



# FIRE ACTION

# IF YOU DISCOVER A FIRE

## ALERTING

Do not panic.

Shout "FIRE" (pol. "POŻAR! PALI SIĘ!") to warn the others.



Operate nearest fire alarm point.

Call the fire department (**998 or 112**) – give your name and phone number, what kind of object is on fire and its address, if there are people in danger, provide the number of people, their location and accessibility, report hazardous materials stored near the fire and whether there is a risk of explosion or spreading fire quickly.



Do not hang up first.

Inform your supervisor and additional emergency services if needed.

Before the firefighters arrive, the evacuation is coordinated by the fire marshal nominated by the employer.

**SUPERVISOR / DIRECTOR:** .....

**COMMON EMERGENCY NUMBER:** ..... **112**

**AMBULANCE:** ..... **999**




**POLICE:** ..... **997**

**ELECTRICAL EMERGENCY SERVICE:** .....

**GAS EMERGENCY SERVICE:** .....

**WATER AND SEWERAGE EMERGENCY SERVICE:** .....

**FIRE PROCEDURE** depends on the stage of fire:

<b>Initial stage of a FIRE</b>		<p>Fight the fire, <b>ONLY</b> if:</p> <ul style="list-style-type: none"> <li>– the fire is <b>SMALL</b> and has not spread</li> <li>– you have an extinguisher appropriate for this type of fire</li> <li>– you are trained how to use fire extinguisher</li> <li>– fire is already reported</li> <li>– you identified your evacuation route.</li> </ul> <p><b>DO NOT</b> use water to extinguish: an electrical fire, flammable liquids and materials that generate flammable gas upon contact with water (carbide, sodium, potassium etc.).</p> <p>Try to remove all combustible equipment, materials and documents.</p>
<b>FIRE has spread beyond the initial stage</b>		<p>Close all the doors and windows if time permits. Shut off power and gas supply if time permits.</p> <p><b>EVACUATE.</b></p> <p><b>DO NOT</b> attempt to <b>fight the fire.</b></p> <p><b>DO NOT</b> attempt to <b>salvage equipment</b> or objects.</p>
<b>You are trapped in a FIRE</b>		<p><b>Close all the doors</b> between you and a fire. Put wet clothing around the edges of the door.</p> <p>Call 112 or 998, explain your situation, do not hang up first.</p> <p>Try to stand near the window to be visible for the firefighters.</p> <p>You can open the window only if there are no flames nor smoke in the room.</p>

## SAFE EVACUATION RULES:

Follow fire marshal's instructions.

Walk, do not run.

When evacuated, never come back to pick up any personal objects.

Never reenter the building that is on fire. You should await further instructions at the meeting point.

Follow evacuation signs but look for another exit if the doorknob or the door is hot or you can see smoke behind it.

Use the staircase, do not use lifts.

If there is smoke, cover your mouth and nose with a piece of wet cottoned cloth, crawl low under smoke.

If your clothes catch on fire – **DO NOT RUN – STOP, DROP and ROLL!**

*Developing and equipping facilities with fire instructions is based on Polish fire safety regulations.*