

FIRE SAFETY GUIDELINES

In the event of fire, detection of the presence of smoke or the fire alarm going off

- Immediately stop what you are doing and walk (do not run) to the **nearest** available safe fire exit – front or back staircase.
- If your nearest exit / route is obstructed, choose another route. Make sure that you are aware of the fire exits of the building and in your office.
- Fire exits are marked at the building doors
- **DO NOT** use the lift to leave the building.
- Make your way to the general assembly point (opposite the road) or your company's designated assembly point.
- Once you are at the assembly point you should report to your management supervisor for them to account for the people in your organisation.
- **DO NOT** leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by your management supervisor or the relevant authority.

Action to take if you discover a fire

- **RAISE THE ALARM!**
- Call the fire brigade.
- Raise the alarm even if your building is fitted with an automatic fire alarm system, which has not yet activated - you must not wait for it to do so of its own accord. The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly.
- Contact the fire brigade at the earliest available time
- **DO NOT** attempt to tackle or extinguish the fire unless you have been appropriately trained and can safely do so (e.g. a small fire in a waste paper basket or the use of a fire extinguisher). Unless you have been trained you could be putting yourself or somebody else at risk.

The following steps help prevents fires

- Before you use any electrical appliances, carry out a check to make sure that the cables, plugs etc. are not damaged.
- **DO NOT USE** any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your organisation and find an alternative appliance. If it is an electrical equipment located at the common area, report the faults to the landlord.
- Ensure the staircase and common area are not obstructed for ease of evacuation.
- **DO NOT SMOKE** in the corridor or common area.