

# Smoke Alarms Save Lives



We want to emphasise the critical importance of smoke alarms in ensuring your safety. Here are key points to remember:

## BHC Responsibilities:

- BHC ensures smoke alarms are checked at the start of your tenancy and annually thereafter, exceeding legal requirements. We prioritize your safety with thorough inspections and maintenance.

## Tenant Responsibilities:

- Promptly inform BHC if smoke alarms are not functioning correctly. Your vigilance ensures early detection and response in case of emergencies.
- Do not tamper with or cover smoke alarms; keep power connected to your unit. These actions help maintain the effectiveness of the alarm system.

## Urgent Maintenance:

- If a smoke alarm issue is identified during inspections or by contractors, it is treated urgently, and BHC will act promptly. Tampering may incur charges to cover maintenance costs and ensure the safety of all residents.

## FAQs:

- Chirping Alarm: Contact BHC immediately for a contractor to replace the battery/alarm at no cost. We respond promptly to ensure your peace of mind.
- False Alarms: Ventilate the unit in case of burnt food or high humidity. If issues persist, contact BHC for assessment. Your safety is our priority, and we're here to assist you.

## Queensland Fire and emergency service - QFES Call Out Fee:

- Tenants may be charged if QFES attends due to an alarm activation without a fire.

## Emergency Evacuation:

- Use fire stairwells, not lifts, during emergencies. Discuss any accessibility concerns with your Housing Manager to create/update a Personal Emergency Evacuation Plan (PEEP). Your safety plan ensures swift and efficient evacuation procedures.

For smoke alarm discussions or concerns, contact your Housing Manager promptly. Your safety is our top priority, and we're here to support you in every way we can.

BHC Creating Liveable Communities

Do you know your Emergency Assembly Area?

# IN CASE OF FIRE REMEMBER RACE

## R

### REMOVE PEOPLE

FROM IMMEDIATE DANGER TO A PLACE OF SAFETY

## A

### ALERT THE FIRE BRIGADE - Dial 000

STAFF / RESIDENTS / MEMBERS OF THE PUBLIC

## C

### CONFINE FIRE & SMOKE

IF PRACTICABLE - CLOSE WINDOWS & DOORS

## E

### EXTINGUISH

AND CONTROL THE FIRE (IF SAFE TO DO SO)

#### STAGE 1: REMOVAL OF PEOPLE FROM THE IMMEDIATE DANGER AREA

Residents/Occupants in the immediate danger area are to assemble a safe distance away from the fire and smoke. When the area has been evacuated doors should be closed to localise the fire.

#### STAGE 2: COMPLETE EVACUATION OF THE ENTIRE COMPLEX

Should the emergency necessitate evacuation of the entire building, staff and residents will be required to assist in directing occupants to the assembly area.

#### STAGE 3: ROLL CALL

To be conducted as soon as possible and to ensure all occupants are accounted for at the assembly area.

Report missing persons to the attending FIRE OFFICERS.

#### STAGE 4: ASSEMBLY AREA

PLEASE MAKE YOURSELF AWARE OF THE ASSEMBLY AREA FOR YOUR BUILDING.

Ask your Housing Manager if you are unsure of where the assembly area is located.

## HOW TO

# SAFELY USE SCOOTERS, E-BIKES AND BATTERY-OPERATED EQUIPMENT

As the cost of living rises and the desire for eco-friendly living increases, the popularity of scooters, e-bikes and battery-operated equipment is also on the rise. With this, it's crucial to ensure their safe and responsible use.

Here are some guidelines to follow to prevent accidents, fires, or environmental harm associated with these devices:



## HANDLING BATTERIES

- **Avoid Modifications:** Never try to modify or repair batteries yourself.
- **Compatible Use:** Only use the battery or charger with the equipment it's designed to avoid hazards.

## CHARGING SAFETY

- **Match Charging Voltages:** Only use the charger supplied with your device. Even though a device connection may fit, the wrong voltage can cause fires.
- **Check for Damage:** Inspect the scooter, battery, and charger before and after each use for cracks, discoloration, or water damage.

## CHARGING PRACTICES

- **Being present while charging:** Charge your devices while you're at home and awake so you can quickly respond to any issues.
- **Weather Considerations:** Charge away from weather effects and watch for unusual signs like smoke or popping noises.

## MANUFACTURER'S INSTRUCTIONS:

- **Follow Instructions:** Always stick to the manufacturer's guidelines for safe charging and use.

## BATTERY DISPOSAL

- **Avoid Household Disposal:** Never throw lithium-ion batteries in regular bins or hard waste collection.
- **Recycling Options:** Look for drop-off points through Planet Ark or use Recycle Mate and B-cycle for safe disposal.

## ADDITIONAL SAFETY MEASURES

- **Install Smoke Alarms:** Have a smoke alarm in the charging area and test it regularly.
- **Clear Charging Space:** Keep the charging area free of clutter to let heat dissipate safely.
- **Away from Flammables:** Store equipment away from flammable items like papers or clothing.

By following these rules, you help make sure scooters, e-bikes and battery-powered gear are used safely, keeping both you and the environment protected. Remember, following the instructions from the manufacturer and disposing of batteries properly are important for a safer and greener future.

# Personal Emergency Evacuation Plan (PEEP)



PEEP stands for Personal Emergency Evacuation Plan. It's a customised plan that individuals design themselves to assist with their specific needs or disabilities during emergency evacuations.

**Occupant's Name:** \_\_\_\_\_

**Phone Numbers:** \_\_\_\_\_

**Location:**

Building/Facility \_\_\_\_\_

Room Number \_\_\_\_\_ Floor \_\_\_\_\_

Is an Assistance Animal involved? Yes  No

Are you trained in the emergency response procedures (including the evacuation procedures)? Yes  No

Preferred method of receiving updates to the emergency response procedures:  
*(Please state, e.g. text, email, Braille etc.)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred method of Notification of Emergency:  
*(Please state, e.g., visual alarm, personal vibrating device, SMS, etc.)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of assistance required:  
*(Please list procedures necessary for assistance)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment required for evacuation:  
*(Please list)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Personal Emergency Evacuation Plan (PEEP)



## Egress procedure:

(Give step by step details).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Designated assistants and contact details:

(Please list name, phone, mobile, email).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are your designated assistants trained in the emergency response and evacuation procedures.

Yes  No

Are your designated assistants trained in the evacuation equipment?

Yes  No

Diagram of preferred route for assisted evacuation: (if required)

Occupant approved: \_\_\_\_\_  
(signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Chief Warden: \_\_\_\_\_  
(signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Not required**

If you do not require a PEEP at this moment, please sign below as NOT REQUIRED. However, it's essential to keep in mind that circumstances can change, and any time you feel the need for a PEEP, whether due to a change in health conditions or any other reasons, we urge you to reach out to your housing manager or contact our reception. A PEEP form can be emailed or mailed to you to update.

NOT REQUIRED

Name: \_\_\_\_\_

(signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_