



## **ATTENTION ALL STAFF WHO HAVE CONTACT WITH STUDENTS**

The University is required under Section 5(4) of the *Fire Safety and Evacuation of Buildings Regulations 1992* to ensure that all staff employed by the University who have contact with students **for any educational purpose are trained to assist students to evacuate in accordance with evacuation procedures for each building.**

**For this purpose all staff that have contact with students are requested to read through the following instructions and implement them as appropriate when a fire alarm activates.**

In general the following instructions must be followed:

**In the event of the continuous ringing of alarm bells, sounding of sirens or where there is a public voice message, all occupants must follow the instructions and evacuate by the nearest exit ensuring you are clear of all buildings and roads, and not re-enter the building until the all clear is signalled by the Fire Service or the Building Warden (Note that the alarm bell being turned off is not the all-clear signal). Occupants should leave the building in an orderly manner (avoid panic and do not run) and should not attempt to take any equipment or personal belongings. Lifts must not be used during an evacuation.**

*A bullet point version of this evacuation information is available if you wish down load to include it into a power point or overhead presentation to your students. Please visit the web address below to obtain this shortened word document, [www.waikato.ac.nz/fmd/security\\_parking.shtml](http://www.waikato.ac.nz/fmd/security_parking.shtml)*

All teaching staff are asked to read the above paragraph to students early in each semester. Staff are also asked to familiarise themselves with the evacuation routes for each building in which they have contact with students. Evacuation notices are posted in prominent positions within each building.

During an emergency evacuation staff should lead by example and assist students as appropriate. In particular, staff should note students who might require assistance in an emergency and be prepared to arrange assistance for them.

The University is further required to conduct at least three trial evacuations each year in buildings used for educational purposes and at least two each year in all other buildings. All staff are expected to treat trial evacuations with the same degree of seriousness as real emergencies. It is accepted that these "trials" may prove disruptive, but they **are** necessary.

If any further information or assistance is required please contact your local Building or Floor Warden, or the Security Manager (Ray Hayward) on extension 4180.

**J Cameron**  
**Director of Facilities Management Division**