

Adelaide City Campus
Evacuation and Invacuation Information for Staff and Students

If Evacuation is required

- 1. The campus has a two-tone alarm system**
 - a. First tone BEEP – BEEP – Prepare to evacuate but don't evacuate
 - b. Second Tone WHOOP-WHOOP – Evacuate
 - c. NOTE – Fire doors automatically unlock on the Second tone only
- 2. If Evacuation is required: - WHOOP – WHOOP – or Verbal command to evacuate**
 - a. Collect personal belongings
 - i. Do not take trolleys
 - ii. If you are not in the same area as your personal belongings, do not retrieve them, evacuate immediately.
 - b. Calmly exit the building via the nearest emergency exit
 - i. When proceeding down-stairs:
 1. Walk calmly, don't dawdle
 2. Do not carry trolleys, large items downstairs.
 - c. Follow all instructions of Emergency Wardens.
 - d. If anyone is missing or hurt, report to the Warden at the assembly area.
- 3. Once outside the building: -**
 - a. Proceed to one of the 3 assembly areas, calmly without dawdling
 - i. Light Square
 - ii. Corner of Hindley and Morphett street
 - iii. Solomon street – off Rosina Street.
 - b. DO not hang around stairways/footpaths
 - c. Do not remain on roadways
 - d. If crossing to Light Square Assembly area: -
 - i. Cross at the traffic lights on the GREEN Walk signal.
 - ii. DO NOT jay walk across Morphett Street
- 4. Remain at Assembly area until advised by a Warden to return to the campus or otherwise disperse**

IF Invacuation or Lockdown is required

- Alarms will not be sounded.
- The ECO will advise of any need to invacuate.
- Advice may be received in person, via telephone, e-mail or SMS text message.
- Remain out of sight, away from doors, windows, etc.
- Close doors, (lock if possible) window blinds and counter screens (if applicable).
- If safe to do so, lock external doors.
- Position yourself behind furniture or solid walls if appropriate to the situation.
- Remain calm and follow directions from relevant staff
- Stay as quiet as possible; turn phones on silent (except when instructed to turn them off).
- The ECO will advise of any need to relocate.
- Chief Warden will contact the appropriate emergency services e.g.: SAPOL, Fire or Ambulance etc.
- Do not leave the building unless directed to do so by a member of the ECO or emergency service e.g. SAPOL.
- Contact the Chief Warden if you have any information that may be relevant to the situation.

Assistance for persons with disability

If a person requires assistance to evacuate or invacuate a Personal Emergency Evacuation Plan can be developed for them. Please discuss with WHS.