Trial Evacuations Procedure
Clayton

1. Inform Fire Control Room and Security
Email the Fire Control Room one day prior to trial evacuation: fire-control-clayton@monash.edu
Contact Security before running the trial by picking up the red phone and pressing the Inform Security button, or use an internal phone and call 9905 3333.
Make sure you provide your name and building number.

2. Turn system to manual
Turn the key on the EWIS from Auto to Manual.

3. Alert building occupants
Press the All Alert button. You will hear the beep, beep alarm. Let it run for 15 seconds.
Press the All P/A Speech button. Hold down the talk button on the P/A microphone and make the following announcement:
"Your attention please, an evacuation drill is about to commence. Prepare to evacuate the building on the evacuation alarm. Follow the directions of the floor wardens and proceed to the assembly point."

4. Wardens Intercommunication Point manned
The Floor Warden will attend their WIP and activate their switch, which will turn their Warden Present Light on. When the Warden Present light is on, press the corresponding Zone Manned button.

5. Evacuate building
After the alert alarm has run for a total of 90 seconds, press the All Evacuate button. You will hear the whoop, whoop alarm. Wait 15 seconds. Then make second announcement using the P/A:
"Please evacuate the building"

6. Floors cleared
When the Floor Wardens have cleared their area they will deactivate their switch, which will turn off the Warden Present light. When the Warden Present light turns off from a previously manned area, press the corresponding Zone Cleared button.

7. Building cleared
Once the building has been evacuated, turn off the All Evacuate alarm by pushing the button again.
"The Building is cleared. Thank you for your assistance. You may now return to the building."

8. Return system to auto
Turn the key from manual to auto.
1. Inform Security
2. Turn system to manual
3. Alert building occupants (PA)
4. Warden Present Light
5. Evacuate building (PA)
6. Floors cleared (Zone Cleared)
7. Building cleared (PA)
8. Return system to auto
9. Wardens ready (Zone Manned)
10. Evacuate building (All Evacuate)
11. Alert building occupants (All Alert)