

CPUT

Emergency Procedures

creating futures



Cape Peninsula
University of Technology

BELLVILLE CAMPUS

Symphony Way, Bellville
PO BOX 1906
Tel +27 21 959 6911
BELLVILLE
7535

DISTRICT SIX CAMPUS

Keizersgracht, Cape Town
PO BOX 652
Tel +27 21 460 3911
CAPE TOWN
8000

GRANGER BAY CAMPUS

Beach Road, Mouille Point
PO BOX 652
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CAPE TOWN
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MOWBRAY CAMPUS

Highbury Road, Mowbray
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Tel +27 21 680 1500
CAPE TOWN
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WELLINGTON CAMPUS

Jan van Riebeeck Street,
Wellington
PRIVATE BAG X8
Tel +27 21 864 5200
WELLINGTON
7654

Enquiries:

086 123 2788 (086 123 CPUT)

CAMPUS CONTACT DETAILS

24 HOUR EMERGENCY SERVICES

SERVICES	DISTRICT SIX	BELLVILLE
Campus Protection Services	021 460 3122	021 959 6403
Health Clinic	021 460 3405	021 959 6403
Ambulance	10177	
City of Cape Town General Emergency	107 / 112	
ER24	084 124	
Fire and Rescue Services	021 444 8963	
Police	10111	
Christian Barnard Memorial Hospital	021 480 6111	
Groote Schuur Hospital	021 404 9111	
Tygerberg Hospital	021 938 4911	
GBV Helpline	0800 428 428	
Poison Information Centre	0861 555 777	
National Emergency	112	
SHE Unit	021 460 3700 / 065 927 8347	021 959 8619 / 065 927 5829

Business details for emergencies

ORGANISATION

Cape Peninsula University of Technology

STREET ADDRESS

Symphony Way
Bellville

POSTAL ADDRESS

PO Box 1906

AREA CODE

Bellville: 7535

CITY/ TOWN

Cape Town

PROVINCE

Western Cape

ENQUIRIES

021 959 6911
021 460 3122

EMERGENCY CONTACT LIST

VERBAL THREATS, EVACUATION ANNOUNCEMENT

STEP 1



REMAIN CALM

Note any threats received

STEP 2



**CONTACT THE EMERGENCY
COORDINATOR**

Contact any team member on duty

STEP 3



ADHERE TO ALL INSTRUCTIONS

Do not argue or take your own line of action

STEP 4



EVACUATION ANNOUNCEMENT

If you are instructed to issue an evacuation announcement, use the following message:

ATTENTION!

All occupants of this building.

The emergency team has reason to believe that the security of this building and its occupants has been breached.

All occupants are instructed to follow the procedure in accordance with CPUT emergency policy.

All visitors are to please stay in the company of an employee.

(This statement is made three times at 30-second intervals)

EMERGENCY PROCEDURES

- **Every employee** must familiarise themselves with the emergency evacuation plan displayed on each floor.
- **Leave the premises as soon as the alarm sounds.** React promptly to the evacuation alarm – it may be legitimate.
- **2.5 minutes is the average time** for everyone to reach their place of safety.
- **Close all doors and windows.** This will reduce the spread of fire, smoke and heat.
- **Switch off all electrical appliances** at the wall sockets.
- **Proceed** in an orderly manner.
- **Collect** personal belongings.
- Adhere to the **fire marshal's instructions.**
- **Use the evacuation route on the floor plan** placed at the entrance of each floor to evacuate the premises.
- **Assist disabled persons** to evacuate the premises safely.
- **Do not proceed up the stairs** (to a higher floor) because smoke and gas rises.
- **Report to the assembly point** as soon as you evacuate the premises.
- **Report to the person** taking the roll call/ keeping track of survivors and missing persons.
- Inform the person in charge of **any missing** people.

AVOID

× Cluttering doorways

× Hindering floor wardens, fire officers, security officers

× Re-entering the building until authorities do so

× Entering a building while the alarm is sounding

***DO NOT USE LIFTS
TO EVACUATE!***

EVACUATION GUIDELINES | GENERAL EVACUATION

MEDICAL INCIDENT



Personal injury

- **Contact the nearest First Aid responder** in the building.
- **Do not move the patient** if the injury is serious.
- Send the injured person to the Campus Clinic if necessary (during business hours only).
- **Inform your supervisor.**
- Ensure that an **injury on duty report** form is completed.
- Prompt your supervisor to **call for the ambulance** if the injury is serious.
- Send someone to **phone security.**
- Inform the **SHE unit.**

FIRE



- Upon discovering the fire, **report it to the campus protection services**, who will report it to the emergency services unit.
- When the alarm (siren) sounds, **commence with the evacuation drill.**
- Ensure that the your **office windows and doors** are closed.
- Ensure that you have all your **personal belongings.**

BOMBS, EXPLOSIONS

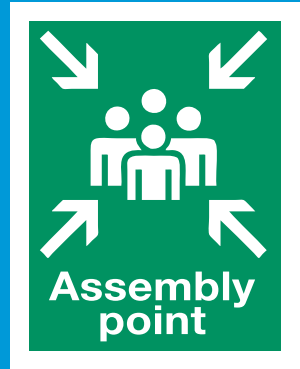


- The alarms will sound – staff members are to be evacuated immediately.
- Open windows and doors.
- Wait in the passage doorways until an emergency team member passes, report your area, make sure the office is clear.
- Should you find a suspicious item or package, do not touch it. Report it to reception immediately and alert an emergency team member.

ASSEMBLY POINT

± 10 meters away from the building where you see this sign

- Report to the relevant person taking roll call.
- Remain at the assembly point.
- Report injuries to the emergency team at the start of each shift.
- An announcement will be made when it is safer to leave the assemble point.



REORGANISATION

Staff

Ensure that employees who may have been injured or affected by the incident have been taken care of and/ or relocated. Liaise with the South African Police Services (SAPS) regarding the next of kin of any reported casualties and the medical facility they have been taken to.

Debrief

Debriefs will take place after each incident and will involve all intervening organisations that were involved in the incident. This serves to identify any possible problem areas and will invite changes to the emergency plan or procedures.

Equipment

Replace service equipment damaged during the incident.

Return to your offices once the building has been declared safe/ proceed home after an instruction to do so.



FLOOR PLANS

Placed at the entrance of each and every floor