



What?

- All workplaces are required to have a fire risk assessment carried out and implement appropriate fire precautions, and to maintain a suitable fire management plan to reduce potential fire risks and ensure personnel escape in the event of a fire
- Some precautions are designed to operate automatically such as sprinkler and gas suppression systems or smoke and heat detectors while others rely on manual activation such as fire alarms, hose reels and portable fire extinguishers

Why?

- Many people die each year from smoke inhalation given off during fire, which spreads much faster than fire itself
- It is therefore very important to keep doors closed to prevent smoke travelling through the building since it makes escape much more difficult
- Get to know the fire warning system and evacuation procedures and routes within the building
- Familiarise yourself with the location and types of fire extinguishers in your immediate area and ensure they remain unobstructed

Do



- ✓ Activate the alarm if you discover a fire
- ✓ Tackle fires that can be easily extinguished providing it is safe to do so
- ✓ Leave the building by the quickest and safest exit
- ✓ Go immediately to the assembly point
- ✓ Switch off unnecessary appliances at night
- ✓ Close doors when you leave at night
- ✓ Remove combustible or flammable materials from escape routes and keep these clear at all times
- ✓ Follow instructions from fire marshals
- ✓ Accompany visitors during an evacuation
- ✓ Extinguish cigarettes properly in the receptacles provided

Don't



- ✗ Block or obstruct fire doors
- ✗ Wedge open fire doors
- ✗ Use defective electrical appliances
- ✗ Carry out hot work without a permit
- ✗ Ignore fire alarms
- ✗ Use lifts during an evacuation
- ✗ Stop to pick up personal belongings
- ✗ Run, always walk
- ✗ Re-enter the building until the 'all clear' is given
- ✗ Smoke in non-designated areas