



UFS Qwaqwa

EVACUATION PROCEDURE



1. An alarm is activated. (Siren or shout). Alert others also.
2. Follow the instructions of the Evacuation Officer.
3. Follow the direction pointers to the nearest emergency exit. (Keep on the left side).
4. **Walk briskly but do not run!**
5. Help the handicapped and people who are struggling or appear unsure.
6. Once outside, proceed to the nearest assembly point or to a clear area at least 150 meters away.
7. Wait at the assembly point until the all clear signal has been given by the Evacuation Officer or a University Official.

FIRE



1. Sound the alarm immediately and notify **Qwaqwa Fire & Rescue at tel. 085 713 1777**.
2. Attempt to extinguish the fire with the available fire-fighting equipment.
3. Evacuate if the fire cannot be extinguished according to procedure A.
4. **Close doors and windows.**
5. Lock away or take with you all classified documents or personal belongings.
6. Avoid smoke filled areas and stay close to the floor where the air will be less toxic.
7. Shout at regular intervals to alert emergency crews of your location.

TERRORIST ATTACK/ UNREST



1. If possible inform **SAPS 058 713 1777 or 058 718 5460**.
2. Stay inside building and await instructions from Evacuation Officer or Campus Protection.
3. Stay away from windows.
4. Lay flat on the floor if there is any gun fire.
5. **Stay calm and don't move around.**
6. If you are held hostage, do not resist. (The SAPS will do everything in their power to free you!).
7. Do not get involved in arguments.
8. If the order to evacuate is given follow procedure A.

BOMB SCARE



1. Keep the caller on the line for as long as possible.
2. Listen attentively and fill in the bomb threat checklist.
3. Obtain all possible information from the person making the threat.
4. Try to determine where the bomb has been put and what it looks like.
5. Try to convince the caller to abandon his or her plans because detonation could result in death or serious injury to many innocent people.
6. **Inform SAPS 058 713 1777 or 058 718 5460.**
7. Search immediate surroundings for foreign objects and if found follow Procedure E.
8. Open doors and windows when evacuating.

SUSPICIOUS PACKAGE/ MAIL



1. **Do not tamper with the package/mail.**
2. **Inform SAPS 058 713 1777 or 058 718 5460.**
3. Inform the addressee.
4. Do not make your suspicions generally known – It could cause panic.
5. Isolate the package/mail and evacuate the immediate area according to Procedure A.

GENERAL HINTS



1. Always stay calm.
2. Make sure you know where the location of emergency equipment is and how to use it.
3. **Familiarise yourself with the escape route, exit door and assembly point.**
4. Be prepared to identify and report foreign objects and suspicious persons.
5. No information may be given to the news media or any other organization not involved.
6. Assist visitors who are not conversant with the emergency procedures.

EMERGENCY PROCEDURES