

# FIRE SAFETY IN THE OFFICE

(Continued)

- Make sure that fire and smoke doors that should be kept shut are not propped open.
- Make sure that escape stairs and exit doors are not locked or blocked.

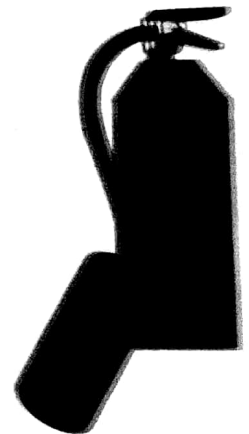


## Arson

- Arson is a major threat to your office.
- Follow your building security measures.
- Keep unauthorised people out of your office or work area.
- Minimise combustible material in areas of public access. Keep refuse containers in secure areas or away from buildings etc.
- Lock all doors after hours.
- Keep areas around the building well lit.

## Maintenance

- Poor maintenance of fire protection equipment is a major problem in trying to contain a fire. Make sure that all fire equipment is regularly checked and maintained.
- Report any faulty piece of equipment to the appropriate person.



## Plan Ahead

- Know the quickest way out of your building.
- Know where your nearest fire alarm or manual call point is and how to use it.
- Know the fire protection equipment you might need to use.
- Post the fire brigade number close to every telephone.



# FIRE SAFETY IN THE OFFICE

(Continued)

- Develop an emergency plan for dealing with fires, including first response and evacuation. (This is a management responsibility, but all employees should be involved).
- Make sure that copies of the plan are prominently displayed and that all employees (including new starters) are familiar with it.
- Ensure that fire drills are frequently conducted.
- If you or one of your workmates or any person likely to be in the building is disabled, make sure that this is included in the evacuation plan.



## If a Fire Occurs

- Follow the emergency plan.
- Sound the alarm and call the fire brigade, no matter how small the fire.
- Only attempt to fight a fire if it is small (no larger than a wastebasket) and you have the correct equipment to handle it and have been trained how to use it.
- Leave the area, closing the doors as you go (this will help to limit the spread of fire and smoke).
- If smoke is present, crawl low (the air will be clearer near the floor).
- Before opening any door use the back of your hand to test for heat on the door surface (a burn to the back of the hand is less incapacitating than one to the palm. If the door is hot do not proceed. If the door is cool, open it cautiously).
- Once outside, move to the designated meeting point until your name has been noted and you are given further directions.

