

Fire Management Guide

What to Do If a Fire Starts

1. Stay Calm: Remain composed to think and act clearly.
2. Sound the Alarm: Immediately activate the nearest fire alarm to alert others.
3. Call Emergency Services: Dial the local emergency number to report the fire, providing details of the location and nature of the fire.
4. Evacuate the Area: Follow the fire exit routes to leave the building quickly and safely.
5. Assist Others: Help those in need, such as the elderly, injured, or children, without putting yourself at risk.
6. Do Not Use Elevators: Use stairways to evacuate, as elevators may malfunction or become trapped during a fire.
7. Close Doors Behind You: Close doors as you leave to slow the spread of fire and smoke.
8. Use Fire Extinguishers if Safe: If trained and it is safe to do so, attempt to extinguish small fires using the appropriate fire extinguisher.
9. Stay Low if There is Smoke: Crawl on the floor to avoid inhaling smoke, as it rises above clean air.
10. Do Not Re-Enter the Building: Once outside, stay at a safe distance and do not go back inside for any reason until authorized by emergency personnel.
11. Report to the Assembly Point: Gather at the designated assembly area for a headcount and further instructions.
12. Follow Instructions from Emergency Personnel: Cooperate fully with firefighters and other emergency responders.

Step-by-Step Fire Extinguisher Guide

1. Assess the Situation: Only use an extinguisher if the fire is small and manageable.

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2. Pull the Pin: Remove the pin to unlock the extinguisher.
3. Aim at the Base: Point the nozzle at the base of the fire where the flames originate.
4. Squeeze the Handle: Firmly press the handle to release the extinguishing agent.
5. Sweep Side to Side: Move the nozzle side to side, covering the base of the fire until it is out.
6. Back Away Slowly: Ensure the fire is completely extinguished and move away cautiously.
7. Monitor the Area: Stay alert for potential re-ignition and call emergency services if needed.