

Emergency Plan

Merensky building (Physics)

revised August 2011

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Emergency evacuation plan

PHASE I - alarm

1. Emergency situation develops, “fire alarm” sounds
- 2. Everybody immediately evacuates the building!**
3. USBD is notified (automatically if “fire alarm” is activated)
4. *Main safety staff* investigate:
 - a. In case of no danger, emergency situation is called off.

PHASE II - evacuation

1. All staff, ensure evacuation to gathering point
2. Gathering points:
 - a. grass, west of Perold building (default)
 - b. parking area in front of De Beer’s (Chemistry) building (alternative)
3. *Coordinators* (see Task) take position at gathering point

Tasks

Main safety staff:

1. S February
2. J Germishuizen
3. JJ van Zyl
4. E Shields
5. D Beukman
6. AS Botha
7. DP Pool
8. C Pool
9. K Moller

Task:

- Investigate nature of alarm with radios for communication
 - Communicate with USBD
 - Coordinate at gathering points
-

All staff members:

Task:

- Ensure that evacuation of area is orderly via **escape routes**
 - Ensure that people in area evacuate to correct gathering point
 - Help evacuate lecture halls in area
 - Ensure that everyone in area has evacuated
 - Assist visitors out of building
-

Gathering point coordinators:

1. C Ruperti
2. C April

Task:

- Go immediately to gathering point
 - Take roll-call
-

Emergency procedures and tips in the Merensky building:

1. What to do if the alarm in the building sounds:

- a. Evacuate the building immediately - WITHOUT DELAY!
- b. The following persons investigate the nature of alarm (fire, burglary, etc.):
C Pool
J Germishuizen
S February
JJ van Zyl
E Shields
D Beukman
- c. Contact USBD (H Randall / C April)
- d. Alarm silenced if appropriate

2. Unrest situation

- a. Main doors are locked by C Pool
- b. Staff stay in offices
- c. Contact USBD (H Randall / C April / C Ruperti)

3. First Aid

The following staff has limited first aid training:

- | | |
|---------------|-------------------|
| 1. S February | 4. E Shields |
| 2. D Beukman | 5. C Ruperti |
| 3. H Randall | 6. J Germishuizen |

First Aid kits are available at the following places:

- | | |
|----------------------------------|----------------------------------|
| i. J Germishuizen (outside 0028) | iv. Mechanical Workshop |
| ii. C Ruperti (room 1005) | v. Laser lab, H Schwoerer (0063) |
| iii. S February (room 2004) | |

4. Fire fighting:

The following staff members have limited training in fire fighting

- | | |
|--------------|-------------------|
| 1. D Beukman | 3. J Germishuizen |
| 2. DP Pool | 4. E Shields |

General

General tips:

- a. In case of emergency, notify responsible staff member:
 - lecturer / lab assistant
 - USBD - 021 808 2330
- b. Be alert to suspicious looking persons that do not belong in that particular area
 - i. take responsibility for the safety and security of your particular work area where possible
 - ii. assist visitors and make sure they get where they need to be where possible
 - iii. get help if you are unsure of a suspicious looking person – contact USBD
- c. ALWAYS lock your office door when you leave.
- d. Switch off the lights in your area when you are not going to work there for the day.

Minimum safety standards applicable to science students during lab activities:

- b. In all emergencies seek help.
- c. Make sure that you know how to evacuate the building in case of an emergency.
- d. Make sure you know where safety apparatus is.
- e. Make sure you know where the first-aid kits are kept.
- f. Consider all chemicals as dangerous.
- g. Report all damages, injuries and spilling to the person in charge.
- h. The wearing of protective clothing when working in labs is compulsory, where applicable.
- i. Eating, drinking, smoking or applying make-up in the lab is strictly prohibited.
- j. All cell phones must be switched off in the lab, where necessary (especially when working with flammable substances).
- k. Make sure you know and apply the prescribed safe working procedures for disposing of waste material.