SECTION 4 : EMERGENCY PROCEDURE
While in operation, the laser cutters should always be monitored. Laser cutting is essentially burning material in a controlled manner, fires can occur. This is a serious risk that can harm yourself, others and the equipment. In the event of a fire, the correct procedure is as follows.

1. **HIT THE EMERGENCY STOP BUTTON**
   The (red) emergency stop button is located below the laser cutter’s control panel on the bottom right hand side. Pushing this button will stop the laser firing. This will not turn the machine off.

2. **ENSURE THE LASER MACHINE LID IS NOT OPENED**
   Opening the lid of the laser may cause a fire to intensify as it feeds oxygen to fuel the fire.

3. **TURN THE EXTRACTION OFF**
   If you need to turn the extraction OFF during an emergency, you must communicate with others who are laser cutting immediately, and inform them that you will be turning the extraction off. Everyone must stop their laser cutting job whilst the extraction is off.

4. **IMMEDIATELY INFORM STAFF**
   If you cannot contain a fire or find workshop staff you must call 99032211 for Monash Security on the phone located in the laser area or call 000 and exit the workshop immediately.

Note, fires can often be avoided by following the correct laser cutting procedure. Always ensure you are; only cutting suitable materials using the appropriate settings and watching your laser cutting job at all times. If something strange is occurring (excessive smoke, laser not firing, etc.) pause your laser cutting job and ask one of the technical staff for some assistance. It is never a good idea to continue cutting and ignore a possible fault in the machine or erroneous conduct on your part. Mistakes can happen, but can be easily rectified if identified early on.

During the practical demonstration you will be able to observe the procedure in person and identify the components listed below. Please do not hesitate to ask questions to the staff member conducting the demonstration.