EMERGENCY EVACUATION PROTOCOL

Step 1: Pay attention to the notification from the alarm system. While learning at RMIT, you may hear alerts from the public announcement system around the campus when there is instruction or notification requires your attention. Please note that evacuation is not always the case.

Step 2: In case of evacuation requested by the announcement system, you are required to immediately stop all activities and quickly walk out of the area toward the nearest assembly point. You shall be assisted by student aid, or floor wardens or security guards.

Step 3: In case of emergency, all exit doors shall be released and ready to be opened. If the exit door cannot be opened, press the emergency button nearby.

Step 4: Gather at assembly points, stay calm, and wait for an official announcement. These assembly points are located outside the building. The determined assembly points at our campus as the following:

* At Sai Gon South campus: there are 06 points including:
	+ One near the AB2 canteen (between parking 1 and building AB2.
	+ One opposite the canopy from the parking side.
	+ One between the basketball court and Nine restaurant.
	+ One between building AB1 and building 8.
	+ One at the right and one at the left of building 10.
* At Ha Noi campus: 04 locations at 04 sides of the building.
* At Da Nang Center: 01 point only located directly across from the center on Ly Thuong Kiet Street

Remember important notes during the evacuation process:

* DO NOT run. It may cause panic and other incidents.
* DO NOT collect unnecessary belongings. It will delay your evacuation and will make you lose the best opportunity to move out.
* DO NOT use the lift. The electrical system might be shut down so that you can be stuck inside the lift.
* DO NOT take pictures or video. It can distract you and slow you down, potentially putting yourself and others at risk or causing an obstruction to the evacuation route.
* DO NOT go against the current evacuation flow. It can cause chaos and collision.
* Stay calm during the evacuation process. It will make us do the right decisions.
* Follow instructions at the assembly points.
* Call wardens or security guards for help if necessary. This includes situations where you need assistance, rescue, or medical attention.
* Only return to your location after the official announcement. To ensure that your location is safe to re-enter.