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

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This booklet has important information for fire safety for people who live in high-rise buildings.

It outlines what to do if there is a fire in your unit or building.

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

If you want more information please call or visit your local housing office.

# Smoke alarms and sprinklers in your unit

## Smoke alarms

**Smoke alarms save lives.**

Your unit 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
* have batteries you don’t need to change.

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.

## Sprinklers

**Sprinklers are very important.**

Your 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.

# What to do if there is a fire in your unit

## If there is a fire in your unit

* 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.

# What to do if there is a fire in the building

## If there is a fire in the building

### Alert

* The occupant warning system will make a series of loud beeps called an alert tone – this means the fire brigade has been notified.
* If you hear the alert tone, stay in your unit but be ready to evacuate.
* If you can see smoke or fire from your unit call triple zero (000) and ask for the fire brigade. If you are safe, wait and tell the operator what you can see.
* When the fire brigade arrives they will find where the fire is coming from.

### Evacuation

* If you need to leave the building, the alert tone will change to a continuous high-pitched evacuation tone – this is a signal to leave, if it’s safe.
* Firefighters may also use the public address system to explain the evacuation.
* Use the stairwell to go downstairs to the assembly area outside the building, and stay there until you are told it’s safe to leave.

## Fire protection in your building

Your building has:

* an occupant warning system (public address system)
* sprinklers in your unit and rubbish chutes
* a direct connection to the fire brigade if the sprinklers start up in your unit or other areas of the building.

# 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.

Don’t 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.

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.

Your building has an evacuation plan – make sure you, your family and neighbours know what the plan is and where the assembly area is.

# 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.

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<http://www.housing.vic.gov.au/fire-safety-public-housing-tenants>