

What to do if there is a fire

Department of Health and Human Services



Easy English





Hard words

This booklet has some hard words.

The first time we write a hard word

- the word is in **blue**

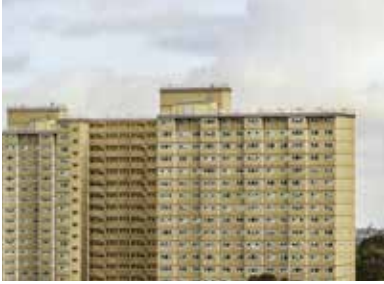
- we write what the hard word means.



This booklet is written by the Department of Health and Human Services.

About this booklet

This booklet is about what to do if there is a fire in your



- unit
- building.



This booklet also tells you how to stay safe in your unit and building.



Contact information is at the end of this booklet.



Smoke alarms

Smoke alarms make beep noises to tell you there is smoke.

If there is smoke the beep noises do **not** stop.

Your unit has a smoke alarm.

Every month you must

- dust your smoke alarm
- test your smoke alarm
 - press the button in the middle of the alarm until you hear **beep beep beep**.



You should call the Housing Call Centre if your alarm does **not** beep when you test it.

You do **not** need to change the batteries in your smoke alarm.



If you find it hard to hear you can ask the Housing Call Centre for a **Visalert** smoke alarm.



Sprinklers

Sprinklers spray water if there is a fire.

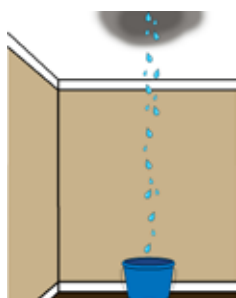
There are sprinklers in

- your unit
- other places in your building.



You should **not** hang things from your sprinklers.

For example, clothes.



You should call the Housing Call Centre if your sprinklers leak.

What to do if there is a fire in your unit

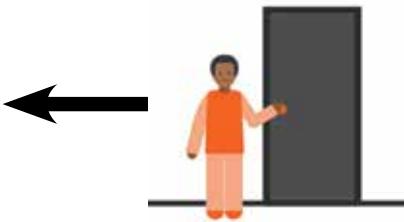


If there is a fire in your unit you can try to

- close the door to the room where the fire is



- get down low and stay away from the smoke.



When you leave your unit you should close the door to stop the spread of smoke and fire.



000

When you are safe call **000** and ask for the **fire brigade**.



The fire brigade has people called firefighters who know how to stop fires.

Tell the person on the phone your address.



When you are safe and out of your unit

- tell other people about the fire
- go to the **fire exit** door and down the stairs.



000

If you can **not** get out of your unit call **000** and ask for the fire brigade.



You should also tell the person on the phone

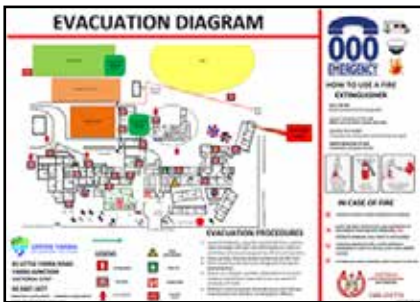
- your address
- you need help to get out.



While you wait for help

- stay on the phone with the fire brigade
- stay away from smoke.

What to do if there is a fire in your building



Your building has an **evacuation plan** that shows you the way out of the building.



Your building has an **occupant warning system** that makes a loud **woo woo woo** noise if there is a fire.

You do **not** have to leave the building when you hear the **woo woo woo** noise.

If the noise changes to 1 loud sound you should leave the building.

The loud sound means the firefighters will be there soon.

Your building has a **public address system** that firefighters use to tell you important information if there is a fire.

If you are told to leave you should get things you need from your unit.

For example



- pets



- medication

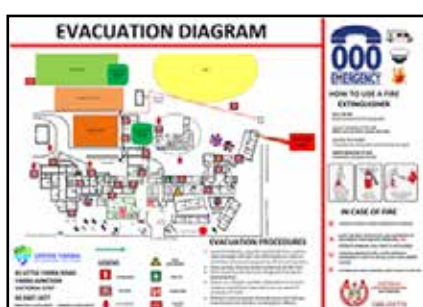


- aids - for example glasses.

Only leave the building if it is safe.



Go to the **fire exit** door and down the stairs.



Meet at the **assembly area**.

The assembly area is a place outside your building where everyone goes to stay safe.



You can ask someone you know to help you find the assembly area.

Stay at the assembly area until
the firefighters



- tell you it is safe to go back inside



- can come to help.

Stay safe in your unit



You can do things to stay safe in your unit.

You should

- blow out candles if you leave or go to sleep
- keep clothes and curtains away
from heaters
- turn off heaters if you leave or go to sleep
- turn off the stove and oven if you leave
the kitchen
- put water on a cigarette before you put it
in the bin.

You should **not**

- smoke in bed or on your balcony
- leave rubbish or things in front of the fire exit.



More information

Housing Call Centre



13 11 72



You can ask for help if you speak another language.



National Relay Service

13 36 77

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Scope's Communication and Inclusion Resource Centre

wrote the Easy English in May 2018. www.scopeaust.org.au

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