

APPENDIX H: *Resident Information*

(Could be included in the Home Owners' Manual)

ON DISCOVERING A FIRE



Remove persons from immediate danger

Alert nearby residents and members of the public. Call 000.

Confine fire and smoke. Close windows and doors (if safe).
Control the fire (if safe to do so).

Evacuate.



Do not use lifts!

RESPONSIBILITY OF RESIDENTS

The responsibilities of residents during an emergency may include:

- ~ conducting an orderly evacuation to a safe place of assembly;
- ~ assisting the Emergency Services by providing information;
- ~ operating portable fire-fighting equipment if it is safe to do so.

Sequence of Evacuation:

The sequence of evacuation will be:

- the fire affected area;
- areas adjacent to the fire affected area;
- additional areas above and below the affected area which may need to be evacuated if circumstances warrant or if directed by the Emergency Services.

All Clear

Residents should not return to the Complex until notified by a person in authority from the relevant Emergency Service who will give the 'All Clear' that it is safe to do so.

RAISING AN ALARM

If a fire or other emergency occurs in your building an alarm can be raised by:

- dialling the Emergency Services on 000.
- alerting the Building Manager and informing him of the type and location of the emergency.



IF AN EVACUATION IS REQUIRED

If an evacuation is required you should:

- i. commence evacuation of your apartment.
- ii. conduct a final check of all areas of your apartment to ensure it is clear of occupants.
- iii. proceed via the designated emergency exits directly to the EMERGENCY ASSEMBLY AREA.
- iv. use the Fire Stairs. DO NOT USE A LIFT.
- v. advise the Senior Officer or Chief Warden that your area has been evacuated.
- vi. remain in the Assembly Area until the 'All Clear' is given, by the Emergency Services, to return to your apartment.

Under no circumstances should a resident return to their apartment unless advised by a member of the responding Emergency Service that it is safe to do so.

THE FIRE ALARMS IN YOUR BUILDING

The **ALERT ALARM (beep-beep-beep)** will operate automatically when a detector is activated. Upon automatic activation it will proceed to the Evacuation Alarm following a pre-determined duration.

The alert alarm signals that you should start preparing for evacuation.

On hearing the **EVACUATION ALARM (whoop-whoop-whoop)** all occupants should commence evacuation in an orderly manner, following the designated egress paths to the Emergency Assembly Area.

Do not enter a smoke-filled space as smoke is toxic.

IF IN DOUBT, COMMENCE EVACUATION.

PERSONS WITH A DISABILITY

A person with a disability in a fire affected area should be guided to a safe holding area with a responsible person remaining with them to provide comfort and reassurance.

A suggested safe place might be the landing in an emergency exit stairwell.

Where practicable, an up-to-date register of all residents with a disability should be maintained and kept in a place readily accessible by the Building Manager and Emergency Services.

MOVEMENT OF MOTOR VEHICLES DURING AN EMERGENCY

Motor vehicles should be prevented from leaving the Complex during an emergency. This is to ensure that Emergency Service vehicles are not obstructed in any way.

Vehicles may be removed from the car park once approval is given by the attending Emergency Service.

FIRE PREVENTION

Fire prevention is the responsibility of all building occupants.

ALL residents should be acutely aware of the need to avoid dangerous practices and the danger to life and property in the event of a fire getting out of control.

Residents should be encouraged to notify the Body Corporate / Management of such hazards as:

- Any accumulation of litter which may increase the danger of fire;
- Incorrect storage of flammable liquids and/or chemicals;
- Any furniture, decoration, equipment or any other item that might impede access to an emergency exit;
- Missing, defective or discharged fire extinguishers;
- Defective emergency warning system;
- Any fire or smoke doors that are not kept shut (except during use);
- Any self-closing door mechanism which is not operational;
- Any obstructions or stored items in emergency exits or passageways;
- The storage of any article in the fire hose reel cupboard.

All residents should be encouraged to observe the greatest of care when using matches, portable heaters, electrical appliances, candles and other sources of ignition. Their immediate area and/or surroundings should be kept neat and tidy.

FIRE EXTINGUISHERS

If it is safe to do, remember the following when using a fire extinguisher:

- Do not panic. Try to remain calm and think clearly.
- Warn everyone in the immediate vicinity.
- Ensure someone has alerted the Fire Brigade by dialling 000.
- Determine the type of fire and exact location.
- Select correct type of extinguisher. If in doubt, READ THE INSTRUCTIONS.
- Be sure you know how to use the extinguisher. (See PASS below.)
- Have another person ready to support you with a second extinguisher.
- Where possible, keep the doorway at your back or behind you.
- Keep low to avoid the hazards of smoke.
- Remain at a safe distance from the fire. Start no closer than 2 metres away from the fire source.
- Direct the extinguishing agent at the base of the fire...not at the flames or smoke.

REMEMBER:

- | | |
|----------|---|
| P | Pull the pin of the extinguisher. |
| A | Aim low, pointing the extinguisher nozzle at the base of the fire. |
| S | Squeeze the handle. |
| S | Sweep from side to side at the base of the fire until the fire is extinguished. |

FIRE HOSE REELS

Residents should know the location and method of operation of any installed fire hose reel. Remember the following when using a fire hose reel:

- DO NOT use on electrically sourced fires! Water can conduct electricity.
- Whenever possible, two people should be used to roll out a hose reel. One person will control the nozzle and the other person will ensure that the hose runs freely and is not caught around doors or corners.
- Remember to turn on the water supply at the reel before running out the hose.
- Check the water is capable of being turned on and off at the nozzle.

FIRE BLANKETS

Fire blankets may be used on fires involving flammable liquids in cooking containers or containers such as deep fryers.

Remember the following when using a fire blanket:

- Pull down on the two white tabs to release the blanket from its red cover.
- Hold in upright position and protect your hands.
- Carefully cover the burning object with the blanket.
- Turn off the heat source eg gas or electricity.
- Leave blanket in place until cool and the fire is definitely out.
- Contact the Fire Brigade.

KITCHEN FIRES

Kitchen areas pose high risks of fire as high flames or heat used in food preparation may cause fires. Special considerations are necessary:

OVEN FIRE

To extinguish an oven fire:

- Raise alarm in the local area;
- Ensure the oven door is closed;
- Turn off power if safe to do so;
- Use a CO₂ or Dry Chemical extinguisher or fire blanket.

RANGE TOP FIRE

To extinguish a range top fire:

- Raise alarm in the local area;
- Ring the Fire Brigade on 000;
- Turn off power if safe to do so;
- Use a CO₂ or Dry Chemical extinguisher or fire blanket.

Approach fire while discharging extinguisher or carefully place a fire blanket over the fire. (See previous Fire Blanket Instructions.)

OTHER EMERGENCY SITUATIONS:

YOUR CLOTHING CATCHES ON FIRE

- Act immediately.
 - Stop where you are.
 - Drop to the ground and cover your eyes and mouth with your hands.
 - Roll over and over until the flames are extinguished.
- “Stop, Drop and Roll”

Another person's clothing is on fire

- Make them STOP, DROP and ROLL.
- If the person is unable to drop to the ground then use a fire blanket, towel, wool blanket or jacket to smother the flames.

PRESENCE OF SMOKE “Get down low and go, go, go!”

- Smoke is dangerous and can be very toxic.
- Smoke rises towards the ceiling leaving cooler, cleaner air close to the floor.
- Use an alternate exit if available to avoid going through smoke.
- Get down low on your hands and knees and exit as quickly as possible.

BURNS “Cool a burn”.

- Treat a burn with cool water for 10-15 minutes.
- Get medical help immediately for serious burns.

**KNOW YOUR
EMERGENCY
PROCEDURES**

**Raise the alarm:
Ring 000**

- Discuss the Emergency Procedures with your family.
- Ensure everyone knows the location of the Emergency Assembly Area and how to get there.
- Know the location of your nearest fire-fighting equipment and how to use them.