



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.
- Notify **Area Warden, ring Security Control Room** 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:- _____

SECURITY CONTROL ROOM
Southern Campus – 6226 7600
Northern Campus – 6324 3336