

Landmark Emergency Information Sheet

Aim

This notice provides information on the complex's fire alarm systems and issues relating to evacuation. All occupants and visitors, regardless of their abilities, have some obligation to take responsibility for their own safety and prepare for evacuation during an emergency.

This fire alarm and evacuation information has been developed to assist residents understand how the fire alarm systems work and the issues residents should consider in developing their own approach to possible evacuation in the event of an emergency. Residents should follow the advice or instructions of the Emergency Services personnel who are on the scene to manage the situation.

Australian Standards

These procedures are based on AS 3745-2010 (reissued June 2018) adapted as appropriate to the Landmark buildings and their residential nature, which includes residents from babies to infirm elderly.

Evacuation options include *Shelter in place (no evacuation)* [refer AS 3745-2010 para 4.2.6.3 (c)] on the basis an evacuation might expose evacuating people to a greater level of danger.

Some residents may wish to consider completing a Personal Emergency Evacuation Plan (PEEP) to allow emergency services to assist if evacuation is required.

A PEEP form is attached and is also available from the On-Site Building Manager (OSBM).

General Information

Residents should familiarise themselves with the location of fire extinguishers and fire hose reels.

The Landmark has a thermal detector installed in each apartment /sole occupancy unit (SOU) and a separate smoke detection system in both the common areas and throughout the carparks.

Apartment Smoke Alarms

The smoke alarms on the ceiling of each apartment detect heat or flame will produce audible tones when activated automatically. An activated smoke alarm will stop sounding when the source of the heat lessened sufficiently. Residents are responsible for monitoring and maintaining these smoke alarms.

These smoke alarms are NOT connected to the building fire panel and will NOT result in an immediate call out to the Fire Brigade. Their audible tone is not likely to be heard outside the apartment. **Accordingly, residents are advised to keep the main entry door closed in the event of a cooking mishap, the detectors in the hallway are smoke detect and will detect the cooking mishap and sound the building alarm.**

Apartment Thermal/Heat Detectors

Thermal/heat detectors are a special safety device that responds to a rise in temperature. Heat from a fire will activate the detector.

Each apartment at the Landmark has a thermal detector installed on the ceiling near the front entrance door.

When the thermal detector has been activated, a signal is sent to the fire dispatch centre via our fire network provider, ADT. This call initiates the response of at least one fire appliance to the complex. On their arrival, ACT Fire & Rescue (ACTF&R) personnel will investigate the alarm and determine the cause.

Common Area /Car Park Smoke Detectors

A separate smoke detection system operates in the complex common areas (such as hallways) and the car park. Smoke or other airborne pollutants will activate the smoke detectors.

The car parks are fitted with thermal detectors as smoke detectors cannot be used in dusty locations.

The activation of a common area smoke detector /car park thermal detector via the fire panel will also send a signal to the fire dispatch centre via our fire network provider, ADT. This call initiates the response of at least one fire appliance to the complex. On their arrival ACTF&R personnel will investigate the alarm and determine the cause.

Building Occupant Warning System (BOWS)

In addition, when a thermal detector or Common Area smoke detector is activated an audible tone that is known as the 'Building Occupant Warning System' (BOWS) will be automatically activated. These tones sound throughout the common areas and are designed to be heard within each apartment. These tones will be very loud. It is the intent of the BOWS that the sound level is adequate to alert sleeping occupants.

The tones cascade to a verbal command to evacuate the building. The BOWS will continue until it is deactivated by ACT Fire and Rescue.

Emergency Evacuation

The following information outlines what each resident and visitor should consider doing when either a smoke alarm or thermal detector is activated.

All owners and residents should familiarise themselves with these procedures.

If any owner or resident is concerned about any of this information, please contact Raine & Horne Strata.

Emergency Evacuation and Practice

The contracted fire provider may arrange testing of these procedures periodically.

Information regarding any such testing including tones will be displayed on notice boards to provide adequate notice to residents.

If you do not have the ability to evacuate the building:

- Ensure that your PEEP is up to date and has been lodged with the Building Manager.
- Notify a 'responsible person' that you are sheltering in place.
- Wait for assistance to evacuate, OR
- Move to a place of refuge Fire Escape and wait for assistance.

If you decide to evacuate the building:

- DO NOT attempt to use the lift.
- Walk calmly to the Fire Stairs and walk down them.
- DO NOT leave the stairwell until you have arrived at the Ground Floor.
- Once at Ground Floor move to the nearest safe assembly area, road or open space; and
- Await instructions before you attempt to return to your apartment or remove your car.



Contacts:

In the event of an emergency, contact ACT Emergency Services Agency by dialling 000.

Landmark Apartments On-Site Building Manager: landmark@canberrastrata.com.au

Canberra Strata: (02) 6295-6888.

Definitions

Emergency

An event that arises internally, or from external sources, which may adversely affect occupants or visitors, and which requires an immediate response.

Personal emergency evacuation plan (PEEP)

An individual emergency plan designed for an occupant with a disability who may need assistance during an emergency.

Shelter in Place

Remain in your apartment if you decide that it is safe to do so, or if leaving your apartment may increase the risk to you or other occupants of your apartment. In such cases, you may choose to *Shelter in Place* until emergency services are able to assist you.

Offences

Only Emergency Services personnel may operate the fire panel to reset or isolate the alarm. It is an offence under the Emergencies Act 2004 for non-authorized persons to interfere with a fire appliance (alarm).

November 2021

EMERGENCY PROCEDURE ON ACTIVATION OF AN ALARM

OUTSIDE YOUR APARTMENT: SMOKE /HEAT DETECTOR: ANNOUNCEMENTS OVER BUILDING WARNING SYSTEM	INSIDE YOUR APARTMENT: SMOKE ALARM /THERMAL DETECTOR
<p>DO NOT:</p> <ul style="list-style-type: none"> • Do anything that you feel will make the situation worse. • Attempt any actions unless you feel capable of doing them. 	<p>DO NOT:</p> <ul style="list-style-type: none"> • Do anything that you feel will make the situation worse. • Attempt any actions unless you feel capable of doing them. • Attempt to fight the fire unless you have adequate training and confidence.
<p>DO</p> <p>If it is safe to do so, consider taking any or each of the following actions:</p> <ul style="list-style-type: none"> • Gather your mobile phone, keys, wallet, and a coat (depending on the weather). • Ensure all people in the apartment know the alarm has sounded. • Open the front door to confirm there is no sign of fire in the hallway. • Listen to instructions over the PA system. • Unless advised otherwise, and if it is safe to do so, check neighbours whom you know might have trouble hearing the alarm. • Implement your home fire safety plan or personal emergency evacuation plan (PEEP). • Follow the evacuation plan diagram on the hall wall. • If it is unsafe to evacuate, or there is risk to personal safety, seek refuge and consider sheltering in place, with the front door to your apartment closed but left unlocked to facilitate access by ACTF&R if required. 	<p>DO:</p> <p>If it is safe to do so, consider taking any or each of the following actions:</p> <p>No fire</p> <ul style="list-style-type: none"> • Remove the smoke source. • Open external doors and windows only if there is <i>no fire</i>. • Do NOT open the front door because this will set off the common area Fire Alarm. • Clear the smoke from the apartment ceiling alarm by using a tea towel or similar item. • Turn on the Extractor Fans and the Range Hood to aid ventilation. <p>Visible fire</p> <ul style="list-style-type: none"> • Call <i>triple zero</i> immediately. • Turn off the heat source, e.g., switch off the power to the toaster, oven, or hotplate etc. • Remove the source of smoke from the heat source, e.g., take the pot off the active hotplate. • Use your extinguisher, fire blanket to suppress the fire if you are confident. • Evacuate from your unit. • Notify your neighbours. • Follow the evacuation plan diagram on the hall wall.

What is a PEEP?

A PEEP is a **Personal Emergency Evacuation Plan**. It is an 'escape plan' for individuals who may not be able to reach a place of safety unaided or within a satisfactory period of time in the event of an emergency.

Who needs a PEEP?

PEEPs may be required for residents and visitors with an ongoing presence in the building with:

- Mobility impairments
- Visual impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

A temporary PEEP may be required for:

- Short term injuries (i.e., broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

The underlying question in deciding whether a PEEP is necessary is "can you evacuate the building unaided, in a prompt manner, during an emergency situation?" If the answer is "no", then it is likely that a PEEP is needed.

What to do?

If you need assistance evacuating from a building, even temporarily, it is your responsibility to make decisions about your safety and security. You may decide to develop a PEEP. The PEEP will determine the best plan for you in an emergency. This PEEP should be reviewed on a regular basis. A completed PEEP can be left with the OSBM, where it will be accessible to personnel from the ACT Emergency Services Agency so they can take action to assist you in an evacuation if necessary.

In some circumstances you may decide your PEEP will provide for you to *Shelter in Place* until Emergency Services can assist you to evacuate.

The following is provided as a guide for you to develop your PEEP:



**PERSONAL EMERGENCY EVACUATION PLAN: (PEEP)
LANDMARK APARTMENTS, BARTON, ACT 2600**

SAFETY FIRST

- DO NOT do anything that you feel will make the situation worse.
- DO NOT attempt any actions unless you feel capable of doing them.

RELEVANT DETAILS

Person: Name		Phone Number	
Building		Floor	
Apartment number		Mobile number	
Date PEEP created		Review date	

Have you read and understood the Landmark Apartments “Fire Alarms and Emergency Evacuation Information”? YES/NO

Note: Copies are available from the Building Manager.

Do you have an assistance animal? Yes/No

If yes, please describe (e.g., guide dog)

AWARENESS OF EMERGENCY

The Building Occupant Warning System will be automatically activated in case of smoke or fire in common areas and will issue very loud tones, which may escalate to a verbal command to evacuate the building. The tones and verbal warnings will continue until deactivated by ACT Fire & Rescue (ACTF&R).

In this event you need to decide if you can evacuate safely.

If you decide that you need assistance to evacuate in a timely and safe manner, you need to consider what type of assistance you may need.

What type of assistance do you require?

If you wish, briefly outline issues that limit your capacity to self-evacuate.



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Note here the types of assistance you may need:

- Walking guidance or aid
- Wheelchair assistance
- Other (please specify)

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What equipment will you require that emergency services should be aware of?

Manual wheelchair, harness, other (please specify)

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EVACUATION PROCEDURE

In completing and submitting this PEEP you are deciding that, in your circumstances, you are not able to evacuate safely without assistance. In this case you may decide the preferable option is to Shelter in Place (that is to remain in your apartment) if you decide it is safe to do so until emergency services are able to assist you.

If sheltering in place is not an option (for example there is a fire inside your apartment) you need to consider how you will get to a safer place (for example the fire stair well or via an external balcony, if your apartment is situated on the Ground Floor) and remain there until emergency services are able to assist.

By what method and by which evacuation route(s) will you go to remain safe?

(Step-by-step details – add steps if required)

1. Refer to evacuation diagram on hall wall
2. In what building and on what level will you wait in the fire stair well for emergency services to assist?
3. How will you tell a responsible person that is where you are?
4. Do you have a friend, relative or neighbour who can agree to be your designated assistant and will know what your PEEP involves? If so, give contact details.



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How will this PEEP be reviewed?

It is your responsibility to review your PEEP. Include details of how often you will review the PEEP. Please list review dates.

RECORDS

A copy of this PEEP should be retained by:

- the PEEP owner
- On Site Building Manager to provide a place for access for Emergency Services.
- any designated assistants.

Name:

Date: