

Fire training and safeguarding policies.

Key points to remember incase of fire.

- Fire assembly points: once outside, proceed to the designated fire assembly point as a roll call will be taken to ensure everyone's safety.
- Lock door behind you: After ensuring that you are the last person to leave a room, ensure to lock the door behind you as this might suffocate the fire and extinguish it eventually.
- All fours: oxygen is dense and usually settles incase of a fire. Get on your arms and legs to utilize the available oxygen as you proceed out of the room or building.
- Move Calmly: incase of fire, ensure to move calmly to avoid chaos which might lead to further harm to yourself and others.
- Emergency Exits: incase of fires, ensure to use the emergency exits and not the elevators. This is because the elevators might not function in such times as these.

To help one remember the key steps, **FLAME** is an anecdote that could help one remember the key steps in case of a fire emergency.