



UNIVERSITY
OF
JOHANNESBURG

Emergency Planning and evacuation procedures	
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EMERGENCY PLANNING AND PROCEDURES

1. STATEMENT

The UJ Management is fully committed to planning for potential emergencies as far as possible in order to protect the UJ's staff, students, visitors and assets.

2. PURPOSE

Emergency planning is aimed at minimising the possibility of an emergency arising, and at instituting effective action to minimise the consequences of an emergency should it occur.

3. OBJECTIVES

Management's emergency planning objectives are to:

- 3.1. Identify, evaluate and avoid or to minimize the risk of injury, loss, damage or disruption;
- 3.2. Identify and protect vital installations, services and vulnerable areas;
- 3.3. formulate effective emergency procedures;
- 3.4. Exercise effective control over any emergency situation;
- 3.5. Ensure that all staff who are linked to the emergency structure comply with an approved standard of proficiency;
- 3.6. Ensure that sufficient and effective emergency equipment is available;
- 3.7. Establish and maintain communication with external emergency organisations.
- 3.8. Ensure that all employees, students and visitors are conversant with the emergency procedures.

4. EMERGENCY NUMBERS

EXTERNAL EMERGENCY NUMBERS		
Entity	Telephone number	Speed-dial number
Fire brigade	011 375 5911 or 10777	
Netcare Ambulance NETCARE DEDICATED UJ TRIGGER NUMBER	082911 010 209 8651	
Gas emergency	011 356 5000/011 726 3138 011 726 4702 ah	
Garden City Clinic	011 495 5000	
Milpark Hospital	011 480 5600 / 5912	
Budget Waste responsible for the HAZMAT response	086 142 9628 Johan van Zyl 076 194 2800 Frikkie 083 265 9883 Quinton 073 732 0071	
COID (compensation of injuries and diseases)	0860 105 3500 Email address cfcallcentre@labour.gov.za	
Department of Labour Head Office	012 309 4000	
Municipal services emergency number	011 375 5555	
Poison centre	021 931 6129	
Egoli Gas	011 356 5026	
SHER OFFICER	084 574 7979	

INTERNAL EMERGENCY NUMBERS			
Position	Name	Office telephone number	Speed-dial numbers
Safety Coordinator	Mr Kobus de Bruyn	011 559 6129 082 328 7162	
Occupational Safety Practitioner, Auckland Park Kingsway Campus (APK)	Mr Willem Kilian	011 559 4221 082 808 6397	
Occupational Safety Practitioner, Doornfontein Campus (DFC)	Alet Venter	011 559 6751 082 376 0605	
Occupational Safety Practitioner, Auckland Park Bunting Road Campus (APB)	Anzani Rautenbach	011 559 1445 072 462 4235	
Occupational Safety Practitioner, Soweto Campus (SWC)	Nora Ramakgoakgoa	011 559 5513 082 512 1072	
Safety Administrator / Secretary	Ms Susan Prinsloo	011 559 6146 082 303 4919	
Fire Marshal	Solly Nkosi	011 559 6750 072 246 7223	
Head: Occupational Health Practice	Sr Elana Venter	011 559 2200 082 341 0299	
Occupational Health Nursing Practitioner APK	Sr Margareth Langeveldt	011 559 4969	
Occupational Health Nursing Practitioner APB	Sr Anne Henning	011 559 1272	
Occupational Health	Sr Miranda	011 559 6748	

INTERNAL EMERGENCY NUMBERS			
Position	Name	Office telephone number	Speed-dial numbers
Nursing Practitioner DFC and SWC	Tshabangu		
Head Primary Health care APK	SR Mimi Geya	011 559 4962 082 455 8451	
Campus Health Services, DFC	SR Badiri Pule	011 559 6132 082 333 0482	
Campus Health Services, APB	SR Selva Chetty	011 559 1238 011 559 1619 083 415 2825	
Campus Health Services SWC	SR Lizzy Sehunelo	011 559 5736 072 478 2047	
Director Protection Services	Charles Monyai	011 559 3115 083 668 2595	
APK Control Room	Security	011 559 2555/ 3400	
DFC Control Room	Security	011 559 6085/ 6079	
DFC Library security	Library Security	011 559 6846	
APB Control Room	Security	011 559 1312 / 1076	
SWC Control Room	Security	011 559 5555/ 5523	

5. FIRE EMERGENCY PROCEDURES

5.1. Fire during working hours

5.1.1 General

- 5.1.1.1 Raise the alarm for people to evacuate.
- 5.1.1.2 Any person discovering an uncontrolled fire must notify or get someone to notify the control room.
- 5.1.1.3 Inform the control room operator of the exact location of the fire and the extent of the fire.
- 5.1.1.4 Try to control the fire with the available equipment. Remember: "Safety first".
- 5.1.1.5 The control room operator will notify the fire brigade if necessary.
- 5.1.1.6 Evacuate the area and move to the nearest assembly point.
- 5.1.1.7 Assist people with disabilities.
- 5.1.1.8 Heads of Departments, Lecturers and trained fire team members will take control of all staff, students and visitors.
- 5.1.1.9 The person reporting the fire to Protection Services must also report whether there are any casualties.
- 5.1.1.10 If there are casualties, notify the emergency care unit.

5.1.2 Evacuation on hearing the alarm

- 5.1.2.1 Do not panic.
- 5.1.2.2 Do not stop to collect personal belongings unless instructed to do so.
- 5.1.2.3 If possible, switch off all machinery and electrical equipment.
- 5.1.2.4 If possible, close all windows and doors.
- 5.1.2.5 Do not run, but move quickly to the nearest safe exit and from there to the assembly point.
- 5.1.2.6 Before opening any door, feel it near the top. If it is too hot to the touch, do not open it. (Use the back of your hand to touch doors or walls when evacuating a building filled with smoke or when the visibility is poor). In case of thick smoke, keep your head as low as possible.
- 5.1.2.7 Do not use lifts at any time during an evacuation.
- 5.1.2.8 A designated person will take control at the assembly point.

5.1.2.9 Await the “all clear” call from the Fire Brigade, Safety Department or Protection Services before returning to offices and classes.

5.1.3 If you are trapped inside a building

5.1.3.1 Call the control room and tell them your exact location and situation.

5.1.3.2 If possible, try to put any water-soaked fabrics at the bottom of the door to prevent smoke from entering.

5.1.3.3 If possible, retreat and close all doors between you and the fire.

5.1.3.4 Hang or wave a piece of light-colored cloth from a window to attract attention from below. Do not attempt to jump.

5.1.4 Dos and don'ts in case of fire

DO –

5.1.4.1 Report the fire – do not assume that someone else will;

5.1.4.2 Activate the nearest emergency push buttons or contact points
(Know their locations);

5.1.4.3 Close doors as they will delay the spread of the fire;

5.1.4.4 Use only stairs when evacuating the building;

5.1.4.5 Assemble outside the building at the designated assembly point;

DON'T –

5.1.4.6 Panic (help will be on the way);

5.1.4.7 Use lifts, even if they appear to be perfectly safe (they may turn into fatal traps);

5.1.4.8 Break window panes without good reason as falling glass may injure people below;

5.1.4.9 When leaving, open a closed door before feeling whether the top or the handle is hot (if it is, keep the door closed as flames on the other side will blast through the slightest opening with tremendous force);

5.1.4.10 Turn back to fetch your belongings if you are instructed to leave;

5.1.4.11 Congregate in the stairwells (keep to the right, and move down and out of the building).

5.2 Fire after working hours

- 5.2.1 Any person discovering an uncontrolled fire needs to notify or get someone to notify the control room.
- 5.2.2 Inform the control room operator of the extent of the fire.
- 5.2.3 The operator will call the fire brigade.
- 5.2.4 Try to control the fire with the available equipment. Remember: "Safety first". Personnel will be trained in use firefighting equipment.
- 5.2.5 The control room operator will notify the emergency response unit.
- 5.2.6 All staff in the area will move to a designated assembly point.
- 5.2.7 The person reporting the fire to Protection Services must also report whether there are any casualties.
- 5.2.8 If there are casualties, Protection Services will notify the emergency care unit.

5.3 Fire in residences (day or night)

5.3.1 General

- 5.3.1.1 Any person discovering an uncontrolled fire must raise the alarm by activating the emergency push buttons or contact points or notify the residence security officer.
- 5.3.1.2 The Protection Services / Security Officer on duty will notify the control room operator.
- 5.3.1.3 The Control room operator will call the fire brigade.
- 5.3.1.4 The Protection Services / Security Officer, Residence Manager and trained fire marshals will assist with the evacuation process.
- 5.3.1.5 The Protection Services / Security Officer will control the situation.
- 5.3.1.6 On hearing the alarm. Protection Services / Security Officer will assist in opening all evacuation doors

5.3.2 Evacuation on hearing the alarm

- 5.3.2.1 Do not panic.
- 5.3.2.2 Do not stop to collect personal belongings unless instructed to do so.
- 5.3.2.3 If possible, switch off all electrical equipment.
- 5.3.2.4 If possible, close all windows and doors.

- 5.3.2.5 Do not run, but move quickly to the nearest safe exit and from there to the designated assembly point.
- 5.3.2.6 Assist people with disabilities.
- 5.3.2.7 Do not use lifts at any time during an evacuation.
- 5.3.2.8 Stay at the assembly point, where roll-call will be taken.
- 5.3.2.9 Await the “all clear” call from the Safety Department, Fire Brigade or Protection Services before returning to rooms and offices.

5.4 Gas and acetylene cylinders in fires

Since gas cylinders may explode in fires, it is essential to **EVACUATE THE IMMEDIATE AREA BY GOING TO THE DESIGNATED ASSEMBLY POINT.**

5.4.1 During the fire

- 5.4.1.1 Do not approach or attempt to move the cylinders.
- 5.4.1.2 Raise the alarm.
- 5.4.1.3 Notify the control room.
- 5.4.1.4 The operator must try to determine from the caller how the fire started and what type of gas is involved.
- 5.4.1.5 The operator will notify the fire brigade if there are gas containers in the vicinity.
- 5.4.1.6 The area needs to be evacuated.
- 5.4.1.7 If there are casualties, call the emergency care unit.
- 5.4.1.8 When the fire brigade arrives, inform them of the location of the cylinders, the number of cylinders and the type of gas they contain.

5.4.2 After the fire (General information)

- 5.4.2.1 After the fire has been extinguished, observe the cylinders from a safe distance.
- 5.4.2.2 If steam appearing on the surface of the cylinders when sprayed from a fire-hose is interrupted, continue spraying. Take care that the force of the spray jet does not knock cylinders over.
- 5.4.2.3 Check at half-hourly intervals until no steam is visible on the surface of the cylinders.
- 5.4.2.4 When the steam has disappeared, observed from a safe distance whether the cylinders remain wet for half an hour after being sprayed.

5.4.2.5 When the entire surface of each cylinder has remained cool for one hour, immerse the cylinders in water.

5.4.2.6 After 12 hours, the supplier may safely recover the cylinders

5.4.2.7 The fire brigade will assist with the above.

6 GENERAL TRAINING

6.1 The need for training

6.1.1 All staff, students and contractors must be trained in the evacuation procedures.

6.1.2 The use of firefighting equipment where possible needs to be explained to all staff and students.

6.1.3 All Protection Services staff will be trained in firefighting and basic first aid.

6.2. How to use a portable fire extinguisher

6.2.1 Pull the pin.

6.2.2 Aim the extinguisher nozzle at the base of the flame.

6.2.3 Squeeze the trigger while holding the extinguisher upright.

6.2.4 Sweep the extinguisher nozzle from side to side, covering the area of the fire.

6.2.5 Do not use water when extinguishing an electrical fire.

6.2.6 Remember: "Safety first".

6.2.7 When using a fire hose reel, open the valve, un-roll the fire hose reel and approach the fire. From a safe distance open the fire hose nozzle and direct it to the base of the fire.

6.3 Responsibilities of the Safety Practitioner

The Safety Practitioner will:

6.3.1 ensure that the necessary training takes place;

6.3.2 appoint emergency personnel and set out their duties in writing;

6.3.3 ensure that all personnel where possible are adequately trained to summon emergency services without delay when authorised to do so, and to initiate emergency interventions and care;

6.3.4 ensure that emergency personnel are easily identifiable;

- 6.3.5 ensure that communication are effective and that clear or coded instructions can be given to emergency personnel.
- 6.3.6 ensure that all exits, evacuation routes, firefighting equipment and disaster equipment are prominently marked and displayed;
- 6.3.7 ensure that the required emergency equipment is kept serviceable and secure;
- 6.3.8 ensure that emergency facilities and lighting are serviced and well maintained; report deviations to the responsible department.
- 6.3.9 ensure that status reports are received from all team members after all emergency situations;
- 6.3.10 ensure that emergency drills are held once a year;
- 6.3.11 liaise closely with other organisations in the community with a view to mutual aid;
- 6.3.12 ensure that the Emergency Planning and Procedures Policy is regularly reviewed and updated after any emergency or once a year.

7 FIREFIGHTING RESPONSIBILITIES

7.1. Fire Marshals

- 7.1.1 On hearing the alarm, the Fire Marshals of the particular area will move to the affected area.
- 7.1.2 The Fire Marshals will take control of the situation.
- 7.1.3 Remember: "Safety first".
- 7.1.4 Fire Marshals will:
 - 1. assist in the evacuation procedures;
 - 2. assist the fire brigade if necessary;
 - 3. assist the first aid members and emergency care unit;
 - 4. control bystanders.
- 7.1.5 The Fire Marshals will submit a written report to the Occupational Safety Department.

Note: All Protection Services staff will be trained in firefighting.

7.2 First aid members

- 7.2.1 On hearing the alarm, the first aid members of the particular area will take the first aid box and move to the affected area.

- 7.2.2 If there are any casualties, they will assist and treat the injured until the emergency care unit arrives. If the area is unsafe, they will remove the injured to a safe area. Remember: "Safety first".
- 7.2.3 After the situation has been brought under control, first-aiders will submit a full report to the Occupational Safety department.
- 7.2.4 Used stock in the first aid box should be replaced.
- 7.2.5 After treatment of casualties, the dressing book will be completed.

7.3 Protection Services staff

- 7.3.1 On receiving the call about an uncontrolled fire, establish the area of the fire and the extent of the risk.
- 7.3.2 Establish whether there are any casualties and notify the emergency care unit.
- 7.3.3 Assist people with disabilities (make use of Evac chairs where necessary)
- 7.3.4 Notify the fire brigade if necessary.
- 7.3.5 Ensure that the fire brigade and the emergency care unit have access to the area of the fire. Entrances are to be kept clear at all times.
- 7.3.6 Escort the fire brigade and emergency care unit to the area of the fire.
- 7.3.7 Cordon off the area.
- 7.3.8 Keep bystanders under control.
- 7.3.9 Do not allow any unauthorized persons or vehicles to enter the area.
- 7.3.10 Observe wind direction since the fire may turn.
- 7.3.11 Complete the occurrence book.
- 7.3.12 Forward a report to the Occupational Safety department. **PROTECTION SERVICES WILL TAKE FULL CONTROL AFTER HOURS.**

8 LIFTS

- 8.1 Persons who get stuck in lifts will press the emergency bell, which will alert Protection Services at the front desk of residences and in the Protection Services Control Room.
- 8.2 If in possession of a cell phone, contact the Control Room. Numbers are displayed in the lifts.
- 8.3 The Protection Services Officer will notify the contractor, whose number is available on speed dial.

8.4 The occurrence book will be completed.

9 EMERGENCY ESCAPE DOORS

9.1 Emergency escape doors will be indicated by proper signage. Emergency doors must be able to open only from the inside of the building

9.2 All staff/students and contractors should know how to open an emergency escape door.

9.3 Escape doors will be kept clear at all times.

9.4 All signage indicating routes to emergency escape doors will be illuminated and clearly displayed.

9.5 The Fire Marshall will inspect escape doors on a monthly basis.

9.6 All emergency doors will be numbered.

9.7 Alarms must be connected to all emergency exit doors.

9.8 The Fire Marshall will conduct random inspections on a monthly basis on fire equipment, assembly points. All deviations will be reported to the Safety Coordinator.

9.3 Major chemical spill

9.3.1 Report the incident to the Safety Department and Protection Services. Safety Department or Protection services will report the spillage to the HAZMAT response unit.

9.3.2 Evacuate the affected area immediately.

9.3.3 Notify the emergency care unit and the Health Practitioners if any persons have been affected.

9.3.4 Do not smoke in the area.

9.3.5 The Safety Department will take charge of the cleaning process.

9.3.6 Do not dump or sweep the chemical spill into the drainage system.

9.3.7 Report the incident to the Labour Inspector and Compensation Commissioner if staff, students or visitors have been exposed to a major chemical spill.

9.3.8 Protection Services will keep people away from the area.

9.3.9 Protections Services will enter the details in the occurrence book.

9.4 Evacuation procedures

- 9.4.1 Evacuate the affected area and move to the assembly point.
- 9.4.2 Do not panic or run.
- 9.4.3 If persons have been injured, supply the medical personnel with a data sheet on the hazards of the chemical.
- 9.4.4 The Procurement Department is responsible for ensuring that all hazardous chemicals ordered have a material safety data sheet (MSDS) attached or for keeping such a sheet on file.

10 PROCEDURES AFTER AN EMERGENCY

1. Safety checks will be conducted by the Head Occupational Safety Coordinator, Head Occupational Health Coordinator, Safety Practitioners and Health and Safety Representatives for the area concerned.
2. They will determine whether the emergency is over.
3. They will inspect the area for hazards and unsafe conditions, and check for new hazards resulting from the incident.
4. They will make sure that damaged structures and equipment have been rendered safe.
5. Staff and students may only be allowed to enter the area when it has been declared safe by the control team.

11.1 Investigation after an emergency

The Occupational Safety Department together with experts will:

1. Investigate the affected area or the incident;
2. establish the cause of the accident or incident;
3. ensure that adequate preventive measures are introduced;
4. submit a report to the Safety Committee who will make recommendations
5. seek legal advice where necessary.

12 EVACUATION PROCEDURES AND ASSEMBLY POINTS ON THE DOORNFONTEIN CAMPUS

12.1 Evacuation procedure

- 12.1.1 When the fire alarm is raised, staff and students on all floors in all buildings must follow the evacuation signage to the emergency exits.

12.1.2 Always use the shortest evacuation route to leave the building through the emergency exit door.

12.1.3 Do not use lifts – use only the staircases and emergency exit routes.

12.2 Assembly points

On leaving buildings, staff and students must gather at the assembly points designated below.

12.2.1 Maropeng

Assembly Point A at the open parking area in front of the John Orr Building (Library parking).

12.2.2 John Orr Building and Leslie Boyd Library

- Notify the security officer posted at the library about the emergency
- Duty of the security officer at the library:
- In case of an emergency activate the evacuation alarm
- Press the red button
- Notify the central control room
- Assist with the evacuation process
- Notify the JOB patrollers of the emergency

12.2.2.1 Evacuate to Assembly Point A, B or D.

12.2.2.2 Assembly Point A is situated on at the open parking area in front of the John Orr Building (Library parking).

12.2.2.3 Assembly Point B is situated on the lawn embankment next to the Lecture Hall Building (Lwazi building).

12.2.2.4 Assembly Point D is situated at the Buxton parking area.

12.2.3 Health Clinic

12.2.3.1 Evacuate to Assembly point E.

12.2.3.2 Assembly Point E is situated at the parking area opposite the Clinic Building.

12.2.4 Louisa Street Houses (e.g. Student Affairs), Student Centre, Coffin, Stores, Transport and Quadrum Buildings

12.2.4.1 Evacuate to Assembly Point C.

12.2.4.2 Assembly Point C is situated at the Protection Services Control Room at Louisa Street entrance.

12.2.5 Civil Engineering

12.2.5.1 Evacuate to Assembly Point D.

12.2.5.2 Assembly point D is situated at the Buxton parking.

12.2.6 PEET'S Department

12.2.6.1 Evacuate to Assembly Point C.

12.2.6.2 Assembly Point C is situated at the Protection Services Control Room at Louisa Street entrance.

12.2.7 Kodak Building/Synagogue

12.2.7.1 Evacuate to the Assembly point at the student parking entrance.

12.2.7.2 Assembly point situated in Sherwell Str. next to the entrance of the student parking.

12.2.8 Perskor Building

12.2.8.1 Evacuate to the Assembly point across Beit Street via Height street.

12.2.8.2 Assembly point is situated across Beit Street next to the Buxton parking area opposite the waste area.

12.2.8.3 Evacuate to the assembly point at Mc Donald's in Nind str

12.2.8.4 Evacuate over the bridge through JOHN ORR BUILDING at assembly point D at Buxton Parking.

12.2.9 Occupational Safety Department

12.2.9.1 Evacuate to the assembly point situated in Davies str. next to Rolane Court.

12.2.9.2 Assembly point is situated next to the Old Bonato house open parking area.

13. DFC RESIDENCES

13.1 Jeunesse and Aurum

13.1.2 Evacuate to Assembly Point A.

13.1.2 Assembly Point A is situated at the open parking area in Front of the John Orr building (Library parking).

13.2 Dale Lace:

13.2.1 Evacuate to the Assembly point at Rolane Court

13.2.2 The Assembly point is situated at Rolane Court in Davies Str.

13.3 Robin Crest:

13.3.1 Evacuate to Assembly Point in Bertram Street.

13.3.2 Assembly point in Bertrams Street is situated at the back of the Residence at the vehicle gate.

13.4 Sun Valley:

13.4.2 Evacuate to Assembly point at Sivebeek.

13.4.2 The Assembly point is situated at the Entrance gate of Sivebeek Residence.

13.5 Sivebeeck:

13.5.1 Evacuate to the Assembly point situated at Habitat Residence.

13.5.2 The Assembly point is situated at the Main gate of Habitat Residence.

13.6 Habitat:

13.6.1 Evacuate to the Assembly point at Sivebeeck.

13.6.2 The Assembly point is situate at the Entrance gate of Sivebeeck.

13.7 Rolane Court:

13.7.1 Evacuate to Assembly point in Davies Street.

13.7.2 The Assembly point is situated close the Open parking area in Davies Street.

14 EVACUATION PROCEDURES AND ASSEMBLY POINTS ON THE BUNTING ROAD CAMPUS

14.1 Evacuation procedure

14.1.1 When the fire alarm is raised, staff and students on all floors in all buildings will follow the evacuation signage to the emergency exits.

14.1.2 Always use the shortest evacuation route to leave the building through the emergency exit door.

14.1.3 Do not use lifts – only use the staircases and emergency exit routes.

14.2 Assembly points

14.2.1 FADA Building

- 14.2.1.1 Evacuate to assembly point I and assembly point H.
- 14.2.1.2 Assembly point I is situated at the Library parking opposite the primary health offices.
- 14.2.1.3 Assembly point H is situated at student centre parking next to the security hut at the main entrance to the FADA and STH parking.
- 14.2.1.4 In case of an emergency situation at the EGOLI gas plant staff and students will evacuate to the student parking assembly point F area Ibis Street

14.2.2 STH

- 14.2.2.1 Evacuate to assembly point G.
- 14.2.2.2 Assembly point G is situated next to the information centre in front of the main entrance to the campus.
- 14.2.2.3 Alternatively Assembly point H is situated at student centre parking next to the security hut at the main entrance to the FADA and STH parking.
- 14.2.2.4 In case of an emergency situation at the EGOLI gas plant staff and students will evacuate to the student parking.

14.2.3 Campus Director's Office

- 14.2.3.1 Evacuate to assembly point A.
- 14.2.3.2 Assembly point is situated behind the Directors offices.
- 14.2.3.3 Alternatively evacuate to assembly point B Assembly point B is situated at the parking area between Biokinetic parking and the Directors offices parking.

14.2.4 Protection Services offices, Research village and student centre

- 14.2.4.1 Evacuate to assembly point H.
- 14.2.4.2 Assembly point H is situated at student centre parking next to the security hut at the main entrance to the FADA and STH parking.

14.2.5 Block A

- 14.2.5.1 Evacuate to assembly point C.
- 14.2.5.2 Assembly point C is situated between Biokinetic and Con Cowan building.

14.2.6 Blocks B and C

14.2.6.1 Evacuate to assembly point B and C.

14.2.6.2 Assembly point C is situated between Biokinetic and Con Cowan building.

14.2.6.3 Alternatively evacuate to assembly point B

14.2.6.4 Assembly point B is situated at the parking area next to Biokinetic parking.

14.2.7 Block D, F, H

14.2.7.1 Evacuate to assembly point J.

14.2.7.2 Assembly point J is situated in front of J Block next to the pedestrian gate.

14.2.8 Blocks E, G and J

14.2.8.1 Evacuate to assembly point K.

14.2.8.2 Assembly point K is situated on front of J block on the corner of Canary and Annette street.

14.2.9 Block K and Lecture halls

14.2.9.1 Evacuate to assembly point D.

14.2.9.2 Assembly point D is situated between Goudstad flats and Con Cowan.

14.2.9.3 Alternatively evacuate to assembly point I.

14.2.9.4 Assembly point I is situated at the Library parking opposite the primary health offices.

14.2.10 Library

14.2.10.1 Evacuate to assembly point I.

14.2.10.2 Assembly point I is situated at the Library parking opposite primary health offices.

14.2.11 24 Hour study area

14.2.11.1 Evacuate to assembly point I.

14.2.11.2 Assembly point I is situated at the Library parking opposite the primary health offices.

14.2.12 Biokenetic clinic and the gym

- 14.2.12.1 Evacuate to assembly point B.
- 14.2.12.2 Assembly point B is situated at the parking area next to Biokinetic parking.
- 14.2.12.3 Alternatively evacuate to assembly point D.
- 14.2.12.4 Assembly point D is situated between Goudstad flats and Con Cowan.

14.2.13 Impala / Duikers and Sable court houses, Primary health care

- 14.2.13.1 Evacuate to assembly point I.
- 14.2.13.2 Assembly point I is situated at the Library parking opposite the primary health offices.

14.2.14 Con Cowen building

- 14.2.14.1 Evacuate to assembly point B.
- 14.2.14.2 Assembly point B is situated at the parking area next to Biokinetic parking.

14.2.15 Workshop, Old Hospital Flats, Panorama exam venue and sports offices

- 14.2.15.1 Evacuate to Assembly point F.
- 14.2.15.2 Assembly point F is situated in Falcon Str. next to the swimming pool entrance.

14.2.16 Design Café

- 14.2.16.1 Evacuate to assembly point H.
- 14.2.16.2 Assembly point H is situated at student centre parking next to the security hut at the main entrance to the FADA and STH parking.

14.2.17 SA Chefs association

- 14.2.17.1 Evacuate to assembly point G.
- 14.2.17.2 Assembly point G is situated next to the information centre in front of the main entrance to the campus.

14.2.18 Auxiliary services

- 14.2.18.1 Evacuate to assembly point I.

14.2.18.1 Assembly point I is situated at the library parking opposite the primary health offices.

14.2.19 AW Muller and sports ground

14.2.19.1 Evacuate to assembly point L.

14.2.19.1 Assembly point L is situated at the waste area parking.

15 APB RESIDENCES

15.1 Panorama, Horison, Majuba

15.1.1 Panorama, Horizon and Majuba evacuate to assembly point E.

15.1.2 Assembly point E is situated at the Security gate on Katjeepering street.

15.1.3 Alternatively evacuate to assembly point B except Majuba.

15.1.4 Assembly point B is situated at the parking area next to Biokinetic parking.

15.2 BC Court

15.2.1 Evacuate to the assembly point.

15.2.2 Assembly point is situated at the main entrance next to the Security gate.

15.3 Goudstad

15.3.1 Evacuate to assembly point I.

15.3.2 Assembly point I is situated at the Library parking opposite the primary health offices.

16 EVACUATION PROCEDURES AND ASSEMBLY POINTS ON THE KINGSWAY CAMPUS

16.1 Evacuation procedure

16.1.1 When the fire alarm is raised, staff and students on all floors in all buildings will follow the evacuation signage to the emergency exits.

16.1.2 Always use the shortest evacuation route to leave the building through the emergency exit door.

16.1.3 Do not use lifts – only use the staircases and emergency exit routes.

16.2 Library

- 15.1.2 Evacuate to assembly point 1, 7
- 15.1.3 Assembly point 1 is situated opposite Kingsway entrance one north.
- 15.1.4 Assembly point 7 is situated at the fountain.

16.3 Protection Services

- 16.3.1 Evacuate to assembly point 1 and 3.
- 16.3.2 Assembly point 1 is situated opposite Kingsway entrance one north.
- 16.3.3 Assembly point 3 is situated at the A parking east.

16.3 Art Centre

- 16.3.1 Evacuate to assembly point 1 situated opposite the Kingsway entrance 1A north.

16.4 A Ring, Lecture Halls

- 16.4.1 Evacuate to assembly point 3.
- 16.4.2 Assembly point 3 is situated at the A parking east.
- 16.4.3 Ground floor to evacuate to assembly point 3 alternatively assembly point 7.
- 16.4.3 Assembly point 7 is situated at the fountain.

16.5 B Ring, Lecture Hall B (100 and 101)

- 16.5.1 Evacuate to assembly point 6.
- 16.5.1 Assembly point 6 is situated at B parking area.

16.6 C Ring and Lecture hall C

- 16.6.1 Evacuate to point 13.
- 16.6.2 Assembly point 13 is situated between C one Lab and D one Lab.
- 16.6.3 Alternatively evacuate to assembly point 6.
- 16.6.4 Assembly point 6 is situated at B parking east.

16.7 D Ring and Lecture hall D

- 16.7.1 Evacuate to assembly point 13.
- 16.7.2 Assembly point 13 is situated between C one Lab and D one Lab.
- 16.7.3 Alternatively evacuate to assembly point 11.

16.7.4 Assembly point 11 is situated between auxiliary store room and lecture hall E south.

16.8 E Ring, Auditorium and Lecture rooms

16.8.1 Evacuate to assembly point 9 and 11.

16.8.2 Assembly point 9 is situated between student centre and auditorium west.

16.8.3 Assembly point 11 is situated between auxiliary store room and lecture hall E south.

16.9 Student Centre

16.9.1 Evacuate to assembly point 8.

16.9.2 Assembly point 8 is situated at student centre north.

16.9.3 Alternatively evacuate to assembly point 24.

16.9.4 Assembly point 24 is situated next to the fence running along Perth Street (North West).

16.10 C Lab

16.10.1 Evacuate to assembly point 14.

16.10.1 Assembly point 14 is situated at the C parking south.

16.11 D Lab

16.11.1 Evacuate to assembly point 12.

16.11.2 Assembly point 12 is situated at D staff parking.

16.12 B 5 Building

16.12.1 Evacuate to assembly point 4.

16.12.2 Assembly point 4 is situated next to A1 parking north.

16.13 Auxiliary, Transport and Law Faculty

16.13.1 Evacuate to assembly point 5.

16.13.2 Assembly point 5 is situated at the carport parking area next to the fence on the corner of Ditton and University Road south.

16.13.3 Alternatively evacuate to assembly point 4.

16.13.4 Assembly point 4 is situated next to A1 parking north.

16.14 Engineering

- 16.14.1 Evacuate to assembly point 6.
- 16.14.2 Assembly point 6 is situated at B parking east.
- 16.14.3 Alternatively evacuate to assembly point 4.
- 16.14.4 Assembly point 4 is situated next to A1 parking north.

16.15 Magasyn

- 16.15.1 Evacuate to assembly point 19.
- 16.15.2 Assembly point 19 is situated opposite main entrance to Magasyn (east).

16.16 Gardens, central machine room and workshops

- 16.16.1 Evacuate to assembly point 20.
- 16.16.2 Assembly point 20 is situated behind central machine room north.

16.17 Sport Centre

- 16.17.1 Evacuate to assembly point 15.
- 16.17.2 Assembly point 15 is situated at C parking.

16.18 Admin building (Madibeng)

- 16.18.1 Use the escape routes to evacuate to assembly points 1 and 3.
- 16.18.2 Assembly point 1 is situated at the Kingsway entrance 1 north.
- 16.18.2 Assembly point 3 is situated at A parking east.

16.19 West Sport

- 16.19.1 Evacuate to assembly point situated in front of clubhouse next to the score board.

16.20 UJ Stadium (tennis and netball court)

- 16.20.1 Evacuate to assembly point situated on grass next to parking area.

16.21 Astro Hockey

- 16.21.1 Evacuate to assembly point A and B
- 16.21.2 Assembly points A and B is situated on northern side between the trees.

16.22 Cricket Oval

16.22.1 Evacuate to assembly point situated on the western side against fence.

16.23 Kiosk and change rooms

16.23.1 Evacuate to assembly point 6 or alternatively assembly point 4.

16.23.2 Assembly point 6 is situated between rugby club house and kiosk.

16.23.3 Assembly point 4 is situated on B field.

16.24 Orban fields

16.24.1 Evacuate to assembly point situated on the western side against the fence.

16.25 UJ Stadium rugby club

16.25.1 Evacuate to assembly point 1 and 5 alternatively assembly point 3 and 4.

16.25.2 Assembly point 1 and 5 is situated on grass left and right of the grand stand

16.25.3 Assembly point 3 is on the side of the grand stand and assembly point 4 is on the B field

16.26 UJ athletic club

16.26.1 Evacuate to assembly point on grass next to pedestrian gate.

17. APK RESIDENCES**17.1 Student town phase three**

17.1.1 Evacuate to assembly point 17.

17.1.2 Assembly point 17 is situated in the parking area next to the fence along Ditton Road east.

17.2 Student town phase two and Lebone

17.2.1 Evacuate to assembly point 18.

17.2.2 Assembly point 18 is situated opposite Lebone female residence west.

17.3 Afslaan

17.3.1 Evacuate to assembly point 16 and 18.

17.3.2 Assembly point 16 is situated at the C parking north.

17.3.3 Assembly point 18 is situated opposite Lebone residence west.

17.4 Bastion and Melrose Place

17.4.1 Evacuate to assembly point 22.

17.4.2 Assembly point 22 is situated next to gate six Bastion parking south.

17.5 Benjemijn

17.5.1 Evacuate to assembly point 21.

17.5.2 Assembly point 21 is situated at Benjemijn parking area east.

17.5.3 Alternatively to assembly point 23.

17.5.4 Assembly point 23 is situated opposite open grass area at Skoonveld parking close to Perth road.

17.6 Amper Daar Tower Block

17.6.1 Evacuate to assembly point 21.

17.6.2 Assembly 21 is situated at Benjemijn parking area east.

17.7 Skoonveld

17.7.1 Evacuate to assembly point 23.

17.7.2 Assembly point 23 is situated opposite open grass area at Skoonveld parking close to Perth road.

17.8 Kruinsig Tower Block

17.8.1 Evacuate to assembly point 23.

17.8.2 Assembly point 23 is situated opposite open grass area at Skoonveld parking close to Perth road.

17.9 Dromedaris

17.9.1 Evacuate to assembly point 24.

17.9.10 Assembly point 24 is situated next to the fence running along Perth Street (North West).

17.10 Oppierif

17.10.1 Evacuate to assembly point 24.

17.10.2 Assembly point 24 is situated next to the fence running along Perth Street (north west)

17.11 Administration – Residence

17.11.1 Evacuate to assembly point 21.

17.11.2 Assembly point 21 is situated at Benjemijn parking area east.

17.12 Academic Road Houses

17.12.1 Evacuate to assembly point 12.

17.12.2 Assembly point 12 is situated at D staff parking.

17.13 Studentelaan

17.13.1 Studentelaan to evacuate to assembly point 12.

17.13.2 Assembly point 12 is situated at D staff parking south.

17.14 Sophia Town

17.14.1 Evacuate to assembly point A alternatively assembly point B.

17.14.2 Assembly point A is situated at the parking next to the fence and assembly point B is situated on the grass area next to the basement.

18 LAZOR LAB B1 LAB ENGINEERING

18.1 Evacuate to assembly point 4

18.2 Assembly point 4 is situated next to A 1 parking north.

19 EVACUATION PROCEDURES AND ASSEMBLY POINTS ON THE SOWETO CAMPUS

19.1 Evacuation procedure

19.1.1 When the fire alarm is raised, staff and students on all floors in all buildings will follow the evacuation signage to the emergency exits.

19.1.2 Always use the shortest evacuation route to leave the building through the emergency exit door.

19.1.3 Do not use lifts – only use the staircases and emergency exit routes.

19.2 Imbizo Hall and VIP Lounge

19.2.1 Evacuate to assembly point 9 situated between Bram Fischer and Imbizo. Alternatively use assembly point 1.

19.2.2 Assembly point 1 is situated at student parking east.

19.2 TW Kambule

19.2.1 Evacuate to assembly point 7 situated in the open space between library and the Nthato Motlana (Clinic).

19.2.2. Alternatively evacuate to assembly point 10 that is situated behind Enoch Sontonga building.

19.3 Enoch Sontonga

19.3.1 Evacuate to assembly point 7

19.3.2 Assembly point 7 is situated in the open space between library and the Nthato Motlana.

19.3.3 Alternatively evacuate to Assembly point 10

19.3.4 Assembly point 10 situated in front the lecture hall B.

19.4 Library

19.4.1 Evacuate to assembly point 7

19.4.2 Assembly point 7 is situated in the open space between library and the Campus Nthato Motlana.

19.5 Bram Fischer

19.5.1 Evacuate to assembly point 10

19.5.2 Assembly point 10 situated between next to the parking area.

19.6 Robert Sebukwe

19.6.1 Evacuate to assembly point 10

19.6.2 Assembly point 10 is situated next to the parking area.

19.7 Funda u Jabule Primary School

19.7.1 Evacuate to assemble point 1.

19.7.2 Assembly point 1 is situated behind block B.

19.8 Sport centre

- 19.8.1 Evacuate to assembly point 2
- 19.8.2 Assembly point 2 is situated next to the parking area between the sports centre and pavilion.

19.9 Campus Health Clinic (Nthato Motlana)

- 19.9.1 Evacuate to assembly point 8.
- 19.9.2 Assembly point 8 is situated in the open space between the library and the Nthato Motlana.

19.10 Adelaide Tambo

- 19.10.1 Evacuate to assembly point 5.
- 19.10.1 Assembly point 5 is situated across the road behind the academic building and next to the staff parking area.

19.11 Ellen Kuzwayo

- 19.11.1 Evacuate to assembly point 13.
- 19.11.2 Assembly point 13 is situated next to the staff parking area.

19.12 Ukhamba and Kopanong

- 19.12.1 Evacuate to assembly point 4.
- 19.12.2 Assembly point 4 is situated next to SWC Technical Services.

19.13 SWC Technical Services

- 19.13.1 Evacuate to assembly point 3.
- 19.13.2 Assembly point 3 is situated next to entrance of SWC Technical Services.

19.14 Ismail Mohamed

- 19.14.1 Evacuate to assembly point 1.
- 19.14.2 Assembly point 1 is situated next to the Student parking.

19.15 Club House

- 19.15.1 Evacuate to assembly point 2.
- 19.15.2 Assembly point 2 is situated next to the Sports Centre.

20. SWC RESIDENCES

20.1 YMCA

- 20.1.1 On discovering a fire raise the alarm by breaking the glass and use the key to unlock the button.
- 20.1.2 On hearing the alarm evacuate the building by using the emergency exit doors.
- 20.1.3 Follow the evacuation routes.
- 20.1.4 Evacuate to the assembly point situated at the parking area next to the residence.
- 20.1.5 Stay at the assembly point until asked to disperse.

20.2 YWCA

- 20.2.1 On discovering a fire raise the alarm by breaking the glass and use the key to unlock the button.
- 20.2.2 On hearing the alarm evacuate the building by using the emergency exit doors.
- 20.2.3 Follow the evacuation routes.
- 20.2.4 Evacuate to the assembly point situated at the western parking.
- 20.2.5 Stay at the assembly point until asked to disperse.

20.3 HECTOR PIETERSON

- 20.3.1 On discovering a fire raise the alarm by breaking the glass and use the key by unlock button.
- 20.3.2 On hearing the alarm evacuate the building by using the emergency exit doors.
- 20.3.3 Follow the evacuation routes.
- 20.3.4 Evacuate to the assembly point 11.
- 20.3.5 Assembly point 11 is situated next to the parking area in front of the residence.
- 20.3.6 Stay at the assembly point until asked to disperse.

21. EGOLI GAS EMERGENCY PROCEDURES

- 21.1 Based on the type of operations and the substances manufactured at the Cottesloe Egoli Gas plant the University of Johannesburg especially the Bunting road campus need to put in place emergency procedures for the following risks.

- Fire
- Arson
- Terrorism
- Bomb threat
- Gas leaks
- Chemical spillage

21.2 EMERGENCY PROCEDURES

- 21.2.1 The emergency controller or his Deputy from Egoli Gas will inform UJ Protection Services to evacuate.
- 21.2.2 UJ Protection Services will activate the stand alone evacuation alarm system. The high sounders are situated on top of the FADA Building and on top of the roof at K Block.
- 21.2.3 All staff and students need to evacuate to assembly point X that is situated at AW Muller sports field parking area.

21.3 EVACUATION PROCEDURES

- 21.3.1 On hearing the alarm evacuate immediately to assembly point X situated at AW Muller sports field parking area.
- 21.3.2 Staff and students need to switch off all cooking apparatus.
- 21.3.3 Staff and students need to close off all hot work apparatus and gas lines in use.
- 21.3.4 HOD and Supervisors need to ensure that all staff and students evacuate to the assembly point. Lock all offices where possible.
- 21.3.5 Protection Services, Safety Practitioner, Fire Marshalls, First aiders and Health and Safety Representatives need to assist with the evacuation.
- 21.3.6 Protection Services need to close all turnstiles and entrances at Gloria Sekwena entrance gate, Canary Str entrance gate, Katjeepering entrance gate and AW Muller entrance gate.
- 21.3.7 The Emergency Controller or his Deputy of Egoli Gas will give UJ Protection Services the all clear sign.
- 21.3.8 Protection Services will inform the Safety Practitioner of APB that the risk has been eliminated.
- 21.3.9 The Safety Practitioner will inform staff and students accordingly.

21.3.10 Protection Services will re-open all entrance gates and turnstiles.

21.4 CASUALTIES

21.4.1. The Emergency Operations plan and the Triage Plan will be implemented.

21.4.2 For the purpose of an Egoli Gas incident, the AW Muller stadium will be utilized as the Triage zone. Professional nursing staff will where possible, respond to the scene with emergency care bags. The Head: Occupational Health Practice or the Head: Primary Healthcare will summons the emergency care service provider (Netcare911) immediately. Depending on the nature and scope of injuries, the Gauteng Emergency Medical Services will be contacted in addition.