# Fire

Prevention of fire is as important as the development of efficient means of fighting it. To this end the Building Wardens, and all occupants, should be acutely aware of the need to avoid dangerous practises and the danger to life and property in the event of an out of control fire.

***All staff should follow these directions when confronted by a fire:***

1. **If safe to do so** ensure the immediate safety of, and alert anyone within the vicinity of the fire.
2. Raise the alarm if not already sounding, using a break glass alarm panel or by shouting ‘Fire, Fire, Fire’ if a panel is not available. The alarm system will automatically notify the Fire Brigade and ANU Security.
3. Ring:
* ACT Fire & Rescue 0-000. Give your name, address, building, level, room number, type and extent of the fire / smoke.
* Second call is to ANU Security on Extn: **52249** or phone **(02) 6125 2249**.
1. Obey all instructions from Building Wardens.
2. Evacuate the immediate area and go to your building’s designated emergency assembly area.

***If a fire has been discovered the Building Chief Warden must:***

1. Evacuate the area in alarm immediately (if this is not already underway).
2. Commence evacuation of the entire building.
3. Meet ACT Fire & Rescue on their arrival and inform them of the situation, type of incident (if known), status of the building and the location of any impaired or other persons requiring assistance.

***If no fire is found, the Building Chief Warden must:***

1. After liaising with ACT Fire & Rescue, notify all occupants of the building that it is a false alarm; and
2. Meet ACT Fire & Rescue on their arrival and inform them of the situation, type of incident (if known), status of the building and the location of any impaired or other persons requiring assistance.