

## FIRE EVACUATION ESSENTIALS FOR U3A – ADELAIDE OFFICE VOLUNTEERS

- Office volunteers are the Primary Fire Wardens in the event of fire.
- One volunteer should be designated as Chief Fire Warden and wear the *white hard hat* (kept in office storeroom).
- All tutors are also considered to be Fire Wardens
- The Chief Warden should quickly assess the situation and if necessary, sound the alarm for evacuation.
- Assessment may require a review of the upstairs area. If there are NOT 2 volunteers on duty, delegate a reliable *other* to do this.
- The other office volunteer must phone 000 and report the fire, giving our address. Notification to emergency services does not happen automatically.
- On the sounding of the alarm all tutors should begin the evacuation process. Ensure that this is happening. Tutors should enlist others to assist those who need help.
- The assembly area is the other side of the bike lane, off Maclaren Street
- DON'T use the lift and ensure that no-one else does!
- REMEMBER to use the external staircase if it is safe.
- Ensure use of the exit in Room 2 (Halifax Room) only if it is necessary to do so, otherwise only fire exits should be used.
- Your first priority is to get everyone, and yourself, out of the building.
- LEAVE FIREFIGHTING TO THE EXPERTS!
- If possible work through the floors to:-
  - Close doors when rooms are emptied
  - Check every toilet and storeroom
  - Assist others who may need help
- Now GET OUT! ..... IF IN DOUBT GET OUT!
- If exits are blocked by smoke, get down onto the floor and crawl, you may well find that there is clear vision below the smoke.

STATION YOURSELF, AS NEAR AS PRACTICABLE TO THE MAIN ENTRANCE TO PREVENT OTHERS FROM RE-ENTERING THE PREMISES AND FOR EASE OF COMMUNICATION WITH EMERGENCY SERVICES PERSONNEL.

FIRE EXTINGUISHERS should only be used if:-

- The fire is so small that you have time to contain it ..... OR
- The fire is preventing your escape, then, if you can reach the extinguisher, pull the ring pull split-pin, then depress the lever and, from a distance of 1–2 metres, spray the jet directly at the source of the flames.
- The Fire Blanket is designed for smothering small fires, e.g. kitchen stove.

REMEMBER, YOU MUST WORK QUICKLY TO DO ALL THIS SUCCESSFULLY. KEEP CALM AND EXUDE CONFIDENCE AND YOU WILL HELP TO PREVENT PANIC.

**When time permits, contact Housing SA (131 299), the building owners. They will contact Adelaide Council.**