



W Y C H B U R Y

Emergency Evacuation Procedure

IF YOU DISCOVER A FIRE OR YOU ARE ALERTED TO A FIRE BY THE ALARM SYSTEM

1. Raise the alarm immediately to other occupants of the unit by shouting “Fire! Fire!”
2. Help others in the unit to evacuate to the stairs. Ensure the door to the unit is closed behind you.
3. Do **NOT** use lift.
4. Ensure Fire Brigade is notified by dialing 000. Clearly state the premises (5 Manning Street, Potts Point) and NATURE OF EMERGENCY (fire, smoke, etc).
5. Leave lights on. **LEAVE IMMEDIATELY** by the main stairs. Move quickly but **DO NOT RUN**.
6. Assist those in the unit and other occupants where you can.
7. Assemble as a group on the corner of Manning Street and Tusculum Street, past Tusculum House, so as not to obstruct brigade activities.
8. Stay at the assembly point and **DO NOT** re-enter the building until the “**ALL CLEAR**” is given by the Fire Brigade officers.
9. Fire extinguishers or fire blankets are only to be used to fight the fire if it is safe to do so.



FIRE FIGHTING

- I. If a fire is discovered then an attempt to extinguish the fire should be made **ONLY**:
 - If occupant has received training.
 - If the conditions permit.

Remember the rules of **R.A.C.E.**

R	=	Remove persons from danger
A	=	Alert others
C	=	Confine the fire by closing doors
E (i)	=	Evacuate
E (ii)	=	Extinguish if safe to do so

“KEEP YOUR BACKSIDE COOL” by always having an escape route.

2. Under **NO** circumstances should anyone place themselves in an unsafe position.
If doubts exists- **BE SAFE; DON'T STAY.**

HOUSE KEEPING POLICIES

For the purposes of fire safety, the following requirements are to be adhered to by all building occupants:

- (a) Smoking is prohibited in common areas of the building, in particular the stairs/lift, entry lobby and unit lobbies.
- (b) Common areas, notably the stairs/lift, corridors and lobby of the building, are to be kept clear of rubbish and combustible items. Flammable liquids or materials are not permitted to be stored in these areas.
- (c) Doors to units and other rooms opening into the common areas of the building are to be kept closed. They **must not** be chocked open, blocked open or locked in the open position at any time.
- (d) When moving into or out of the building, items are not to be left unattended where they may pose an obstruction to evacuating occupants.
- (e) Incidents involving the discharge or accidental discharge of fire extinguishers are to be reported to building management, so that this equipment may be recharged.
- (f) It is the responsibility of residents to alert guests to the above requirements and evacuation procedures of the building.

Adhering to the above requirements will ensure that an optimum level of fire safety is maintained in the building and that occupants can evacuate safely in the event of an emergency situation.