



SYDNEY
Rudolf Steiner
COLLEGE

Teacher Training & Adult Education

FIRE - INTERNAL FIRE/EVACUATION

It is essential that all staff make themselves conversant with the following procedures

ALARM - Evacuation will be signalled by a staff officer

EVACUATE

- Make sure that exit from the building is orderly and quiet. Do not panic.
- Close all doors and windows.
- Take students' attendance list with you.
- If evacuating through the stairwell from the upper floor, check whether anybody is in the middle floor and close the fire door.
- On arriving on the ground floor students will exit the building and assemble on the other side of Sussex Street opposite the building. If possible tutors/admin. staff should check whether the social room and both toilets have been vacated before leaving the building.
- After leaving the building the tutor/admin. staff to check students against the attendance list to ensure all students have left the building.
- Take first aid kit from cupboard in the social room.
- Check whether the fire brigade has been called.
- If evacuating to the back of the building instruct students to wait for further instructions regarding evacuation procedure by the fire brigade.

Emergency Procedures - Instructions for Tutors and Administrative Staff

General Safety Procedures

Instructions for Tutors and Administration Staff

Tutors are requested to make sure that the teaching area is free of health and safety hazards during the time of their sessions.

Any items or materials which are used during the delivery of the module and which could cause accidents, (e.g. glass items, extension cords, equipment, paint and water) should be removed immediately after the session has finished. If students are helping with tidying up, it is the responsibility of the tutor to make sure all potential health risks are removed and the room is left in a tidy state. Fire extinguishers suited to deal with burning solids, liquids and electrical fires are fitted in all areas of the building.

The stairwell has to be kept clear at all times as designated emergency exit.

Tutors are requested to report to the office immediately any health and safety risk of which they may become aware in any area of the building. There is booklet in the office to record such observations and they will be attended to as soon as possible.

First Aid

A **First Aid Kit** is kept on the upper shelf of the library in Sydney Rudolf Steiner College and on the upper shelf coat rack in the kitchen on the ground floor.

EMERGENCY ACTIONS IN CASE OF

F I R E

IF YOU SEE A FIRE OR SMOKE

- MOVE AWAY FROM THE DANGER AREA
- WARN OTHERS
- CLOSE DOORS BEHIND YOU
- TELL NEAREST STAFF OFFICER



IF THE EVACUATION NOTICE IS SIGNALLED BY A STAFF OFFICIER

- STAY LOW TO THE FLOOR WHEN THERE IS SMOKE.
- EVACUATE THE BUILDING IMMEDIATELY.
- CLOSE FIRE DOORS BEHIND YOU.
- LOOK OUT FOR DANGER AND STAY CLEAR OF IT.



IN THE CASE OF EVACUATION

- ASSEMBLE ON THE FOOTPATH OPPOSITE THE BUILDING IN SUSSEX STREET UNTIL YOU ARE AUTHORISED TO LEAVE.
- DO NOT COLLECT BELONGINGS.
- DO NOT RE ENTER THE BUILDING UNTIL AUTHORISED.