

Greystone Institute Fire and Evacuation Procedures - Brisbane

In the event of an emergency or a fire drill, your lecturer will guide you through the exit and to the assembly point.

If you are not in class but on campus during an emergency, join the nearest classroom group and be guided by that teacher or staff member to the assembly point.

If you are alone, check the nearest classroom for a fire map; it will be on the wall either next to the door or the whiteboard. Follow the directions to the nearest fire exit. Do not use the lifts.

There are two alarms. The first is **Standby**. The second is **Evacuate**.

When the first alarm starts, get ready to evacuate. Leave your belongings. Your lecturer will ask you to start moving toward the evacuation point as designated in your classroom Fire Map and **wait**.

When the evacuation alarm starts, your lecturer will direct you to go down the stairs. If your fire exit is the building's fire evacuation stairs, **merge** as soon as possible and hold on to the **handrail**. If your designated exit is the building's internal stairs, go down the normal stairs.

You MUST NOT use your phone on the stairwells.

The **Assembly Point** is Post Office Square park area. Once there, **stay** with your lecturer and wait until the all-clear is given.

The **fire exits** are as follows:

Ground Floor

- The main exit to Adelaide Street. Continue under the Adelaide Street underpass and go upstairs to Post Office Square park.

Level One

- Through the patio area, along the walkway to Post Office Square park.



- The fire exit next to Room 106, which exits on Adelaide Street. Continue under the Adelaide Street underpass and go upstairs to Post Office Square park.
- The main stairs to Adelaide Street. Continue under the Adelaide Street underpass and go upstairs to Post Office Square park.

Level Two

- The fire exit next to Room 202. Down two flights to exit on Adelaide Street. Continue under the Adelaide Street underpass and go upstairs to Post Office Square park.
- The fire exit INSIDE Room 210. This exits outside the patio area. Go along the walkway to Post Office Square park.
- The main stairs down two flights to Adelaide Street. Continue under the Adelaide Street underpass and go upstairs to Post Office Square park.