FIRE RESPONSE PROCEDURE

IF YOU SEE FIRE OR SMOKE OR SMELL ANYTHING BURNING IN YOUR BUILDING

YOU MUST

RAISE THE ALARM; this can be done by shouting out loudly and activating emergency manual call points and fire alarms closest to you, notify building fire wardens immediately

Break Glass Manual call point

Call Fire emergency responders and inform them of the location and extent of the fire, USP Security Control Centre on extension 123 or 32211

Fiji National Fire Authority Phone Landline Number 911 / 3312877 or mobile emergency number 910

Assist anyone who has difficulty moving out of building eg. disabled and young children

Close Doors, Windows and Off Electrical and Flammable Gas outlets accessible to you.

Extinguish the fire with portable fire extinguishers or hoses if the fire is small; otherwise if the fire is spreading and dangerous evacuate the building immediately.

Evacuate the Building by moving out of the nearest Exit door or stairs and walk towards the designated Emergency Assembly Area for that building

Remain in the Emergency Assembly Area and follow all instructions by Building Fire wardens until the All Clear is told to you by national fire authorities that it is safe to re-enter the building

STAFF AND STUDENT HEALTH & SAFETY ADVISORY

UNIVERSITY OF THE SOUTH PACIFIC