
Museum Towers

SP 40414

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EVACUATION PROCEDURE IN CASE OF FIRE

Fire prevention & fire occurrence procedures

Residents should be aware that the two of the main causes of fire in apartment blocks are kitchen accidents (overheating cooking oil, fats etc) and cigarettes not being extinguished.

Residents are encouraged to acquire domestic kitchen-type fire extinguishers to have on hand in case of an emergency. These extinguishers are available at most hardware stores, some supermarkets, department stores and car accessory places.

There is a complete ban on smoking in the common property of Museum Towers so no smoking is allowed in the hallways, fire stairs, BBQ areas, foyer, level 8 facilities or car park. The By-laws prohibit the storage of flammable materials in units and car spaces.

Please be sensible about fire safety and educate children about the dangers of fire.

Please check appliances for possible defects and have items professionally inspected if in doubt. If a circuit breaker or fuse in your unit continues to cut off the power, you may need an electrician to find where the fault is and ensure your safety or that you may be overloading the circuit. (Too many appliances)

Items such as electric blankets, heaters, festive lighting, toasters etc can easily cause fires if they are faulty or placed in the wrong location. Always keep electrical items clear of carpet and flammable materials, chemicals, fabric etc.

Fire Extinguishers/ Hoses & Sprinklers

Fire hose reels are located at the north end of all residential floors next to the garbage room. Fire hoses may be used on fires that do not involve flammable liquids or electrical fires. Fire hoses are also located on all parking floors.

Minor fires in units may be extinguished with Portable fire extinguishers, or a fire blanket which can be purchased by Owners.

Fires in an oven may be extinguished by leaving the oven door closed and turning the oven off.

Automatic sprinklers are installed in all rooms in residential units and office units. The sprinklers go off when they reach a certain temperature. **Do not wait for sprinklers to go off before evacuating as smoke can potentially kill before a room has heated up.**

Note: Always call the Fire Brigade (000) for all fires, even if you have extinguished the fire.

Smoke Alarms

New legislation has come in requiring all residential properties install smoke alarms. You can view information about how/ where you should install the smoke alarms in your home on the 'smoke alarms' link on the web page www.museumtowers.com.au, under 'Information'.

The NSW Fire Brigade offers a service to elderly or infirmed people to install battery operated smoke alarms and change the batteries in the smoke alarms annually. Building Management is also available at the front desk if anyone has trouble replacing the batteries in their smoke alarms.

Please make sure that smoke alarms are installed in your unit. Real Estate agents should be notified if no smoke alarms exist in you unit, or if they appear to be faulty so that they can be fitted or repaired immediately.

Anyone wanting to have smoke alarms installed can see the front desk for contact details of tradesmen and electrician who can fit them.

It is important to regularly test smoke alarms to ensure that they are working properly. This is usually done by simply pressing the 'test' button on the alarm and it should sound. If a smoke alarm starts to ring, it has sensed smoke. If an alarm 'beeps', it has detected a fault and may need to have the battery changed.

General Procedure in Case of Fire

Should fire occur, or smoke be detected, no matter how minor it may seem to be, proceed as follows:

Remain calm

1. Immediately call the Fire Brigade on 000, and then the building manager/ front desk on 9267 1832.
2. Identify the location of the fire, giving the number of the apartment, the floor number and the street address Museum Towers, 267-277 Castlereagh St Sydney, nearest cross street Goulburn St.).
3. Identify what is involved in the fire, for example, foodstuffs, furnishings, flammable liquid, electrical equipment if known and if there are any missing, trapped or injured persons.
4. If it is necessary to leave the area, the doors of a unit or level must be closed (NOT LOCKED) to confine the fire and smoke to that area. Lights should be left on
5. Alert others in the vicinity to the problem if possible

****PLEASE NOTE: AN EVACUATION DIAGRAM IS LOCATED ON EACH FLOOR NEXT TO THE MIRROR, DIRECTLY OPPOSITE THE LIFTS. PLEASE ENSURE THAT YOU ARE FAMILIAR WITH THE DIAGRAM AND REFER TO IT AS NECESSARY.**

****PLEASE ALERT THE FRONT DESK OF ANYONE WHO MAY NEED HELP EVACUATING IN CASE OF A FIRE IN ADVANCE. PEOPLE WITH DISABILITIES, ELDERLY PEOPLE, THOSE WITH LANGUAGE BARRIERS OR PEOPLE WHO ARE IMMOBILE OR THOSE WHO HAVE YOUNG CHILDREN MAY NEED ASSISTANCE IN THE EVENT OF AN EMERGENCY.**

Evacuation of an area

Where fire is widespread and/or smoke is severe, or alarms sound, evacuate the unit:

1. Ensure all occupants evacuate the unit. Do not attempt to take material items or retrieve objects from the area. Occupants should leave as quickly as possible, closing doors and, if safe, windows as they vacate.
2. Close the doors and windows (if safe) as you vacate the unit or area to eliminate draughts and to confine the fire and smoke to the original area. Do not lock the front door as fire fighters may need to access the area. Even if the fire is not in your unit, when vacating, close all doors and windows to slow the fires spread.
3. Use the fire stairs which are located at the north and south ends of the building and identified by the green 'Exit' signs. **DO NOT USE THE LIFTS.** If it appears that a fire stair is blocked due to hazard or fire, try to access the opposite fire stair.

If smoke is evident in your area, get down low to the ground and make your way to the nearest safe exit.

4. Alert occupants in other units on the same floor of the hazard. Because of spreading heat and smoke, all occupants need to be notified.
5. Do not block access to fire exits. Evacuate down the stairs in a calm and orderly manner. Do not attempt to move your car from the parking floors, as this could lead to traffic jams and seriously hamper fire fighting efforts.
6. Exit the fire stairs and go to evacuation points, leave the street and front area clear for the fire brigade to easily park and access the building. There may be up to 4 trucks so the entire street needs to be clear.
7. Alert Museum Towers staff or Fire Brigade to anyone who may be trapped or have difficulty evacuating

Inability to Leave the Unit

In the event of fire or spread of smoke from outside the unit, which prevents the use of the hallway leading to the fire stairs, the following action is recommended:

- Before attempting to open the door, place the back of your hand on the door handle. If after 5 seconds the handle feels warm to touch this indicates a serious fire condition in the hallway. **DO NOT OPEN THE DOOR.**

-Seal the bottom of the door and other places where smoke may enter with wet towels, blankets or similar materials.

-Open any windows which will allow fresh air to enter the unit, only if the fire is NOT on your side of the building

-Call '000' and the front desk to alert them to where you are.

Important Fire Safety Tips

- Never leave cooking unattended
- Never throw water on burning oil- The fire will expand. Try to turn the appliance/ stove off and put a lid or fire blanket over the flames
- Do not put metal items such as cans or foil into microwaves
- Never leave lit flames such as candles unattended
- Test electric blankets and decorative lights each year for safety
- Install Residual Current devices to protect from electrical hazards
- Do not use hot appliances near flammable items (eg- a toaster sitting on the carpet or near curtains.)
- Do not continue to use appliances which have 'tripped' out a circuit or are faulty.
- Do not use appliances which have exposed wires or damages cords
- Do not overload power points and power boards. Purchase surge protected adapters and power boards for safety cut-out.
- Extinguish all cigarettes properly and do not throw the outside balconies or windows (this has the potential to ignite items on another level).
- Install and maintain smoke alarms in your apartment
- Remove deadbolts and replace for dead latches to ensure that you can escape in a hurry if necessary. (Dead bolts are illegal in high-rise buildings such as Museum Towers and should be changed immediately for a dead latch or removed and the hole sealed with fire-rated putty.)
- Educate children about fire safety and keep matches and lighters out of reach
- If your clothing catches fire- stop, drop to the ground and roll to extinguish the fire
- Should you be burnt, run the wound under cool water if at all possible for at least 15 minutes. Seek medical help as soon as possible Do not put ice on the wound or wrap it in fabric.
- If in doubt, evacuate. Staying inside when there could be a fire in the building could be very dangerous.
- Record details of any people who may need assistance in the event of a fire at the front desk. (Staff should be made aware of anyone who has a disability, and elderly people, or people who have young children who reside in the building)

Emergency Contact Numbers

FOR ALL EMERGENCY SERVICES:

000

Poisons informations line:

131 126

Security: (Lobby reception- 4pm-8am
weekdays, 24hrs weekends)

(02) 9267 1832

Building Manager: (Weekdays- 8am-4pm)

(02) 9267 1832

Strata Manager: (Philip Kooper)

(02) 9371 9090

NON EMERGENCIES

Local Fire Brigade:

(02) 9265 2799

Local Police:

(02) 9265 6499