



## STATEMENT OF ACTION IN THE EVENT OF A FIRE CALLAGHAN CAMPUS

### PERSON DETECTING FIRE

In the event of any outbreak of fire:

- Alert Security **DIAL: 15888**
- Alert the Evacuation Warden
- Do not return to the area until advised by the Warden, Security Services or Emergency Services
- **DO NOT USE LIFTS**
- **NO SMOKING** must be observed during any evacuation procedure.

### EVACUATION WARDEN

Will then take the following steps:

- Inform Security Services of the location of fire (if known) **EXTENSION 15888** who will advise the **CHIEF WARDEN**
- Put on the **RED Evacuation Wardens - Hard Hat**
- Assist with managing the evacuation of mobility-impaired persons
- Evacuate all people, closing doors to confine fire
- Use fire extinguishers or hose reels if safe to do so

### CHIEF WARDEN (OR DEPUTY CHIEF WARDEN) – **EXTENSION 16575.**

On advice of a fire or other emergency the Chief Warden (Security Supervisor) will

- proceed to main emergency communication point
- determine the nature of emergency
- initiate action required to safeguard persons and property
- confirm alarm has been received by the Fire Brigade - **000**
- contact Operations & Maintenance – **EXTENSION 15811**

### SECURITY SERVICES

Based on the decisions of the Chief Warden, Security Services will make a presence at the location, assess the conditions, and act in a manner appropriately to their training.

Give the All-Clear to the building occupants when the Chief Warden assesses that the risk has been controlled.