

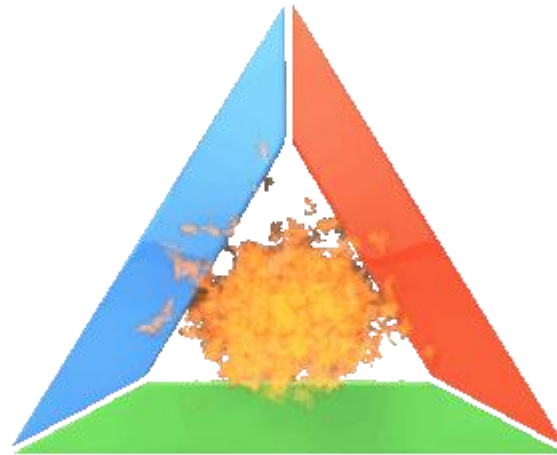
Fire safety training



FIRE TRIANGLE

HEAT

(an energy necessary to increase the temperature of fuel.)

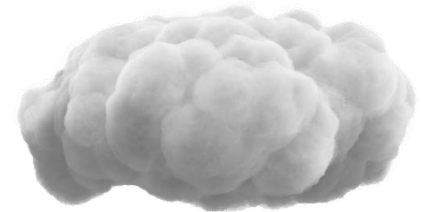


FUEL

(a combustible substance-
solid, liquid or gas)

Support combustion

OXYGEN



OXYDAZING AGENT

(usually air witch contains
aproximately 21% oxygen)

Oxygen sustain
combustion

Definition of fire

What is fire?



Fire is an uncontrolled burning process occurring in a place not intended for it, spreading in a non-controlled manner, causing a threat to human life, health and material losses.





Ordinary combustibles or fibrous material (wood, paper, cloth, rubber, and some plastics).



Flammable liquids and materials which melt while burning (gasoline, alcohols)



Gases (methane, hydrogen)



Certain combustible metals (magnesium, titanium, potassium, and sodium).



Cooking oils and fats



CLASS A FIRES: ORDINARY

WOOD



COAL



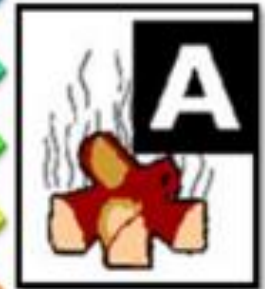
PAPER



PLASTICS, FABRICS



HEY, STRAW



CLASS B FIRES: FLAMMABLE



CLASS C FIRES: FLAMMABLE

PROPANE, BUTANE



METHANE



HYDROGEN



ACETYLENE



ETHANE



CLASS D FIRES: COMBUSTIBLE

ALUMINIUM



MAGNESIUM



POTASSIUM



SODIUM



CLASS F FIRES: COOKING OILS AND FATS

COOKING OILS AND FATS



The slide shows a visualization of an oil explosion when trying to put out the fire with glass of water.



Powder fire
extinguisher

separating fuel from
the oxygen, removing
the heat element of
the fire triangle



Carbon Dioxide fire
extinguisher removing
the oxygen and heat
elements of the fire
triangle with a very
cold discharge.



Depending on the class of fire (burning material) the appropriate fire
extinguisher need to be used.

Rule „anything for anything” cannot be applied.

Each fire extinguisher has an information label – the symbols on the label indicate the classes of fire that the fire extinguisher can be used for.



P A S S

PULL.... AIM.... SQUEEZE.....SWEEP

PULL... the pin. This unlocks the operating lever.



AIM... the extinguisher nozzle (or it's horn or hose) at the base of the fire.

SQUEEZE... the handle. This releases the extinguishing agent.

SWEEP... from side to side at the base of the fire until it appears to be out.



How to use?

- Extinguish the fire in the direction of the wind
- Use as much extinguishers as possible at one time (never one after the another)
- Consider any potential re-ignition
- Do not return used device to its casual place. Remember that extinguisher must refill after the usage.



DO NOT FIGHT WITH FIRE IF:

- fire can block the escape route,
- the fire spreads very quickly,
- the type and size of the fire extinguisher is unsuitable (eg. it is not intended to extinguish a given type of fire),



DO NOT USE EXTINGUISHER TO PUT OUT HUMANS ON FIRE

Burning person

- Is suffering from shock
- Is in panic – one cannot expect his / her behavior
- Is running away towards an exit

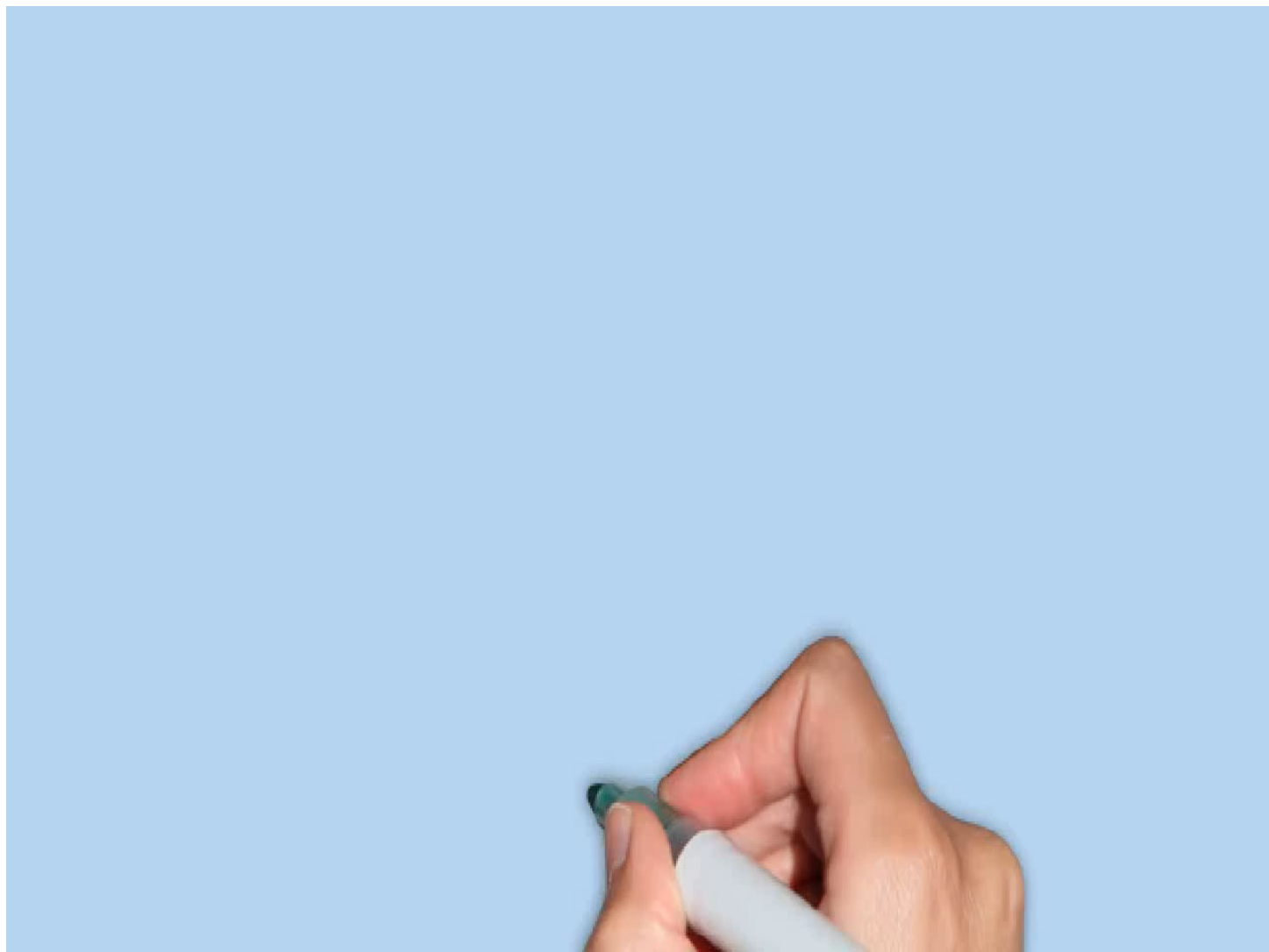


TO PUT OUT THE PERSON ON FIRE:

- **FALL HIM / HER DOWN TO THE GROUND AND SMOOTHER THE FIRE**

Internal hydrants

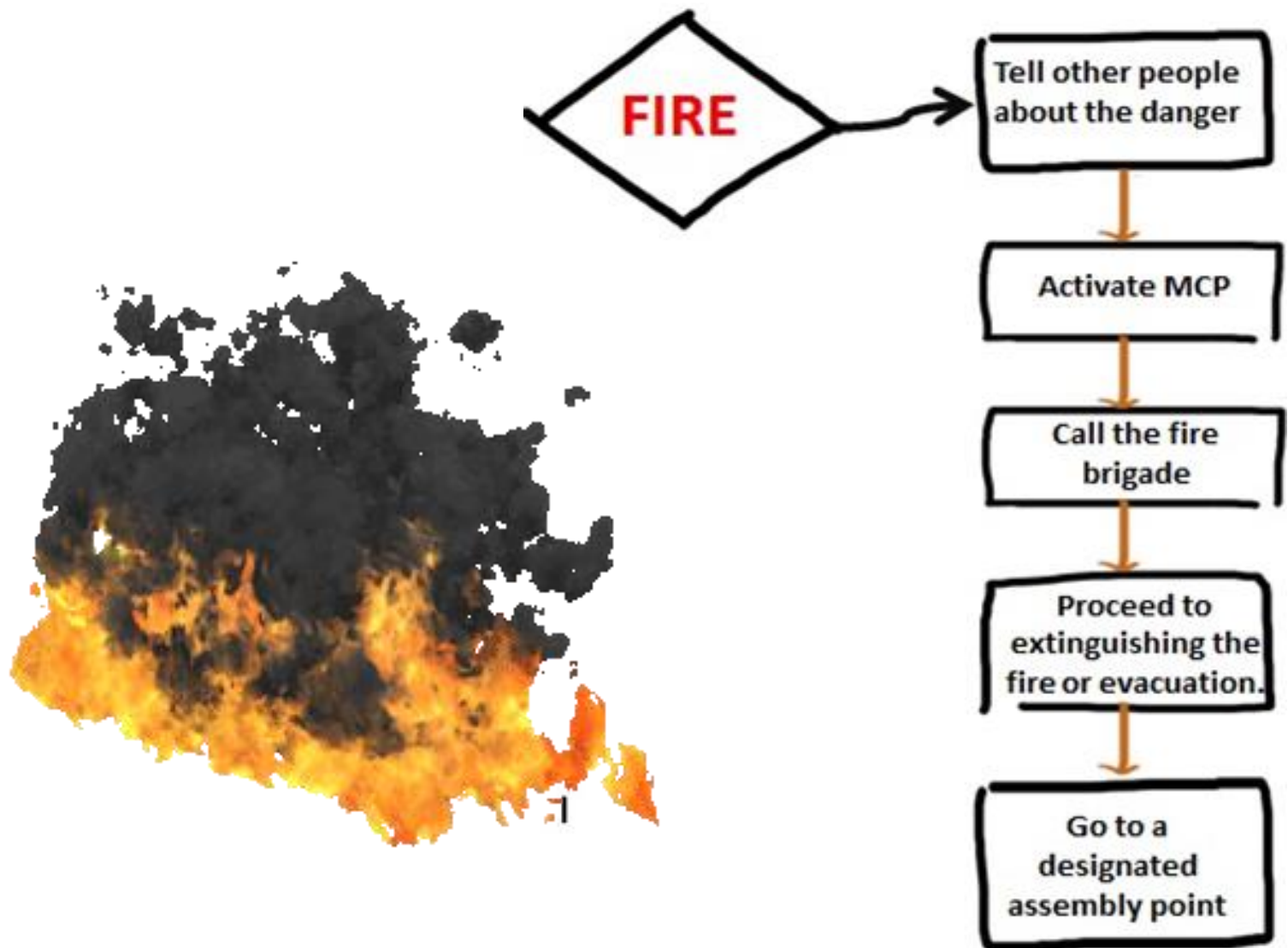




Common Fire Hazards in an Office

- **1. Heating**
 - Small portable heaters left unattended near flammable or vulnerable objects.
- **2. Cooking**
 - Cooking facilities (oven, microwave) left on, left unattended, and/or used unsafely.
- **3. Smoking**
 - Discarded cigarette butts not put out correctly or discarded near flammable materials
- **4. Electrical**
 - Frayed/damaged wiring, overloaded plug sockets, or faulty equipment.
- **5. Refuse build-up**
 - Failure to remove of cardboard boxes, paper, and other flammable materials – especially near a fire route/exit – means more kindling and a blocked exit in the event of a fire: trapped people.





**Attention!
There is a fire!**



**Tell other people
about the danger**

Activate MCP

Call the fire
brigade

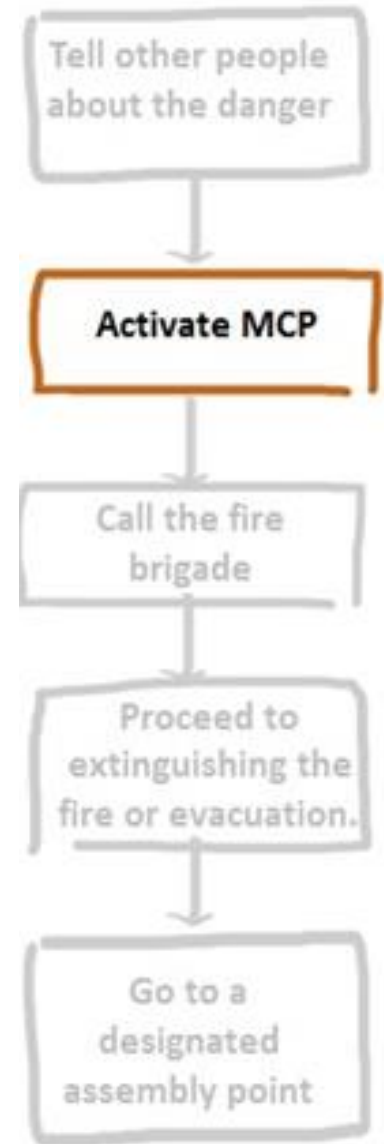
Proceed to
extinguishing the
fire or evacuation.

Go to a
designated
assembly point



A Manual Call Point is used to manually activate a fire alarm system in the building by a person who notices a fire.

Activating the manual call point comprises of two stages: breaking the glass and pressing the button.



Alarming !!!

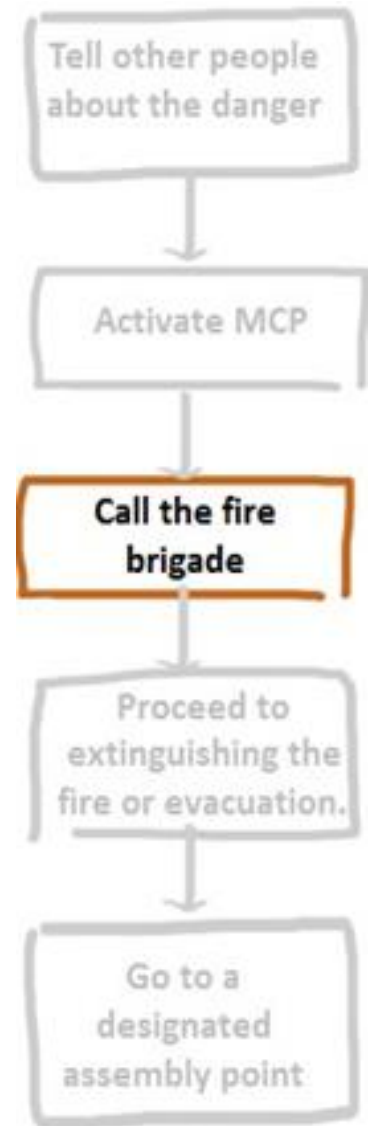
Anyone who sees a fire or other danger is obliged to immediately alert:

- The people located in the affected facility by using the voice or other available means of communication,
- Security staff /building administration,

- **Fire brigade
112**



998 or



Alarming !!!

Alarming by phone should be done in the following way:

After dialling fire brigade phone number on **998** or **112**, clearly and calmly give information:

- Address and the name of the object,
- Your first and last name,
- What is on fire, which floor,
- Is it a threat to human life and health, are there flammable or explosive materials in the area/immediate surrounding covered by the fire/ etc.,

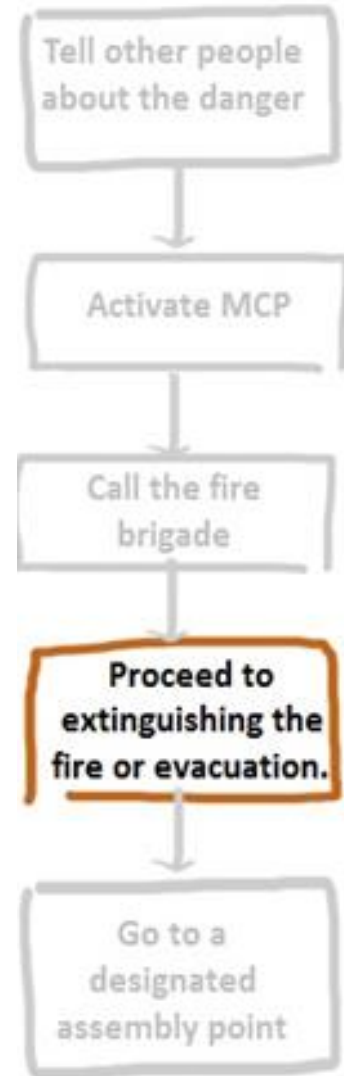
Don't hang up until you get confirmation that your declaration has been accepted.



Rescue and fire fighting action!!!

Anyone joining rescue and fire fighting action must remember to:

- **First to evacuate people,**
- Turn off the electricity supply premises covered by the fire, don't use a water to extinguish electrical equipment.



Fire Prevention Rules:

•Heating

- Avoid placing heaters near flammable objects or under desks.
- Keep heaters clear of any blinds/curtains/furnishings, etc.
- Sit at least 1m away from a heater; your clothes are flammable!
- Set a reminder to turn heaters off before you leave the office.
- If you notice any surroundings any strange smell discontinue using the heater.



•Cooking

- Do not leave food unattended during preparations.
- Make sure you switch off equipment, e.g. an oven or microwave, after use.
- Keep tea towels and other flammable materials well away from the oven or other heated appliances.
- Ensure the oven, and grill are kept clean.
- Do not place anything metal in microwaves.
- Do not use microwaves as an additional surface (this blocks the air vents).



•Smoking

- Make sure you fully extinguish cigarette butts and discard of them properly.
- Keep an eye on cigarette bins and empty them if they get too full (or notify whoever is responsible for doing so).



•Electrical

- Follow manufacturer's instructions when using a device/piece of equipment.
- Use official chargers and cables for devices and equipment.
- Don't leave appliances charging unsupervised for a long time.
- Don't charge a battery that looks damaged.
- Don't cover up items when charging, as they emit heat, and keep them away from flammable materials.
- Don't leave appliances and equipment running overnight or when no one is in the office; make sure they are properly switched off



Electrical

- Don't overload sockets – outlets, extension leads, and adaptors have a limit to how many amps they can take.
- Keep an eye out for burn marks or stains around plug sockets which suggest overheating.
- Keep an eye out for frayed or worn cables and wires.
- Always ensure that damaged sections of cable is properly replaced – don't simply repair them with insulating tape.
- Report faulty equipment and take it out of use immediately.



• Refuse build-up

- Keep walkways and fire exit routes clear of flammable materials, such as cardboard boxes, paper, fabrics, etc.
- Make sure it is properly disposed of/recycled away from the premises; don't simply dump it outside, as this is equally hazardous.



In the Office building is forbidden to perform activities that may result a fire, make rescue/evacuation difficult such as:

- Storage flammamable materials on the escape roads, exits, passageways;
- Closing evacuation door to make difficult to open it immediately;
- Reduce access to evacuation exits,
- Block the door and fire door to prevent their automaticaly shutdown in the event of fire;
- Reduce access to fire extinguishers/fire-fighting equipment.





EVACUATION

- When you hear the fire alarm stop carrying out the work immediately and go to the nearest emergency exit in the direction of evacuation signs;
- Do not delay yourself by gathering all personal items. Your safety comes first;
- Close the windows, door behind you;
- Head to the nearest stairwell and then to the exit to accordance with the evacuation signs;
- Do not panic, stay calm;

**Never use elevators
during an evacuation!!!**



EVACUATION

- Do not stop or move in a opposite direction;
- Go quickly but do not run, do not overtake others to not cause confusion;
- With strong smoke-filled escape routes, move in inclined position, trying to keep the head as low as possible, due to less smoke conditions in the lower parts of rooms and corridors;
- Stay low to the floor, and if possible, cover your mouth and nose with a damp cloth or dusk mask to help you breathe.

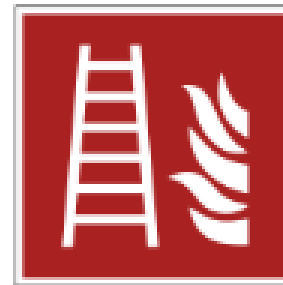




F001
Fire extinguisher



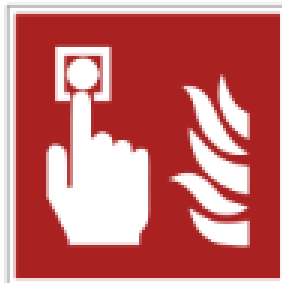
F002
Fire hose reel



F003
Fire ladder



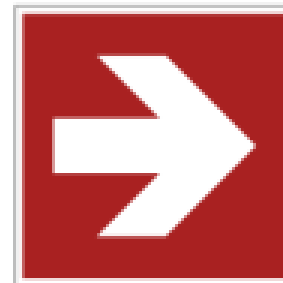
F004
Collection of firefighting
equipment



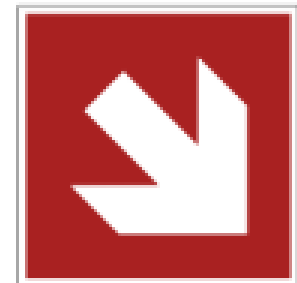
F005
Fire alarm
call point



F006
Fire emergency
telephone

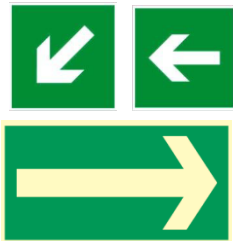


Fire protection
arrow 1



Fire protection
arrow 2

EVACUATION SIGNS



evacuation road
direction



evacuation door



emergency exit
direction



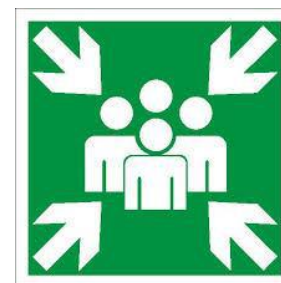
emergency exit
down the stairs



emergency exit
up the stairs



emergency exit



evacuation assembly
area



pull to open



push to open

AUTOMATIC UNLOCKING ACCESS



In the case of evacuation the door are open automatically. In the case of system failure you can open the door by using „green buton”

**AFTER LEAVING THE BUILDING GO TO THE
ASSEMBLY POINT
STAY THERE UNTILL THE FIRE ALARM IS CANCELLED**



EMPLOYER RESPONSIBILITY

- Fire fighting regulation requires to provide proper exits, fire fighting equipment and employee training to prevent fire deaths and injuries in the workplace.

EMPLOYEE RESPONSIBILITY

Each employee is responsible for maintaining proper exits and fire fighting equipment (keep access to devices clear) and completing the fire prevention training.

• THE EVACUATION LEADER'S RESPONSIBILITIES:

-
- Informing employees of the threat,
- Opening of the evacuation door,
- Check that all persons have left the affected area,
-
- Inform the appropriate emergency services,

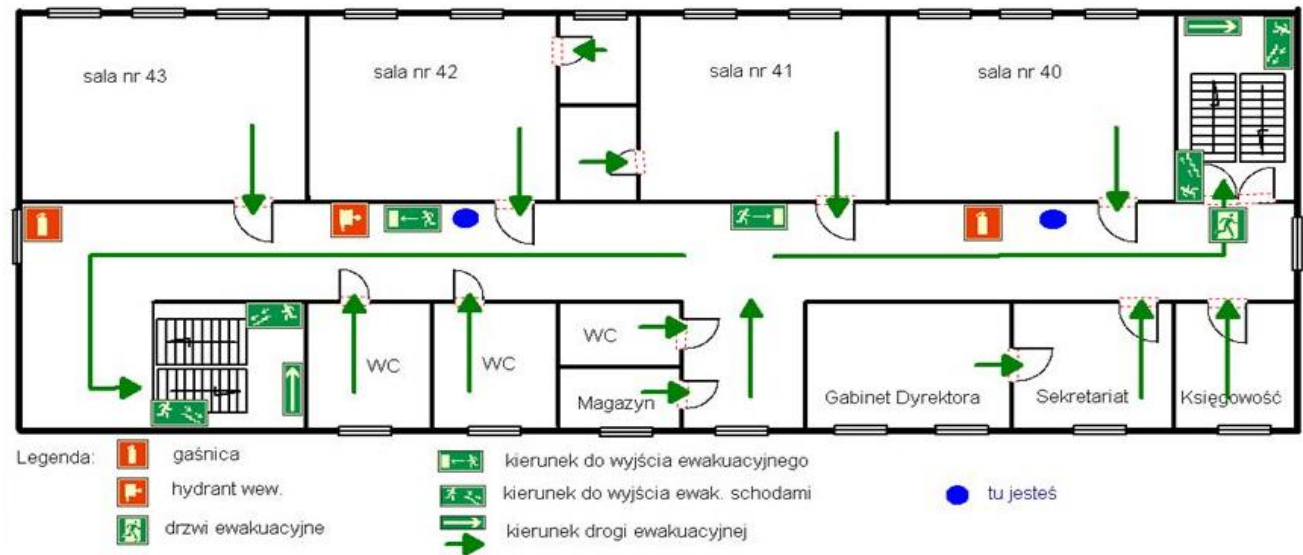


- Activation of alarm systems,
- Inform the relevant services about the occurrence of a fire,
- Commissioning of extinguishing systems,
- Hand-held fire-fighting equipment.



Emergency Action Plan

- Describes actions that must be taken to ensure employee safety in emergency
- Includes floor plans or maps which show emergency escape routes



Fire Prevention Strategies for Offices

- Know where fire alarm pull stations and extinguishers are located.
- Make sure you know the different types of fire extinguishers and how to use them.
- Check extinguishers periodically to see if they are charged and well marked.
- Keep exits free of obstructions.
- Smoke only where permitted.
- Keep equipment clean and use it properly
- Know the proper exits and procedures in case of an emergency.
- When a fire or emergency evacuation does occur, don't panic. Keep calm and follow instructions.
- Following rules is not just the responsibility of the safety supervisor or the terminal manager, it's everyone's responsibility.



