



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES
**OFFICE OF OCCUPATIONAL HEALTH, SAFETY AND
THE ENVIRONMENT, C/O Division of Facilities Management**
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ENGINEERING LECTURE THEATRE 1 EMERGENCY BRIEFING

The University of the West Indies places high priority on preserving your health and safety. Please give me your attention for a few moments as I outline the emergency procedures to be followed at today's event.

This building is equipped with a fire alarm system and in the event of an emergency the alarm will sound. Please note that we have no planned drills for today, so if the alarm sounds, we will treat it as a real emergency.

Once the alarm has sounded, please calmly make your way through one of the exits. This lecture theatre has five exits, two to the front of the theatre, to my left and right, one at the middle of the room, directly at the front of me and two to the sides of the room. These two exits are labeled as emergency exits. Please open the emergency exit doors **ONLY** if the alarm sounds. Once they are opened the central air conditioning system and elevators throughout the building will automatically shut down.

Once outside the theatre, please make your way to the muster point which is at the back of this building (west of your present location on the field). Please stay at the muster point and await further instructions.

In the event of an earthquake, please stay calm, there are no tables under which we can duck, cover and hold, please look out for falling debris. Once the shaking stops, please exit the building in a calm and orderly manner and assemble at the muster point where you will receive further instructions.

THANK YOU