



POLICY NAME: Emergency Evacuation

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Purpose:

To ensure that staff are safe and accounted for in the case of an emergency.

Policy:

To provide all staff, with a clear set of actions to follow in the case of an emergency evacuation.

Procedure:

1. Advise all staff of the location of the emergency.
2. Take the nearest exit to designated evacuation point and wait for the emergency services
3. Follow all instructions from Warden/s and authorised personnel.
4. Close all windows and doors to contain the fire/spill only if safe to do so.
5. Operate a portable fire extinguisher if required and only if it is safe to do so and you have been trained how to operate one.
6. Do not return to the building until a emergency services have stated that it is safe to do so.
7. Give emergency services a copy of the Register of Hazardous Chemicals Register.

Related Documents & Policies

- Incident and Accident Report Form
- Register of Hazardous Chemicals
- Emergency Fire Evacuation
- Disaster Management
- Flood Management
- Occupational Health and Safety