



PROCEDURE IN THE EVENT OF A FIRE OR OTHER EMERGENCY

In the event of a fire or other emergency in the building, the person discovering the fire/emergency should follow the outlined procedure:

Initial Response

- Keep calm
- Warn anyone in immediate danger.
- If fire is discovered activate nearest fire alarm button.
- If safe and if trained, deal with the emergency (extinguish fire/contain spill).
- Evacuate or move to a safe place if in danger, when directed or in response to an emergency alarm.
- Emergency Services **000** (0-000 from internal university phones),
- Security **9351-3333** (1-3333 from internal university phones)
- Stage Door **9351-7944** (1-7944 from internal university phones)
- Edward Wheeler – Chief Fire Warden - 0413711574
- Notify the Stage Door and/or a member of Seymour staff.
- Leave via your closest safe exit – **do not use lifts.**
- Ushering staff will guide the audience out.
- If on stage and is safe to do so, please leave via backstage area. This will avoid FOH areas getting blocked

If the Alarm System is activated

- Check for any sign of danger (fire, smoke, chemical fumes etc).
- Follow instructions from Seymour staff / emergency services.
- If safe, shut down any processes and/or equipment that cannot be left unattended. (Workshop or stage equipment)
- Leave via your closest safe exit – **do not use lifts.**
- Move well clear of the building to avoid obstructing the attending Emergency Services.
- Proceed calmly to your assemble point as shown on the Emergency Exit door and report to your supervisor.

The assembly point is **Cadigal Green** behind the glass house near the large fig trees and adjacent to the old Darlington School on the grass. (It is a right turn out of stage door and then head up Maze Crescent to the large stretch of grass.)

- Remain at the assembly area until the emergency is declared over.
- Report any missing persons to the Chief Warden [White Helmet], a Security Patrol Office, or the attending Emergency Services.

Do not enter a building while an alarm is sounding, or re-enter an evacuated building until the “all clear” has been announced by University emergency personnel or the attending Emergency Services.

Please familiarise yourself with the Emergency exits as shown on the maps around the building, as well as in each dressing room and on all exit doors.

Fire Protection Facilities.

Fire extinguishers are located around the building on all levels and their positions are clearly labelled.

Fire hoses are located on each level near the green rooms and their positions are clearly labelled.

All areas in the Seymour Centre are covered by sprinkler systems which are activated by heat.

