

EVACUATION & SAFETY PROCEDURES

1. Purpose

The **Evacuation & Safety Procedures** provide clear guidelines for **emergency response protocols** to ensure the **safety and well-being of students, faculty, and staff** in case of an emergency, including fires, natural disasters, and security threats.

2. Scope

This procedure applies to:

- **All students, faculty, and staff** within the institution.
- **All institutional buildings and facilities**.
- **All emergency situations**, including fires, earthquakes, hurricanes, chemical spills, and security threats.

3. Emergency Preparedness & Risk Assessment

3.1 Potential Emergencies

- **Fire outbreaks** (classrooms, laboratories, dormitories, offices).
- **Natural disasters** (earthquakes, hurricanes, floods, tsunamis).
- **Security threats** (active threats, unauthorized intrusions, violent incidents).
- **Chemical spills** (laboratory hazards, toxic exposures).

3.2 Emergency Equipment & Readiness

- **Fire extinguishers** placed strategically in Campus.
- **First Aid Kits** available in Campuses
- **Emergency Exits** clearly marked and regularly inspected.
- **Public Address (PA) System** for emergency announcements.

4. Evacuation Procedures

4.1 General Evacuation Steps

1. **Follow Designated Escape Routes** – All personnel must evacuate using marked exits.
2. **Assist Those in Need** – Faculty and staff should assist students and individuals requiring help.
3. **Move to Assembly Points** – All evacuees must gather at the nearest designated safe zone.
4. **Headcount & Reporting** – Faculty must report missing students or staff to the Emergency Response Team (ERT).
5. **Await Further Instructions** – Do not re-enter the building until clearance is given by the authorities.

4.2 Fire Evacuation Plan

- **Do not use elevators** during an evacuation.
- **Close doors behind you** to prevent fire spread.
- **If trapped, stay low** to avoid inhaling smoke and signal for help.

4.3 Earthquake Evacuation Plan

- **Drop, Cover, and Hold** under a sturdy object.
- **Once shaking stops**, proceed calmly to designated evacuation points.
- **Avoid standing near windows, heavy objects, or hanging fixtures.**

4.4 Security Threat Evacuation Plan

- **Lockdown Procedures:** If an intruder or violent threat is identified, lock doors, stay silent, and follow instructions.
- **Evacuate if instructed** by Staff, security personnel or law enforcement.

5. Roles & Responsibilities

5.1 Emergency Response Team (ERT)

- Oversees the execution of evacuation procedures.
- Conducts emergency drills and training sessions.
- Coordinates with **Fiji's National Emergency Authorities**.

5.2 Faculty & Staff Responsibilities

- Ensure students evacuate in an orderly manner.
- Assist persons with disabilities or injuries.
- Report any missing persons.

5.3 Student Responsibilities

- Follow evacuation instructions from faculty and security personnel.
- Avoid panic and assist peers where possible.
- Proceed to designated assembly points immediately.

6. Training & Drills

- **Evacuation drills** to ensure preparedness.
- **First-aid training for staff and selected students.**
- **Regular safety inspections of fire exits, alarms, and emergency equipment.**

7. Monitoring & Compliance

- **Annual review of evacuation procedures** for updates and improvements.
- **Post-incident reports and evaluations** for continuous improvement.
- **Compliance with Fiji's National Disaster Management Office (NDMO) guidelines.**

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