**LOP 102 Emergency Procedure Fire**

The base has the following Fire Fighting Equipment:

1. Early Warning Fire Detection System.
2. Fire Extinguishers:
   1. Admin Area – 5kg CO2 Extinguisher.
   2. Kitchen – 1kg Powder Extinguisher and Fire Blanket.
   3. Training Room – 2kg Powder Extinguisher.
   4. Radio Room – 5kg CO2 Extinguisher.
3. Training Room – Fire Reel (Water).

**NOTE: The Alarm is Internal only and does not notify the Fire Service.**

There are two (2) Fire panels:

1. main control panel in the storeroom, and
2. mimic panel in the radio room mounted on column near the chart table.

There are twelve (12) detectors throughout the building, a detector will set off the system within seconds of detecting smoke, and the alarm will sound within the building (From 3 positions: Radio Room, Training Room (First Floor) and Hallway (outside Kitchen).

**Procedure: Fire Alarm Sounds**

When the fire alarm is activated or smoke/fire is observed:

* If Safe to do So, Fight the fire
* Staff on Ground Floor Check Fire Panel for Location.
* The Watchkeeper and any other personnel in the radio room are to check the Mimic Panel for location, proceed downstairs to check/fight the fire. Removing either the CO2 fire extinguisher mounted near the top of the stairs or the Powder Extinguisher outside the Training Room.

If the fire cannot be controlled, evacuate the building and phone emergency 000. (Refer LOP 103 Evacuation Procedure)

If fire can be extinguished or it is a false alarm, the alarm can be reset on the main control panel by following the procedure on the front cover of the main panel.

Contact the UC, DUC or Operations Officer, ROM and advise them of situation.

**In the event of fire, the three most important actions are, in chronological order are:**

* Raise the alarm.
* Summon the fire brigade.
* Evacuate the building — attempts to extinguish the fire should only be made if it is safe to do so.