evacuation Marshals in emergencies

#### During Evacuation:

- **SWEEP YOUR IMMEDIATE AREA** to ensure everyone evacuates
- **INSTRUCT OTHERS** to leave promptly and safely
- **REPORT** your area's status to the **INCIDENT CONTROLLER** outside the building
- **DIRECT OTHERS** to make their way to the Assembly Point
- **DO NOT ENDANGER YOURSELF** under any circumstances



**KNOW YOUR NEAREST EXITS**



**KNOW YOUR ASSEMBLY POINTS**



**STAY CALM - LEAD BY EXAMPLE**