

Reporting responsibility if an accident occurs in a laboratory, and an evacuation is required  
What to do in the event of an accident requiring an evacuation  
In the event of a drill  
Location for reporting

## **Reporting responsibility if an accident occurs in a laboratory, and an evacuation is required**

### ***What to do in the event of an accident requiring an evacuation***

If an accident occurs in a laboratory, and an evacuation is signaled, the person who is in charge of the laboratory at that point in time (ie the person present highest on the list) must report to the Building Wardens and emergency services personnel to inform them of the details of the accident and of any other hazards in the laboratory. If the laboratory manager is not present then the first available person working down from the top of the laboratory managers/persons-in-charge list must report. Any person who directly viewed the accident and can pass on useful information to the emergency services personnel should also make themselves available to convey this information to Emergency Services.

### ***In the event of a drill***

If the school is having an emergency drill it is possible that shortly prior to, or during, the drill any person working in a laboratory will be asked by one of the Health and Safety Committee to report to their Laboratory Manager/Person-in-Charge in the event of a drill. Laboratory Managers need to inform students of this possibility and explain that this is the equivalent as if the emergency was happening in their particular lab; and therefore the procedures followed should be as if the emergency personnel needed to be informed about that lab.

### ***Location for reporting***

In Building 301 the Building Warden is Ron Bryant. The location for reporting is at the fire-board in the foyer (near the first-aid room) on the Ground Floor (Symonds Street side).