

# FIRE SAFETY INFORMATION

## WHAT TO DO IF YOU DISCOVER A FIRE

- 1) **Operate the nearest fire alarm** without delay
- 2) The person in charge will ensure the fire services are called giving the following information -
  - ⇒ The full name, address and telephone number of the building
  - ⇒ The name of the person making the call
  - ⇒ Where the fire is located if known (check zone panel)
- 3) **Do not tackle the blaze** unless trained and confident to do so, if you do decide to tackle the blaze ensure a safe route is available at all times and the alarm has already been raised. Ensure you are using the correct extinguisher for the kind of fire burning
- 4) **Leave the building by the nearest exit**, closing windows and doors behind you (if time) Ensure fire doors are kept shut they should keep the flames back for thirty minutes
- 5) **Make your way to the fire assembly point**, and ensure you are accounted for during the role call. Anyone not accounted for should be reported to the person in charge



## WHAT TO DO IF YOU HEAR THE FIRE ALARM CONTINUOUSLY SOUND

Stop what you are doing, switch off all appliances and leave by the nearest exit. Ask persons in your area to leave (but do not force them). Report any persons still inside to a fire officer or person in charge. Supervisors and reception may have specific duties

## Help to Evacuate your area BUT Never Put Yourself in Danger

**Report to the fire assembly point where you should await further instruction from management or the person in charge. Close all doors behind you** Do not stop to collect personal belongings **Do not re enter the building until a Fire Officer tells you it is safe to do so.** If it is a false alarm the person in charge will tell you when you can safely return to the building. Turn off all gas and electrical appliances, closing doors and windows behind you when leaving the building (if time). A role call will be taken by the person in charge to ensure everyone is safely out. Anyone not accounted for will be assumed missing.

- ✓ **Never** ignore a fire alarm; Always behave as if it is the real thing - It might well be!
- ✓ Familiarize yourself with fire exits and call points - **It could save your life!**
- ✓ Keep fire doors **shut** (identified by the blue signs);
- ✓ Stay **calm**; Walk do not run! If you remain calm others may follow your example
- ✓ **Report suspicious** persons. Fires are sometimes started deliberately.
- ✓ Report to management should you see a **fire risk** e.g. an overloaded electrical socket; suspicious persons or illegal smoking; Dispose of **rubbish** properly
- ✓ Put the contents of **ashtrays** in a closable metal bin and/or douse first
- ✓ Store **flammable liquids** correctly and away from sources of heat
- ✓ Unplug any electrical appliances when not in use; Ensure any extension reels are completely unwound and not overloaded (keep extension lead use to a minimum)
- ✓ **Never** open a door if you see smoke coming from under a door – the fire could spread; Use the back of your hand to see if there is heat on the other side
- ✓ Ensure you understand the zone panel and are aware of cut off points, call points and exit routes

**Remove one or more elements of the "Fire Triangle" Fuel, Heat & Oxygen to reduce the fire. Extinguishers work by Smothering, Starving or Cooling the blaze**

**Safety First! - Raise the Alarm - Get Out Stay Out!**

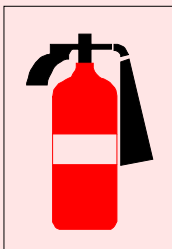
## Fire Extinguishers



<b>WATER</b>	<i>For Burning Materials - Do not use on oil, electrical fires or fat fryers.</i>
<b>FOAM</b>	<i>Aim at base of fire so foam will smother flames <u>Not on Electric's</u></i>
<b>POWDER</b>	<i>Suitable for Class A and B fires but also Class C fires involving flammable gases such as propane and butane. They are also safe to use on electrical risks because of the non-conductivity of dry powder.</i>
<b>CO2</b>	<i>Use on Electrics. Do not hold the nozzle as it may cause freeze burn This extinguisher may be noisy and care should be taken when using it in a confined space</i>
<b>FIRE BLANKET</b>	<i>Hold the blanket high and drop onto a chip pan. If a person is on fire wrap them in the blanket Wrap the blanket over your hands keeping them protected</i>
<b>WET CHEMICAL</b>	<i>Empty the entire contents onto a chip pan fire it turns the to a soapy liquid sealing flames</i>

*If in doubt leave the fire and get out  
Always raise the alarm before tackling a blaze  
Never tackle a blaze larger than a waste paper basket  
Extinguishers may be noisy and take a few seconds to start  
Only tackle a blaze if you feel confident and are trained to do so  
Extinguishers last between thirty seconds and a maximum of two minutes*

**The word PASS is a good way to remember**



**P**ull out the pin  
**A**im the extinguisher hose at the base of the flames  
**S**queeze the handle (remove tag & pin first)  
**S**weep from side to side