

IN CASE OF FIRE

- R. REMOVE PEOPLE** from danger. Do not re-enter the area until directed by fire and rescue personnel.
- A. ALERT** people in the immediate area.
Set of the Alarm, Call the Fire and Rescue - **000**.
- C. CONFINE FIRE & SMOKE** by closing doors and windows. Check toilets and other confined areas for stragglers.
- E: EXTINGUISH** or control fire if safe to do so. Evacuate people & do a roll call if necessary.
Move everyone to the assembly point; supervise if necessary.
Notify the fire and rescue persons of any people not accounted for. Provide first aid or attend to those in need.

FIRE EXTINGUISHER OPERATION

- Stand well back from the fire (3m).
- Always face the fire with your back to a clear doorway.
- Work in pairs.
- Use the PASS method.
 - P – Pull the pin
 - A – Aim at the edge of the fire
 - S – Squeeze the handle
 - S – Sweep the fire
- As the fire diminishes, slowly move closer towards the fire staying 1M away.
- Location of fire extinguisher is marked on the accommodation plan with a ▼

EVACUATION PROCEDURE

- Follow instructions from the Senior or Fire Officer on duty.
- Leave immediately through the doorways noted on the Accommodation plan.
- If the doorway leading to the Building Exit is on fire, try the other end exit, where possible. If that is also on fire, wait for assistance to vacate safely, where possible.
- Move quickly; do not run.
- Report to the designated **Assembly Point**
- Wait here until the “all clear is given”,
- If injuries are sustained, notify Fire Officer/Fire Warden.
- Advise Fire Officer/Fire Warden if anyone is missing.



Bettong Building - Room 10

