

Fire & Emergency Procedures

Residents should familiarise themselves with the following Fire Emergency Evacuation Procedures and instruct other family members accordingly.

EMERGENCY PLAN & FIRE ORDERS

Emergency Phone Numbers

POLICE	000
FIRE BRIGADE	000
AMBULANCE	000

The continuous ringing of the fire bells will indicate an emergency situation

The smoke detectors in common areas and fire sprinklers in the car parks at Casuarina Villas are externally monitored. If there is a fire alarm, the CFA will automatically be alerted.

Standard Fire Orders

- ❖ Assist any person in immediate danger – **only if safe to do so.**
- ❖ Close door of rooms where fire is located but do not lock.
- ❖ Call the Fire Brigade on **000**
- ❖ Attack the fire **only if safe to do so.**
- ❖ Evacuate to the assembly area on Gladesville Boulevard.
- ❖ Remain at the assembly area and ensure everybody is accounted for.
- ❖ Return only to the property once instructed to do so by the CFA

1. The Plan

This plan relates to Casuarina Villas and its immediate surrounds.

An emergency is defined as any actual or imminent event which in any way endangers or threatens to endanger the safety or health of any person or which destroys or threatens to destroy any property within the building and which may have legal implications.

An emergency could include:

- Fire
- Fatality
- Serious injury/assault
- Family Violence
- Home Invasion
- Car accident in the car parks
- Firearms/weapons
- Bomb threat

This plan is intended to be flexible and covers minor emergencies, which may be managed by the residents, to major emergencies, which will be managed by the appropriate emergency services.

A fire bell alarm system, connected to the car park's automatic fire sprinkler system is linked to the Country Fire Authority (CFA).

The fire bell alarm system is regularly tested.

Maintenance contractors also carry out preventative maintenance and repairs on the system.

The continuous ringing of the fire bells will indicate an emergency situation.

The Country Fire Authority has access keys only to the common property. CFA personnel will not enter apartments unless authorised or in the event of an emergency situation.

2. Identifying the Risks

The risks are those associated with high density living.

There are fire hoses and fire extinguishers located in the building and these are clearly marked.

The Owners Corporation Manager will arrange for all emergency systems to be examined, tested and maintained on a regular basis.

The Owners Corporation Manager and / or contractors will regularly inspect the common property for potential hazards. Remember that fire stairs must remain clear at all times. Trip hazards in the stairwell can threaten the safety of residents in the building in an emergency.

3. Personal Safety Measures

All residents should make themselves familiar with the location of exit doors, fire stairs, fire equipment and light switches in fire stairs.

When using the stove or other cooking appliances, do not leave them unattended. If you have to leave the room, turn the appliance off until you return.

Ensure safety switches in your switchboard are functional and all appliances are properly maintained.

Residents should purchase a fire blanket and small extinguisher and locate it in or near the kitchen.

4. Emergency Evacuation

When evacuating the building, residents should evacuate as quickly and as orderly as possible to the assembly area on Gladesville Boulevard. CFA staff will monitor the evacuation and provide guidance to residents where to remain safely until the emergency is over.

Take care of family members, pets and vulnerable residents that are known to you.

5. Post Emergency

Residents should report any damage or issues to the Owners Corporation Manager. If collective trauma counselling is required, it will be arranged by Tritin Property Services, otherwise individual trauma counselling should be arranged on an individual basis.

Any contents insurance claims should be referred immediately to the residents or owner's insurer.

6. AVOIDING FALSE ALARMS

False Alarm Call Outs incur unnecessary expenses of approximately \$3,000 each time.

These costs are charged to the resident identified as being responsible in cases of negligence.

The following situations are known to trigger the alarm.

- Smoking in common areas, corridors, floor landings, carparks, stairwells etc. Smoking is not permitted in these areas.
- Utilising the fire hoses for reasons other than a fire.
- Excess cooking smoke entering common area corridors from an apartment eg: burning toast or other food (in non dangerous situations please open your windows and allow smoke to escape)
- Excess heat/steam entering the common area corridors from an apartment eg: when the apartment front door remains open during the steam cleaning of carpets.
- Spraying fly-spray or air-fresheners near the smoke detectors in the common area ceilings.

CLADDING

Residents should note that the Owners Corporation in 2019 conducted a cladding assessment as requested by its insurers.

The report by Basic Expert Pty Ltd – Building Forensic and Fire Safety Engineering – found that the cladding at Casuarina Villas is safe and compliant.

ESSENTIAL SAFETY MEASURES (ESMS)

These include smoke detectors, fire hydrants, hose reels, and sprinklers

It should be noted that the Owners Corporation is only responsible for the servicing and maintenance of ESM's located within the common property. Any ESM's located within private lots are the duty and responsibility of the relevant lot owner to service and maintain except where otherwise advised in writing by the Owners Corporation. If owners are unsure, please check with Mayfield.