

# EVACUATION PROCEDURES

## Evacuation

Once the signal for evacuation has sounded, the evacuation **must be completed**, even if it is discovered that the alarm is **false**.

The evacuation personnel (floor wardens, wearing yellow hard hats) have been briefed on evacuation procedures; you should follow their directions during an evacuation. The wardens for your area are identified on the Emergency Information poster in your area. The Building Emergency Controllers (BECs, wearing white hard hats) are responsible for coordinating building evacuations, liaising with emergency services and briefing evacuation personnel. As part of your work area induction you will be taken through the evacuation procedure and route for your area. There is also an evacuation route map displayed in your area.

You must follow evacuation procedures when the alarm sounds or when directed to evacuate by evacuation personnel. No one is to remain in the building during an evacuation.

The University of Melbourne Environment, Health and Safety Manual - Emergency Response