

## Example of Fire Action Notices – Multi-Use Building (normally A4 to achieve required text size)

In a building such as this where there are differences with the procedure (and therefore notices) in different areas, examples of the differencing notices should be uploaded as part of the application.

Ground floor example:

**FIRE ACTION NOTICE**

**IF YOU DISCOVER A FIRE**

SHOUT 'FIRE, FIRE, FIRE' AND ACTIVATE THE FIRE ALARM TO WARN OTHER OCCUPANTS  
DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE

**WHEN WARNED OF A FIRE IN THIS BUILDING**

LEAVE THE BUILDING IMMEDIATELY USING THE NEAREST EXIT

THE MAIN ENTRANCE AT THE FRONT OF THE BUILDING IS THE PRIMARY EXIT WITH AN ALTERNATE EXIT THROUGH THE REAR SERVICE AREA AS MARKED WITH 'EXIT' SIGNS

ASSEMBLE NEXT DOOR IN PHANTOM PARK

IF YOU REQUIRE ASSISTANCE TO EVACUATE, INFORM A STAFF MEMBER FROM THE BUSINESS YOU ARE VISITING

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FIRE EXTINGUISHERS ARE LOCATED BESIDE THE ENTRANCE TO EACH STAIRWELL

Upper floor apartment example:

**FIRE ACTION NOTICE**

IF THE SMOKE ALARM SOUNDS IN YOUR APARTMENT IMMEDIATELY CHECK THE SOURCE OF THE ACTIVATION, IF IT IS A FALSE ALARM FOLLOW THE RESET PROCEDURES

**IN THE CASE OF A FIRE**

SHOUT 'FIRE, FIRE, FIRE' AND ACTIVATE THE FIRE ALARM TO WARN OTHER OCCUPANTS  
DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE

**WHEN WARNED OF A FIRE IN THIS BUILDING**

LEAVE THE BUILDING IMMEDIATELY USING THE NEAREST STAIRS – DO NOT USE THE LIFT

THE STAIRWELL TO THE MAIN FOYER IS THE PRIMARY EXIT WITH AN ALTERNATE EXIT VIA THE REAR STAIRWELL, BOTH MARKED WITH 'EXIT' SIGNS

ENSURE ALL VISITORS TO YOUR APARTMENT WHO REQUIRE ASSISTANCE ARE HELPED FROM THE BUILDING AND CHECK IF NEIGHBOURS REQUIRE ASSISTANCE TO EVACUATE

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FIRE EXTINGUISHERS ARE LOCATED BESIDE THE ENTRANCE TO EACH STAIRWELL

## Example of Training Document - Multi-Use Building

# APARTMENT FIRE EVACUATION TRAINING/UPDATE

## PHANTOM COMPLEX

### RESPONSIBILITIES

Every occupier of Phantom Complex must abide by the evacuation procedures and participate in the regular trial evacuations. A full copy of the Evacuation Scheme has been provided to every apartment.

All occupants must ensure stairwells and exit ways are kept clear at all times.

Apartment occupiers are each responsible for the clearance of their own apartments during an evacuation, including any visitors. Assistance should be provided to anyone evacuating from your floor as required to meet individual's personal needs. Check if neighbours require assistance during an evacuation.

At any time during the year if it is identified that someone in your apartment may require assistance to evacuate this should be reported to the Building Manager immediately so that a plan can be made regarding how assistance will be provided.

### APARTMENT SMOKE ALARMS

Each apartment is fitted with individual smoke alarms that are not connected to the building alarm system. **If your smoke alarm is activated, you must immediately identify the source of the activation.** If the cause is easily controlled (e.g. burnt toast) you must reset your smoke alarm and take steps to dissipate the smoke – use extractor fan or outside window, DO NOT vent smoke into the hallway outside your apartment as this may cause the building fire alarm to activate.

If the cause of the activation is not easily controlled, **or you are unable to identify the source**, you must activate a fire alarm call point (located in the hallways) and proceed to evacuate the building.

### PERSONS WHO REQUIRE ASSISTANCE TO EVACUATE

In addition to assisting anyone from your own apartment, if it has been arranged that you will assist other occupants on your floor, this should occur before you leave the building – do not go back inside once you have evacuated.

### REPORTING TO THE PLACE OF SAFETY

Always evacuate using one of the stairwells marked by green EXIT signs. Do not use the lifts to evacuate. Once outside the building all occupants are to proceed to **Phantom Park**, outside the Restaurant on Phantom Terrace and report that their area is clear to the Chief Fire Warden.



### Apartment Fire Evacuation Acknowledgement *(must be returned to the Building Manager)*

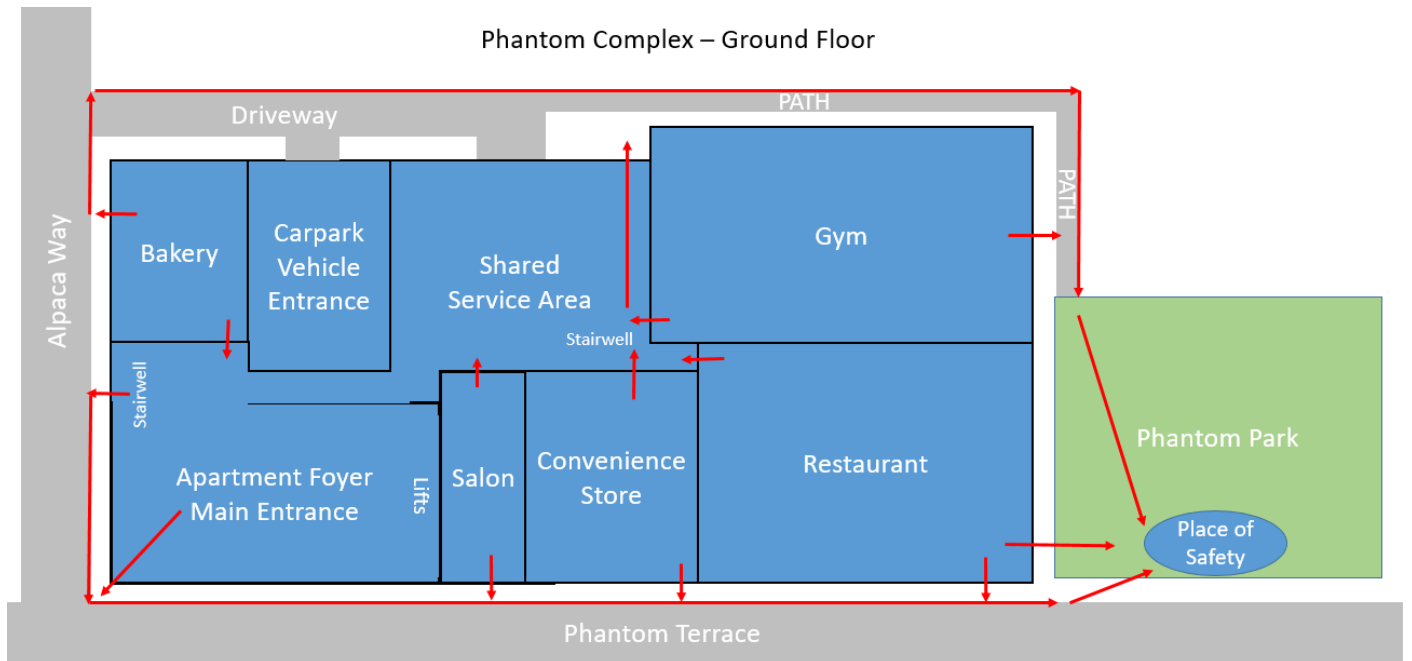
I, ....., the resident of apartment number ....., have read and understood the Fire Evacuation Procedures for this building and occupant responsibilities.

- I have ensured that everyone in my apartment is also familiar with the procedures.
- We are capable of evacuating all occupants of our apartment and providing assistance to any visitors and neighbours who may require it.
- As previously arranged we agree to providing assistance to the occupant/s located in apartment number .....

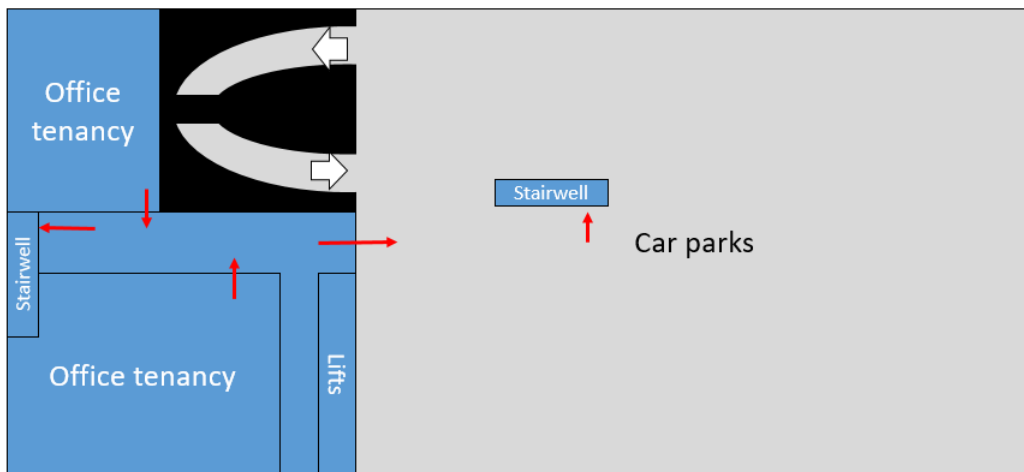
Signature: .....

Date: .....

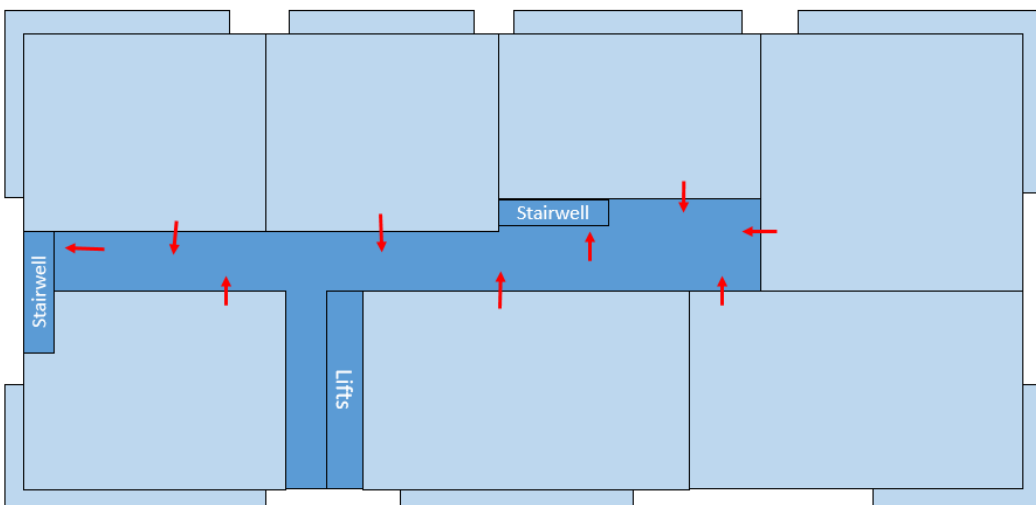
# Example of Site Map - Multi-Use Building



## Phantom Complex – Level 1 (Offices / Car park)



## Phantom Complex Levels 3 – 6 (Apartments)



## Example of Evacuation Scheme Document - Multi-Use Building

# FIRE EVACUATION SCHEME

## PHANTOM COMPLEX



### RESPONSIBILITIES

Every occupier of Phantom Complex must abide by the procedures detailed within this plan and participate in the regular 6 monthly trial evacuations.

All occupants must ensure stairwells and exit ways are kept clear at all times.

### RETAIL AND OFFICE TENANCIES

Retail and Office tenancies must each appoint a **Fire Warden** who will take responsibility for ensuring their tenancy is cleared during an evacuation. Tenancies must also appoint one or more **Assistant Wardens** as needed to ensure an evacuation of their tenancy will be safely achieved within a reasonable time.

Retail and Office tenancies are also responsible to ensure that any person who may require assistance to evacuate is assisted from the building safely. If on upper floors the lifts must not be used, evacuate via one of the stairwells.

Tradespeople or other regular visitors to their business (such as sales reps) must also be made aware of the evacuation procedures.

### APARTMENT OCCUPANTS

Apartment occupiers are each responsible for the clearance of their own apartments during an evacuation, including any visitors. Assistance should be provided as required to neighbours and other occupants on the same floor.

### APARTMENT SMOKE ALARMS

Each apartment is fitted with individual smoke alarms that are not connected to the building alarm system. **If your smoke alarm is activated, you must immediately identify the source of the activation.** If the cause is easily controlled (e.g. burnt toast) you must reset your smoke alarm and take steps to dissipate the smoke – use extractor fan or outside window, DO NOT vent smoke into the hallway outside your apartment as this may cause the building fire alarm to activate.

If the cause is not easily controlled, **or you are unable to identify the source,** you must activate a fire alarm call point (located in the hallways) and proceed to follow the evacuation procedures.

## PLACE OF SAFETY

In the event of an evacuation, all occupants are to proceed to **Phantom Park**, outside the Restaurant on Phantom Terrace.

## PERSONS WHO REQUIRE ASSISTANCE TO EVACUATE

Every tenant has a responsibility to provide the required level of assistance to anyone visiting their part of the building. Fire Action Notices encourage anyone who may need assistance to inform you so that you can plan in case an evacuation is required while they are in the building.

If it has been arranged that you will assist other occupants on your floor, this should occur before you leave the building – do not go back inside once you have evacuated.

Assist anyone who clearly needs assistance while you are evacuating.

If on upper floors DO NOT use the lifts during an evacuation, evacuation must take place via the two stairwells.

## MANAGING THE EVACUATION

The **Chief Fire Warden** will take overall responsibility during an evacuation, including reporting the status of the fire and the evacuation to the arriving firefighters. The Chief Fire Warden role will be filled by either the **Duty Building Manager** (weekdays, 7am – 8pm) or the **Duty Building Security Warden** (at all other times).

## PROCEDURES/ROLES RELATING TO FIRE EVACUATIONS.

### ALL BUILDING OCCUPANTS

If you discover a fire:

- Warn anyone in the immediate area
- Operate the nearest fire alarm call point
- **Call 111 from a safe phone** to alert Fire and Emergency
- Proceed to evacuate the building assisting others as required
- **Report to the Chief Fire Warden** at the place of safety in Phantom Park to pass on any known details about the fire
- **Do not attempt to extinguish the fire** unless you are trained in the use of firefighting equipment and it is safe to do so

### ALL BUILDING OCCUPANTS

If you are warned of a fire:

- Operate the nearest fire alarm call point (if not already sounding)
- Proceed to evacuate the providing assistance to those that require it
- **Do not attempt to extinguish the fire** unless you are trained in the use of firefighting equipment and it is safe to do so

### FIRE WARDENS IN EACH TENANCY

If you are warned of a fire:

- Put on your Warden Identification (Hi-Viz vest)
- Direct all occupants within your tenancy to evacuate via the nearest safe exit
- Search **all areas** of your tenancy, including bathrooms, storerooms, etc, to ensure all occupants have vacated
- Provide assistance to anyone who requires it to evacuate

- Evacuate the building
- **Report to the Chief Fire Warden** who will have the evacuation register at the place of safety in Phantom Park to confirm the status of the evacuation from your tenancy and any relevant details about the fire

### **APARTMENT OCCUPIERS**

If you are warned of a fire:

- For smoke alarm activations inside your apartment, follow the procedures detailed earlier in this document.
- If the warning comes from other occupants or the activation of the building fire alarm evacuate your apartment immediately, assisting any visitors or other occupants on your floor as required
- **If it is safe to do so:** Check the car park levels on your way down the stairs to identify any people who have not yet evacuated and/or may need assistance
- **Report to the Chief Fire Warden** who will have the evacuation register at the place of safety in Phantom Park to confirm the status of the evacuation from your apartment and any relevant details about the fire

### **CHIEF FIRE WARDEN ROLE**

If you are warned of a fire:

- Put on the Building Warden Identification (Hi-Viz vest)
- Uplift the Evacuation Register and proceed to the place of safety – Phantom Park, outside the Restaurant
- If you are unable to determine if a 111 call has been made, make a 111 call to Fire and Emergency
- Await reports from all tenancies and apartments, marking areas as clear in the Evacuation Register as reports are received
- **If it is safe to do so:** Ask other Fire Wardens to sweep around the outside of the building to check on any tenancies where no reports have been received
- Consider if the evacuation is outside trading hours for businesses that there may be no one in some tenancies and therefore no one to report that particular area is clear
- For residents of apartments who do not report their area as clear, ask people from neighbouring apartments if they are aware of the whereabouts of neighbours
- Use the telephone contact list to try and make contact with occupants who have not reported their area as being clear, this may enable you to confirm that some areas were unoccupied at the time of the evacuation
- Report to the attending firefighters on their arrival to pass on any known details about the fire and the status of the evacuation, including any areas which have not been determined as being clear
- **Do not allow anyone to re-enter the building until the it has been determined that it is safe to do so – the all clear will normally be given by attending firefighters**