

# **FIRE AND EMERGENCY PROCEDURES PARNELL BLDG**

## **IF YOU DISCOVER A FIRE OR AN EMERGENCY:**

- **RING SECURITY ext 53333**  
GIVE: LOCATION, TYPE & SCALE OF EMERGENCY, YOUR NAME & LOCATION.  
AS WITH 000 CALLS, DO NOT HANG-UP UNTIL INSTRUCTED.
- **ALERT BUILDING WARDEN (Alan Reid ext 52334)**  
OR GRND FLOOR WARDEN (Dave Perkins ext 52334)  
OR 1<sup>ST</sup> FLOOR WARDEN (Evan Jones ext 52334)
- **ALERT OTHER PERSONNEL IN THE AREA.**
- **IF YOU HEAR THE EVACUATE ALARM:**  
  
WALK TO THE DESIGNATED ASSEMBLY AREA WITHIN THE GREAT COURT, DIRECTLY IN FRONT OF THE PARNELL BLDG.  
  
PLEASE INSURE THAT ANY STUDENTS, VISITORS OR PEOPLE WITH MOBILITY PROBLEMS ARE ASSISTED IN LEAVING THE BUILDING.  
  
DO NOT RE-ENTER THE BUILDING UNTIL THE “ALL CLEAR” IS GIVEN.
- **LECTURERS, TEACHING LABORATORY SUPERVISORS & TUTORS SHOULD REGULARLY FAMILIARIZE THEMSELVES WITH EVACUATION PROCEDURES & THE LOCATION OF EMERGENCY EXITS.**