

HOME FIRE ESCAPE PLAN

FOR PEOPLE AT HIGHER RISK

DATE COMPLETED:

DATE FOR REVIEW:

(yearly review is recommended)



A fire in your home can happen at any time. The smoke, heat and flames can be deadly. Victoria's fire services recommend that older people and people with a disability should not try to fight a fire. You should get out, stay out, and call Triple Zero (000) for help.

This plan will help you work out exactly what you and others in your home will do if a fire starts.

There are three parts to your Home Fire Escape Plan:

Complete this plan yourself or with help from a family member, friend, support worker, or a health professional that visits you at home.

If you live in an apartment building or other type of large building, you can ask your Building Manager or Owners Corporation representative for information or help where needed.



Me and My Home



My Smoke Alarm Action Plan



My Home Escape Action Plan



ME AND MY HOME

My name:

My home address:

People who can support me to:

- ▶ Complete my plan
- ▶ Practise my plan
- ▶ Install, test and maintain my smoke alarms

Name of support person

My notes

Name of support person	My notes



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cfa.vic.gov.au

My fire risk:

Can you hear or respond to a smoke alarm?

If any of these apply to you, it may make it harder for you to hear or respond:

- ▶ I am Deaf or hard of hearing
- ▶ I sometimes find it difficult to wake up (e.g. I take medications that make me drowsy)
- ▶ I may become confused, or I may not know what to do if I hear a smoke alarm (e.g. dementia or intellectual disability or Acquired Brain Injury)
- ▶ I have trouble processing information or responding to change because of a developmental condition (e.g. autism spectrum disorders)

Do you have difficulty getting out of your home quickly?

If any of these apply to you it may make it harder for you to get out in a fire:




- ▶ I have a disability or illness that affects my mobility (e.g. I move slowly, or I use a wheelchair, walker, walking stick or other device to help me move around)
- ▶ I have a high risk of falls
- ▶ I need assistance to get out of bed
- ▶ I find it hard to get down stairs
- ▶ I am blind or have low vision

If any of these apply to you, or you feel that you are at higher risk from fire, we recommend that you complete this plan.

Fire protection in my home



All homes are required by law to have at least one smoke alarm on each level. Thinking about your home, what fire protection do you have?

Fire safety feature	Location/s
 <input type="checkbox"/> Smoke alarms	
 <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> Fire blanket	
 <input type="checkbox"/> Other fire safety equipment. List other, e.g. sprinklers, evacuation plans, maps:	

If you live in an apartment



There may be other fire safety equipment in your building. The building may have emergency response procedures. You can ask your Building Manager or Owners Corporation representative about this.

You can ask for training in the procedures, and to be kept informed of any changes to these procedures in a way that is accessible to you.

My Building Manager or Owners Corporation representative is (Name):

Contact details (phone number):

or (email):

I prefer to receive updates to the emergency response procedures by: (e.g. letter, SMS, email, Braille, phone call)

I have received training on the emergency response and evacuation procedures for the building I live in:

Yes

No

I discussed my Home Fire Escape Plan with my Building Manager or Owners Corporation representative on (Date):

My actions and notes:



MY SMOKE ALARM ACTION PLAN



A working smoke alarm is designed to alert you to a fire in your home, allowing you time to escape before the fire becomes deadly.

Like all appliances, smoke alarms wear out over time. All smoke alarms should be replaced every 10 years.

There are many different types of smoke alarms (including smart devices).

For more information about smoke alarms go to:

- frv.vic.gov.au/smoke-alarms
- cfa.vic.gov.au/smokealarms

If you answer NO to any of these statements, you need to take immediate action.

	YES	NO
I have smoke alarms in my home		
I have a smoke alarm in the room I sleep in		
I can test all of my smoke alarms without help		
I have tested all of my alarms by pressing the test button and they are all working		
I am sure that the smoke alarms in my home are less than 10 years old		



My immediate actions:

Actions:

Notes: (for example when will I do this)

<p><input type="checkbox"/> Get working smoke alarms in my home. How many smoke alarms do I need in my home? How many smoke alarms do I need to buy? Do I need new batteries? If renting, contact rental provider (landlord).</p>	
<p><input type="checkbox"/> Get smoke alarms installed. Who will install new smoke alarms? If renting, your rental provider (landlord) must provide and service your smoke alarms.</p>	
<p><input type="checkbox"/> Test smoke alarms are working. Who will test my smoke alarms? When will I test my smoke alarms?</p>	



How do I test my smoke alarm?

Test that your smoke alarm has a working power source by using a broom handle to press the test button for 5 seconds. The smoke alarm will beep if it is working.

Need help with your smoke alarms?

Go to the Smoke Alarms Referral Pathway:

[LINK www.cfa.vic.gov.au/smokealarm](http://www.cfa.vic.gov.au/smokealarm)

My Smoke Alarm Maintenance Plan

Action	Notes
<p>I will test my smoke alarm every month. List how you will remember to do this (e.g. I will put an alert in my phone or write a reminder on my calendar).</p>	
<p>I will dust around my smoke alarm each year. List how you will remember to do this (e.g. I will put an alert in my phone or write a reminder on my calendar).</p>	
<p>My smoke alarm needs to be replaced by: Write the year this needs to be done and how you will remember (e.g. write the year on the alarm).</p>	

Do I need a specialist smoke alarm?



For people who are Deaf or hard of hearing:

Smoke alarms for people who are deaf or hard of hearing use at least two alternative alarm methods including tones of varying frequency, vibrating pads or strobe lights. Financial assistance through the National Disability Insurance Scheme (NDIS) funding or Veteran’s Affairs may be available.

If you’re not eligible for NDIS or Veteran’s Affairs support, the Victorian Government may provide financial assistance through the Smoke Alarm Subsidy. For more information contact Expression Australia at www.expression.com.au



For older people and people with a significant and permanent disability:

Fire services recommend that smoke alarms installed in homes with older people and people with a significant and permanent disability should be connected to a personal alarm system. This is critical if you cannot get out of your house unassisted.

Type of smoke alarm I need:

Smoke alarm for the Deaf and hard of hearing

Date I will do this by:

Smoke alarm linked to personal alarm

Date I will do this by:



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HOME FIRE ESCAPE ACTION PLAN

If a fire occurs in your home, you need to respond by:

1 Getting out of the building to a safe location away from fire and smoke (your Safe Meeting Place).

2 Calling Triple Zero (000) to respond the fire service

My Safe Meeting Place



A Safe Meeting Place is a location that everyone in your home knows to go if there is a fire in the home. It should be outside your home and away from your building (e.g. your letterbox or front gate). When firefighters arrive, you will be able to tell them that everyone is safe. If someone is missing, firefighters will try to find them.

If you live in an apartment building, your building may have an evacuation plan that tells you where to evacuate to.

My Safe Meeting Place is:

Everyone in my home knows where My Safe Meeting Place is:

Yes No

My notes:

My Home Escape Plan



Fires are fast, and it could be dark, smokey and hard to see. Smoke alarms operating may make it hard to hear. You may become confused and disorientated.

Your best chance of survival is to get out immediately and go to your Safe Meeting Place.

A fire can spread very quickly. You may only have a few minutes to get out safely.

Can you get to your Safe Meeting Place in under three minutes?

Yes No

There are many reasons why you may be unable to get out of your home quickly. What actions can you take to reduce your risk?

Escape hazard/ concern	Safety tips	My actions and ideas
There are stairs that will be difficult or impossible for me to use and get out	<ul style="list-style-type: none"> ▶ Relocate your bedroom to a lower level ▶ Put in a ramp or rail to help get down outdoor steps 	
I sometimes or always deadlock my doors	<ul style="list-style-type: none"> ▶ During a fire it will be dark and smoky – and a deadlocked door could block your escape. If you must keep deadlocks locked, leave your keys in the door. 	
There is clutter or furniture blocking exit doors or pathways making it difficult for me to reach the exit door	<ul style="list-style-type: none"> ▶ Clear away anything blocking the exits and pathways in your home 	
I cannot get out of bed unassisted but always have people in my home to help	<ul style="list-style-type: none"> ▶ Discuss this plan with the other people in your home who support you ▶ Practise this plan with everyone in your home 	
I cannot get out of bed unassisted, and I live alone.	<ul style="list-style-type: none"> ▶ If you are unable to escape, follow down to the next section. 	

Other Notes:

! If you are unable to escape without help !



Staying in a home which is on fire is extremely dangerous and must be a last resort. If you are physically able to evacuate to a safer location, you **MUST** do so.

If a fire starts and you are unable to escape on your own, you can improve your chances of survival:

- ▶ Call Triple Zero (000) as quickly as possible if your smoke alarm activates.
- ▶ Tell the operator that you are unable to escape, and make sure that you stay on the phone.
- ▶ Get down as low to the ground as you can away from the smoke.
- ▶ If you are able, close the bedroom door and block gaps under the door to stop smoke getting in.

If you are unable to escape, what actions will you take now to improve your chances of survival?

If you are unable to escape in a fire contact the Victorian Fire Services by emailing atriskgroups@frv.vic.gov.au

I will:

I have done this:

Have a personal alarm which is linked to my smoke alarm	<input type="checkbox"/>
Have smoke a smoke alarm in my bedroom, preferably interconnected to the rest of my smoke alarms	<input type="checkbox"/>
Keep my phone close by and ensure it is always charged	<input type="checkbox"/>
Relocate my bedroom closer to an exit to help firefighters find me more easily	<input type="checkbox"/>
Have an exit out of my bedroom to the outside. For example, some people have changed a window to a sliding door	<input type="checkbox"/>

My home

If you feel that it will help you, sketch your home floor plan here. Remember to include:

- ▶ Your exits
- ▶ Your Safe Meeting Place
- ▶ Any fire protection equipment (e.g. fire extinguishers)

A large grid of 30 columns and 40 rows, intended for sketching a home floor plan. The grid is empty and occupies the central portion of the page.



My Home Fire Escape Plan Summary Checklist:

I am at higher risk in a house fire

Smoke alarms:

- I have working smoke alarms to warn me if a fire starts.
- I have a smoke alarm in my bedroom.
- I know how to test if my smoke alarms are working and will do this monthly.

Home Escape:

- I know how to get out of my house if there is a fire.
- I have spoken to my family, and in-home supports about my escape plan.
- I have given a copy of this plan to a family member or support worker.
- I have practised my plan and I can get out in under 3 minutes.
- I have a Safe Meeting Place.
- If I cannot escape unassisted I have notified the fire services.

If you are at higher risk of fire, you are likely at higher risk in all emergencies. To plan for all emergencies use the Person-Centred Emergency Preparedness (P-CEP) [Workbook](#).