Emergency Procedures: Fire

Person Discovering the Fire

In the event of a fire, the person discovering the fire should:

- Remove themselves and others from the immediate danger area.
- Alert others (initiate evacuation) by calling 000 or the Campus Emergency Number or activate break glass alarm.
- Confine fire and smoke by closing doors and windows (if safe)
- Evacuate the area using all available exits.

Remember:

- Do not fight the fire unless trained to do so.
- If applicable, turn off ignition sources and gas.
- Do not to use lifts in the event of a fire evacuation.
- Leave the area by the nearest safe exit and proceed to the nearest safe assembly area.

Area Warden:- ________________________________ Extension No:- ______
Deputy Area Warden:- ________________________________ Extension No:- ______
Warden:- ________________________________ Extension No:- ______
Assembly area:- ________________________________

Campus Emergency Numbers
Southern Campus: 6226 7600
Northern Campus: 6324 3336