



EMERGENCY PROCEDURE: FIRE

These procedures pertain to all complexes managed by
Infinitem Real Estate Management Solutions

General Disclaimer: The information presented by Infinitem is not intended to replace the advice of a specialist in the field of service delivery. This document is rather intended to help inform our clients of emergency issues. The information found on this document should be used as a supplement to the learning process, not as a complete definite reference or tool. If you require a more extensive emergency plan, please contact your relevant emergency service providers for more information.

We advise all our owners, residents and guests to ensure that they are familiar with these procedures and to be able to implement and use it in emergency situations.

THE PERSON DISCOVERING A FIRE MUST RACE

R – RESCUE if possible anyone in immediate danger **WITHOUT ENDANGERING YOURSELF**. Never ever enter an unknown or unfamiliar area, especially in cases where smoke is visible.

A – ALERT others in the immediate vicinity of the emergency. Inform the complex/estate security, DIAL 10177 for emergency services (or 112 from cell phones) and report the incident

C –CONFINE the fire by closing doors as you vacate the building.

E – EVACUATE the building and report the situation to the first arriving firemen or police.

Please Note: You are not required to extinguish a fire with a fire reel or extinguisher unless you have been trained to act accordingly in these types of situations.

Remember, your task is to R.A.C.E

RESCUE, ALERT, CONFINE and EVACUATE

WHEN EVACUATING THE BUILDING REMEMBER TO

FEEL THE DOOR: First feel the door before opening, a "too hot to touch door" means that the fire is most likely on the outside of the door.

EVACUATE THE BUILDING: If someone alerts you of a fire, immediately vacate the area. Remember to always use the stairs and under no circumstances make use of the elevator. Always remember to close the door as you leave a room.

CRAWL: If you should ever get caught in smoke.

SIGNAL: Should you ever get caught in smoke, go to the closest window and signal for help.

REPORT: Anyone causing a false alarm to the responding personnel.

ACCOUNT: Always be sure to be able to account for people living with you so that you can report any missing or lost people to the responding security personnel.

ASSIST: The emergency personnel as well as people with disabilities.