



HEALTH & SAFETY SERVICES EMERGENCY MANAGEMENT **FIRE ORDER INSTRUCTIONS**

FIRE ORDER

1. **Assist any person in any immediate danger**, if safe to do so.
2. **Attempt to extinguish fire with appropriate equipment**, if safe to do so.
3. **Contain the fire** by closing doors and windows, if safe to do so.
4. **Raise the alarm:**
 - a. Use a manual call point, if available;
 - b. Call Emergency Services (000); **and**
 - c. Contact Campus Security (8344 6666).
5. **Inform the Chief Warden** or other Wardens.
6. **Follow the Building Evacuation Procedure.**

FIRE ALARM TONES:

SINGLE TONE: Evacuate immediately.

DUAL TONE:

1. **'BEEP... BEEP':** Prepare for a possible evacuation.
2. **'WHOOOP... WHOOOP':** Evacuate immediately.

NO ALARM TONE: Assess danger, respond accordingly.

The Health & Safety Services website contains more information about fire orders, building evacuation procedures and other emergency management guidance.

Access it at safety.unimelb.edu.au

For information on your building's fire alarm tone system, evacuation diagram, emergency management plan and other building-specific information refer to the Emergency Management Community SharePoint site.