

## **Appendix 12**

### **Emergency Exit Procedures for Computer Laboratories**

The following should be strictly followed by everyone inside the Computer Laboratory when an emergency occurs, such as fire.

#### **Fire and Emergency**

Wherever you are working please make yourself aware of the nearest emergency exit. Be sure that you are aware of emergency exit procedures. Make sure that you know the local emergency services telephone number.

**If you discover a fire, the emergency procedures to be followed are “A-RACE”:**

- A** Activate the pull alarm
- R** Rescue only after assessing hazards. Don't put yourself in danger.
- A** Alert others in the immediate area. From a safe location call the local emergency.
- C** Contain, close doors as you leave.
- E** Evacuate, follow exit signs, and go to outside “Safe Area”.

#### **Remember to:**

- Keep calm as you evacuate.
- People with mobility issues should make "Buddies" aware of their location and remain in the building "Area of Rescue" until emergency personnel arrive.
- If caught in heavy smoke, crouch low, but don't crawl on your stomach.
- Provide emergency personnel with relevant information about the fire, and the location of any individuals left inside.
- Do not re-enter the building until the horn has stopped or until emergency officials advise you it is safe.

The assigned lecturer or laboratory technician are the ones responsible to lead during the occurrence of fires, so listen to them and follow what they say during the occurrence of emergencies.