

|  |
| --- |
| Fire safety information for public housing residents |
| What to do if there is a fire (accessible version) |

Contents

[Smoke alarms and sprinklers in your unit 1](#_Toc488325016)

[Smoke alarms 1](#_Toc488325017)

[Sprinklers 2](#_Toc488325018)

[What to do if there is a fire in your unit 2](#_Toc488325019)

[If there is a fire in your unit 2](#_Toc488325020)

[If you can’t evacuate 2](#_Toc488325021)

[What to do if there is a fire in the building 2](#_Toc488325022)

[If there is a fire in the building 2](#_Toc488325023)

[Fire protection in your building 3](#_Toc488325024)

[Stay fire-safe at home 3](#_Toc488325025)

[Candles and oil burners 3](#_Toc488325026)

[Heaters 3](#_Toc488325027)

[Cigarettes 3](#_Toc488325028)

[Cooking 3](#_Toc488325029)

[Other important information 3](#_Toc488325030)

[Language Link – interpreting services 4](#_Toc488325031)

This is important information about fire safety for people who live in public housing.

It tells you what to do if there is a fire in your home or building.

Please read this information carefully. Keep this booklet in an easy-to-reach place.

If you want more information please call the Housing Call Centre 13 11 72.

# This information is for people who live in a house or townhouse, apartment building of three-storeys or less and high-rise buildings of four or more storeys.

# What to do if there is a fire in your home or building

## If there is a fire in your home or building

* Get down low and stay out of the smoke
* If you are safe, warn other people about the fire
* Close the door to the room where the fire is
* Close the door of your unit as you leave
* Go to the exit stairwell and down the stairs
* Call triple zero (000) and ask for the fire brigade

## If you can’t evacuate

If you can’t leave the building call triple zero (000).

Ask for the fire brigade and tell them you need help.

# Fire equipment in your home or building

# Type of fire equipment in your home or building

## Smoke alarms in your house, townhouse and apartment buildings of three-storeys or less.

**Smoke alarms save lives.**

Your home has smoke alarms that:

* only make a noise inside the building – they do not call the fire brigade
* you need to test monthly – press down the button at the centre of the smoke alarm (called the ‘test and hush button’) until you hear ‘beep beep beep’
* you need to dust regularly and gently around the outside
* you do not need to replace he battery on your smoke alarm.

Test your smoke alarm every month. You should hear ‘beep, beep, beep’. Call the Housing Call Centre on 13 11 72 if your smoke alarm does not go ‘beep beep beep’ when you test it.

### False alarm

If your smoke alarm starts beeping when there is no emergency (for example, if you burn food), you can wave a towel or newspaper under the smoke alarm to move clean air through the alarm. This will stop the alarm.

# Type of fire equipment in your home or building

## In your high-rise apartment you have the following fire safety equipment:

**Smoke alarms save lives.**

Your home has smoke alarms that:

* only make a noise inside the building – they do not call the fire brigade
* you need to test monthly – press down the button at the centre of the smoke alarm (called the ‘test and hush button’) until you hear ‘beep beep beep’
* you need to dust regularly and gently around the outside
* you do not need to replace he battery on your smoke alarm.

Test your smoke alarm every month. You should hear ‘beep, beep, beep’. Call the Housing Call Centre on 13 11 72 if your smoke alarm does not go ‘beep beep beep’ when you test it.

## Sprinklers

**Sprinklers are very important and are in your high-rise apartment.**

Your high-rise unit has sprinklers that:

* alert the fire brigade when activated
* spray water when activated
* activate the building alert tone on that floor.

Please do not hang items from sprinkler heads.

Call the Housing Call Centre on 13 11 72 if your sprinkler starts to leak water.

## Smoke detectors

Your high-rise building has smoke detectors that:

* are in public corridors and lift lobbies only
* alert the fire brigade when activated
* activate the building alert tone on that floor.

Please do not touch or remove smoke detectors.

Call the Housing Call Centre on 13 11 72 if you see a damaged smoke detector.

# Stay fire-safe at home

If you see a fire anywhere in your building, call triple zero (000) and tell the operator there is a fire. Wait until the operator has all the details they need (such as your address) before you hang up.

## Candles and oil burners

Don’t leave the room when a candle or oil burner is alight.

Don’t go to sleep when a candle or oil burner is alight.

## Heaters

Keep all fabric such as clothing and curtains well away from heaters.

Turn off all heaters before you leave the unit or if you are going to bed.

## Cigarettes

Don’t smoke in bed.

Use a heavy and high-sided ashtray if you smoke on your balcony.

Dampen used cigarettes with some water before you put them in the rubbish bin.

Don’t litter.

## Cooking

Always stay in the room while food is cooking.

Turn off the stove before you leave the room.

Don’t leave the oven on if you are not home.

## Other important information

Fire safety in your building is everyone’s responsibility.

Make yourself aware of what your home has to warn you if there is a fire.

If you see rubbish or other items that could fuel a fire or block your escape in an emergency, report it immediately to the Housing Call Centre 13 11 72.

# Language Link – interpreting services

This publication is about housing. If you have difficulty reading English, you can get help with this publication.

Please contact your local housing office or call Language Link on (03) 9280 0799 for an interpreter.

To receive this publication in an accessible format phone the Housing Call Centre at 13 11 72, using the National Relay Service, 13 36 77, if required.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Department of Health and Human Services, July 2017.

Print managed by Finsbury Green on sustainable paper (1706013 High-rise)

ISBN 978-0-7311-7260-3 (Print).

Available on the Housing website’s [Fire safety for public housing tenants page](http://www.housing.vic.gov.au/fire-safety-public-housing-tenants)
<http://www.housing.vic.gov.au/fire-safety-public-housing-tenants>