

## CONTACTING THE EMERGENCY SERVICES

Lift the receiver and wait for the dialling tone.  
Dial 999.

The Operator will ask you which service you require.

Once you have seated "Fire" you will be connected will ask you a set list of questions.

### BE PREPARED TO :

1. Confirm your telephone number.
2. Give an accurate description of the incident and details of any casualties.
3. Give your exact location.



## FIRE SAFETY



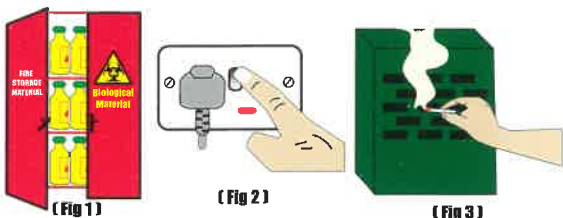
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**DEVELOPING PEOPLE TOWARDS PROACTIVE SAFETY CULTURE**



## MINIMISE THE POTENTIAL FOR FIRES

1. Store flammable and combustible materials in secure, fire resistant storage areas. ( Fig 1 )
2. Always use and store these materials in a safe and controlled manner.
3. Ensure no ignition sources are close to flammable and combustible stores.
4. Remove unnecessary heat sources and all naked flames from the workplace.
5. Switch off and unplug electrical devices when not in use. ( Fig 2 )
6. Enforce no smoking policy in all enclosed building. ( Fig 3 )
7. Reduce the potential for oxygen supply by shutting all windows, doors and any none-essential ventilation system.
8. Carry out a fire risk assessment regularly.



( Fig 2 )

1. Ensure all employees are familiar with this plan and that it is used in practice and real situations.
2. Does the plan account for all foreseeable circumstances, e.g. visiting clients and people with disabilities ?

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## MINIMISE THE DANGERS TO STAFF

1. Ensure all fire exit signs, fire action notices and fire extinguishers are correctly located. ( Fig 1 )
2. Follow a strict procedure for recording people both on and off the premises at all times.
3. Keep all fire exits closed at all times and free from obstruction.
4. Ensure that fire escape routes are free from obstruction. ( Fig 2 )
5. Where possible, have a primary and secondary route of exit in the event of evacuation.
6. Assign responsibilities to key members of staff to assist in the safe evacuation of the building. Ensure these are trained and identifiable.



( Fig 1 )

**ENSURE YOU HAVE A PREPARED AND TESTED PLAN IN THE EVENT OF FIRE AND EVACUATION.**

## MAINTENANCE OF FIRE PRECAUTIONS

Proper maintenance of fire precautions is essential to the safe evacuation of any building.

<b>Fire alarm and the detection system.</b>	Check weekly
<b>Emergency lighting.</b>	Check monthly
<b>Fire extinguisher and hose reels (properly maintained and within expiry date)</b>	check weekly ( Fig 1 )
<b>Are all fire signs clearly visible?</b>	Check monthly
<b>Fire exits and escape routes.</b>	Walk quarterly
<b>Fire Doors and closing mechanisms.</b>	Check weekly ( Fig 2 )



## FIRE ACTIONS

### ON DISCOVERY OF A FIRE :

1. Operate the nearest fire alarm.
2. Fire marshalls can try to tackle a fire. Only attack the fire if safe to do so, using a suitable fire extinguisher. See section 5.
3. Leave the building immediately by the nearest exit ( close windows and doors if safe to do so, as you leave ).
4. Report to the nearest allocated assembly point for evacuation roll call.

### ON HEARING THE FIRE ALARM :

1. Leave the building immediately by the nearest exit ( close windows and doors if safe to do so, as you leave ).
2. Report to the nearest allocated assembly point for evacuation roll call.



The information contained in the poster is for guidance only and should not be used as a substitute for recognised training.

## FIRE EXTINGUISHERS

### KNOW YOUR FIRE EXTINGUISHER LABELS.

Fire extinguisher can be identified by the label area / used guide on the body of the extinguisher.

<b>RED</b> - Water	for wood, paper, textile and solid material fires <b>DO NOT USE</b> on liquid, electrical or burning metal fires.
<b>CREAM</b> - Foam	for oil, fat and liquid fires. <b>DO NOT USE</b> on liquid, electrical or burning metal fires.
<b>BLUE</b> - Dry Powder	for oil, fat liquid and electrical fires. <b>DO NOT USE</b> on burning metal fires
<b>BLACK</b> - Carbon Dioxide	for liquid and electrical fires. <b>DO NOT USE</b> on burning metal fires.
<b>YELLOW</b> - Wet Chemical	for cooking of fires. <b>DO NOT USE</b> on burning metal fires.

Fire baskets are suitable for small fires in containers of cooking oils and for clothing fires.

