

### ABC Training College's Emergency Evacuation Procedures

- On hearing an evacuation alarm, or on instruction of emergency control personnel, immediately cease all activity and secure personal valuables.
- Assist any person in immediate danger, but **only if safe to do so**.
- If practical, and **only if safe to do so**, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of evacuation.
- Act in accordance with directions given by emergency control personnel and evacuate the building immediately.
- Assist with the general evacuation if directed to do so by emergency control personnel.
- Assist with the evacuation of disabled occupants.
- In a fire, do not use a lift to evacuate a building.
- Move calmly to the nominated evacuation assembly area and do not leave the evacuation assembly area until the all clear has been given.
- Follow the instructions of relevant emergency services personnel and campus emergency control personnel.