

University of Waikato Evacuation Instructions

If Fire Alarm sirens sounds or alarm bells ring continuously, or you hear the automated voice message (indicating the need to evacuate) then follow these instructions.

- Everyone must **evacuate quickly by the nearest exit** (follow the building exit signage/arrows).
- Comply with any requests issued by the Building and Floor wardens (identified via florescent vests) or Security staff present.
- Do not panic and **do not run**
- **Do not use the lifts** (elevators) only use the stairs.
- Do not take any items, heavy equipment or personal belongings with you when evacuating.
- **Assemble clear of any buildings or roads.**
- Do not re-enter the building until the all clear is verbally given by the Building Warden or Fire Service staff.
- Alarm bells (or Fire Alarm message) being turned off is **not the all-clear signal**