

## **POLICY NAME: Emergency Fire Evacuation**

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### **Policy:**

To provide staff with a clear set of actions to follow in the case of a fire evacuation.

### **Purpose:**

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

### **Procedure:**

1. Advise all staff of fire and location of fire.
2. Take the nearest exit to designated evacuation point and wait for the fire brigade.
3. Follow all instructions from Fire Warden and authorized personnel.
4. Close all windows and doors to contain the fire only if safe to do so.
5. Operate a portable fire extinguisher if required and only if safe to do so and if the fire is not too severe.
6. Do not return to the building until a senior fire officer has stated that it is safe to do so.

### **Related Documents & Policies**

- Fire Evacuation Procedure Sign

1

Advise all staff of fire and location of fire



2

Take the nearest exit to designated evacuation point  
and wait for the fire brigade



3

Follow all instructions from Fire Warden and authorized  
personnel



4

Close all windows and doors to contain the fire  
ONLY IF SAFE TO DO SO



5

Operate a portable fire extinguisher if required and  
ONLY IF SAFE TO DO SO AND IF THE FIRE IS NOT  
TOO SEVERE



6

Do not return to the building until a senior fire officer  
has stated that it is safe to do so