

Menu

- ▼ Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Fire safety and non-fire emergencies induction

Exit



Fire safety and non-fire emergencies induction



Last updated: 22/01/2019



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NEXT >

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Welcome

Welcome to the fire safety and non-fire emergencies induction eLearning module.

This module will introduce you to the subject of your role in fire safety and other emergency situations.

This module will take approximately 15 minutes to complete.

The topics that will be covered are:

- fire prevention
- correct fire safety procedures
- fire safety within your workplace
- types of non-fire emergencies to be planned for
- correct action in the event of non-fire emergencies.

Aim and learning outcomes

Aim:

To provide employees with the relevant information, instruction and training to ensure that they are competent in basic fire safety and understand the correct action to take in the event of a non-fire emergency situation.

Objectives:

By the end of this eLearning you should:

- be able to demonstrate an understanding of what fire is
- know what to do when discovering a fire
- know what to do when hearing an alarm
- know the different types of fire extinguishers and their uses.
- be able to demonstrate an understanding of non-fire emergency situations and the actions to take in this eventuality.

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction**
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Introduction

The effects of fire can be devastating and this course will help you to be aware of the dangers and how you can help prevent them. The fire safety element of this course is in three parts.

The fire safety element of this course is in three parts (fire prevention, fire procedures and workplace awareness). Each of these three parts will give you an insight into the different ways of preventing fire and the procedures which you should follow in the event of a fire.

Health and safety legislation require employers to establish procedures and set these in motion when necessary to deal with serious and imminent danger to persons at work. Although fire is the most common, HCC are required to plan for other emergency situations.

The non fire emergencies element of this course will give you an understanding of such situations and the actions to take should these occur.

To check your understanding there will be a short multiple choice test at the end of this course.

Menu

- ▼ Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention**
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Fire prevention

For a fire to start, three things must come together - heat, fuel and oxygen.

This is known as the Fire Triangle.

You will need to click on each element in the diagram on the right in order to see the **Next** button and be able to continue.

Menu

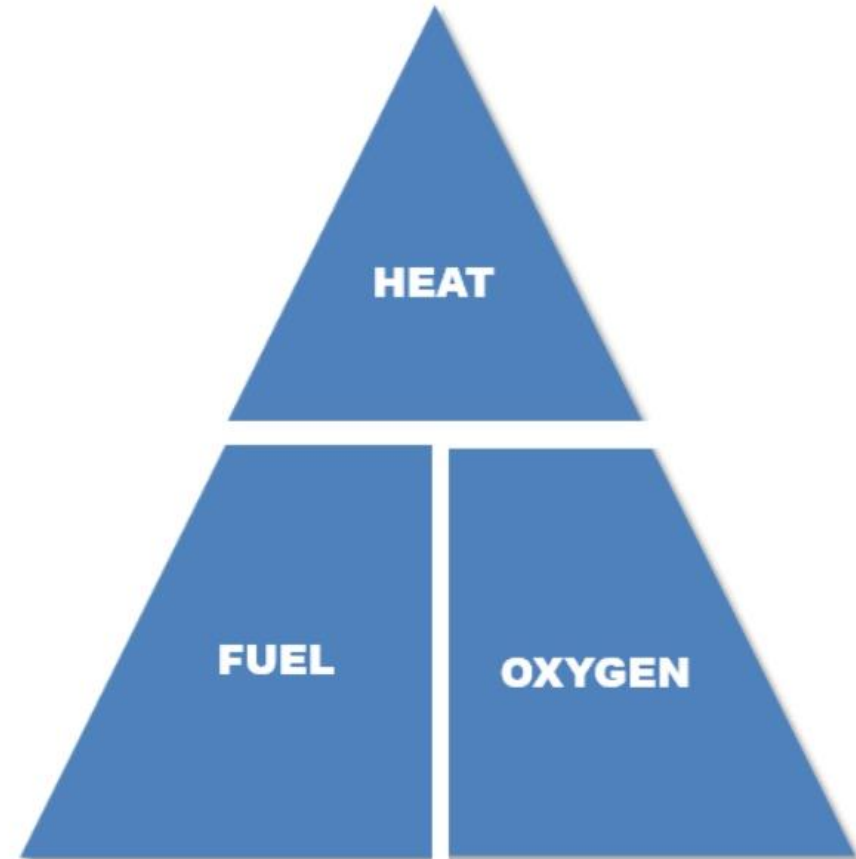
- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention**
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

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Menu

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention**
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

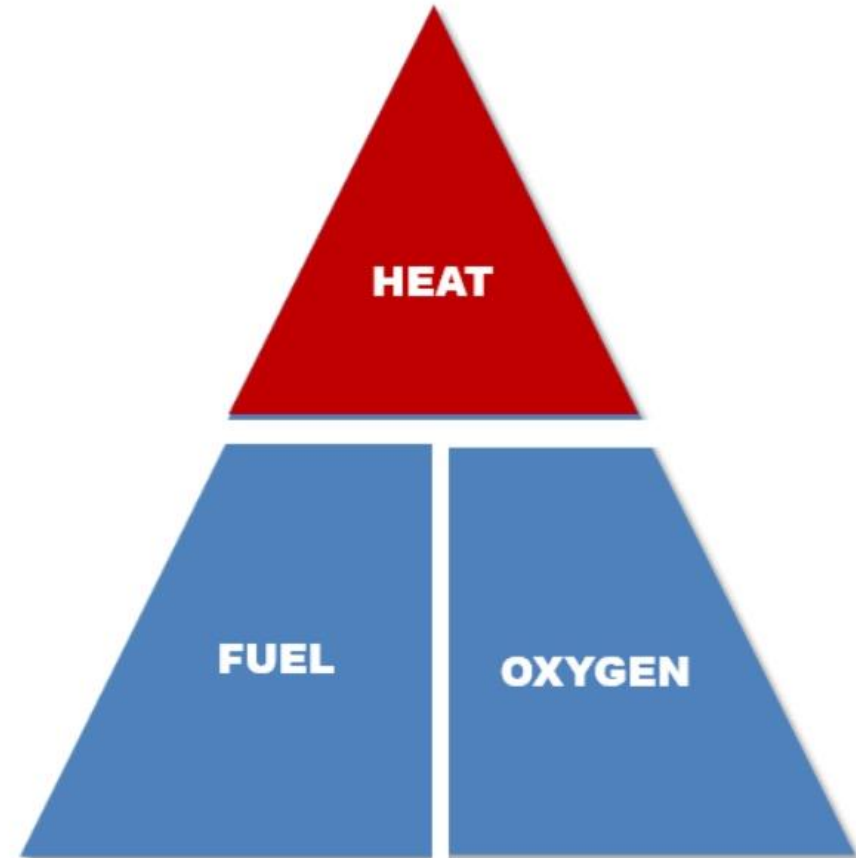
Fire prevention

Heat

The first element of the fire triangle is heat. Heat is responsible for igniting the fire. Some of the most common heat sources responsible for igniting fires in the workplace are discarded smoking materials (e.g. cigarettes, matches etc) and electrical faults.

Smoking

- If you smoke, be very careful how you extinguish and



Menu

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention**
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Fire prevention

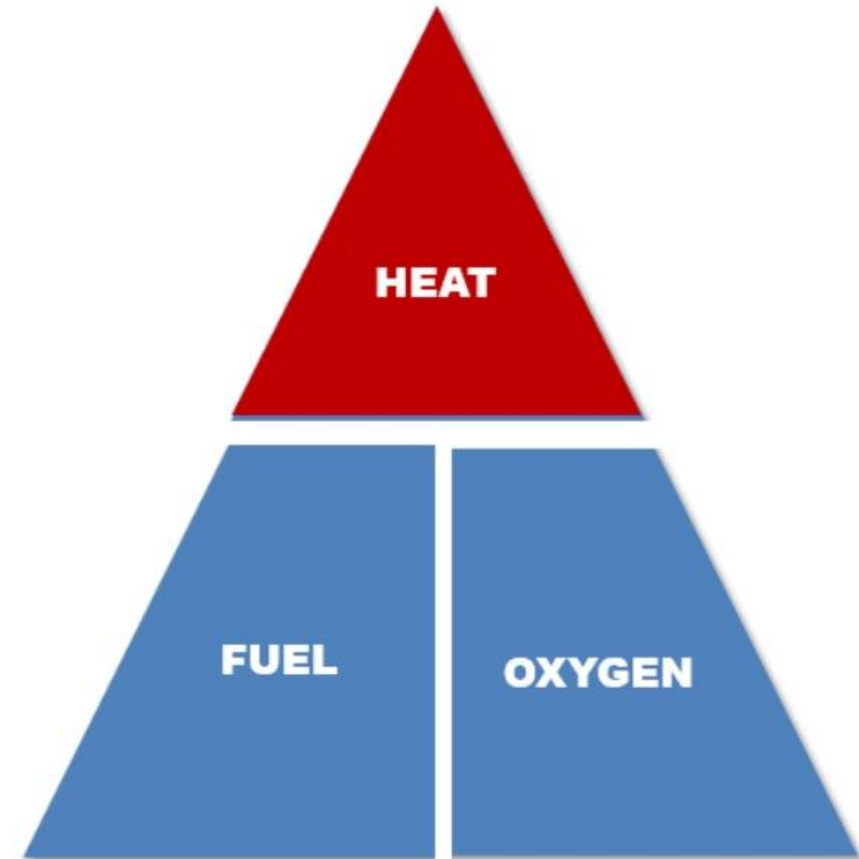
cigarettes, matches etc) and electrical faults.

Smoking

- If you smoke, be very careful how you extinguish and dispose of your cigarettes. Always keep lighters and matches in a safe place, away from combustible materials.

Electrical faults

- Do not overload electrical points.
- Never roll up electrical leads



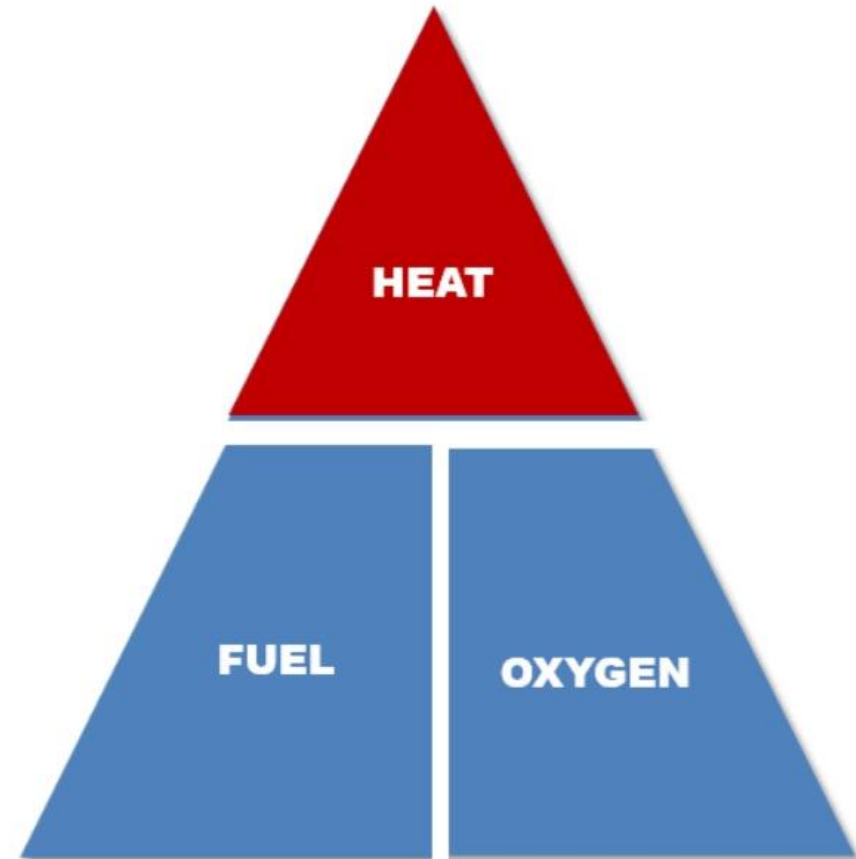
Menu

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention**
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Fire prevention

Electrical faults

- Do not overload electrical points.
- Never roll up electrical leads when in use as this can cause a dangerous build-up of heat.
- Always report damaged or worn electrical leads.



Menu

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention**
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

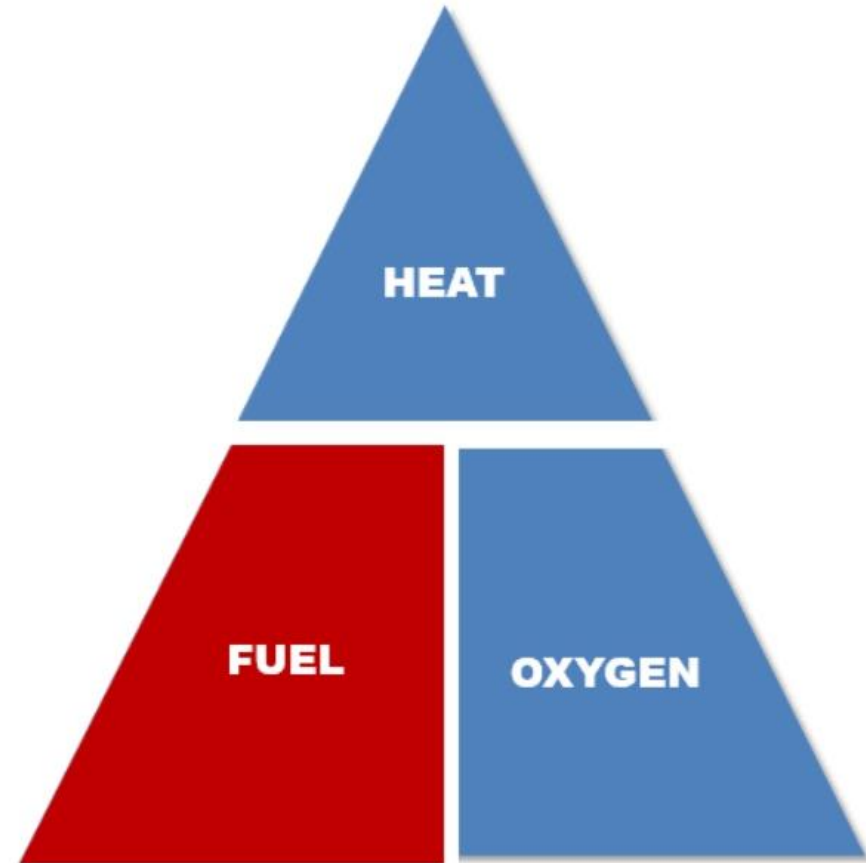
Fire prevention

Fuel

The second element of the Fire Triangle is fuel. Examples of fuel are paper, cardboard, wood, textiles and gas.

Storage/disposal of potential fuels

- Highly flammable materials should be clearly identified and stored safely.
- Ensure that all waste is disposed of safely within the office.
- It is estimated that a high percentage of



Menu

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention**
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Fire prevention

building is properly contained.

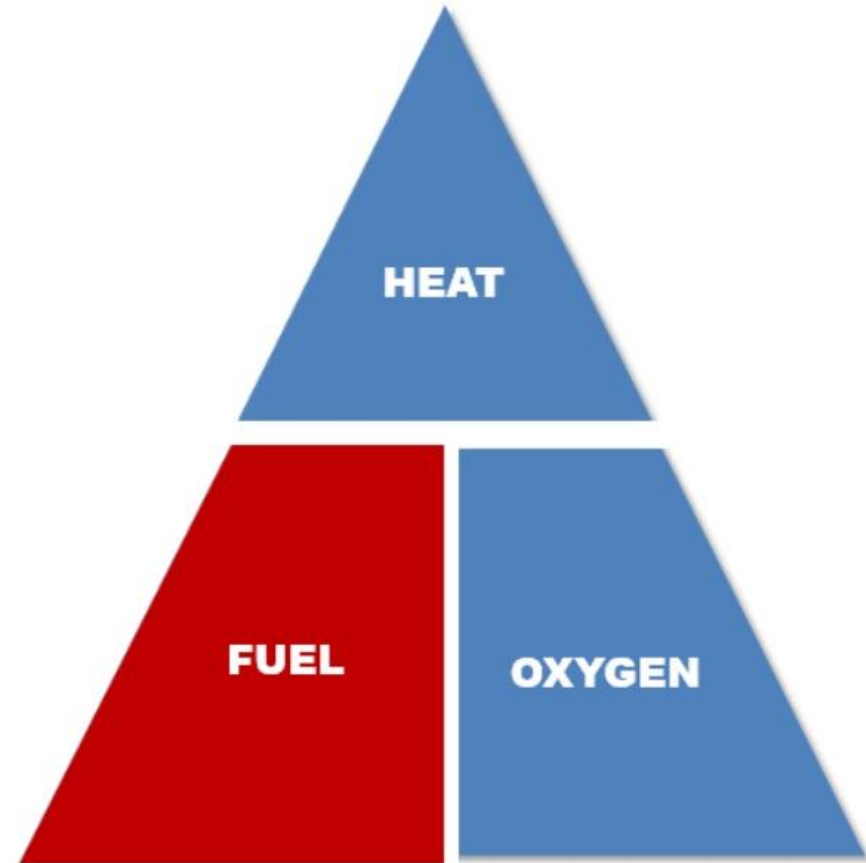
Gas

If you smell gas you should:

- open all windows and external doors, notifying anyone in the vicinity
- inform your manager immediately, evacuate the building and ensure the emergency services for gas are notified.

Don't:

- turn any electrical



Menu

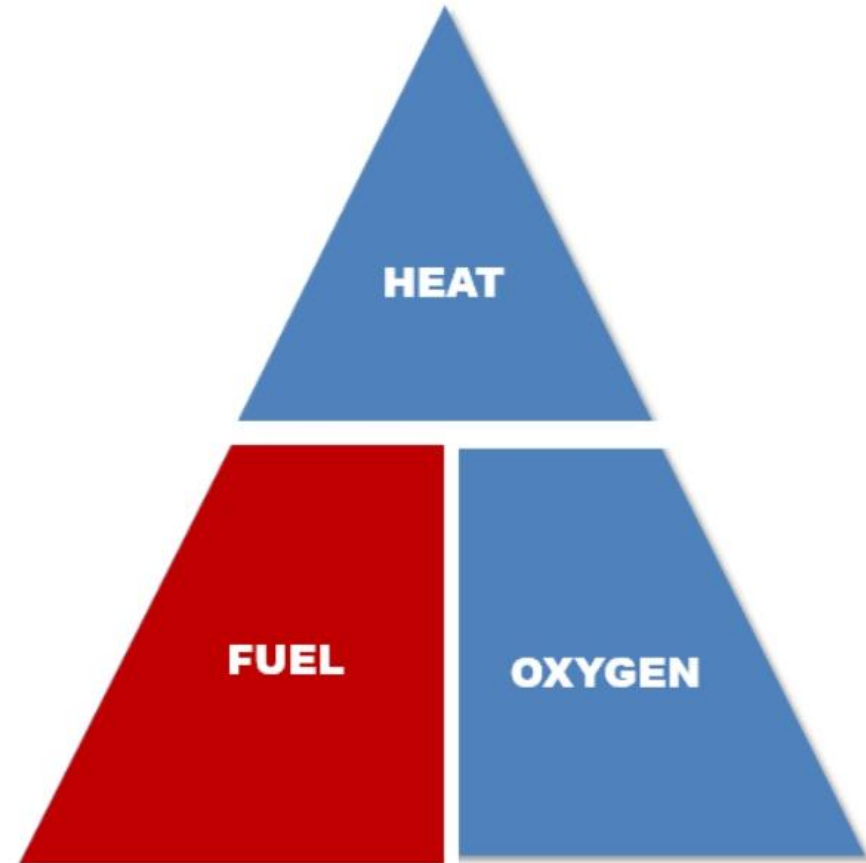
- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention**
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Fire prevention

notified.

Don't:

- turn any electrical switches ON or OFF as the small spark made by the switch can ignite the gas
- use matches, smoke cigarettes or do anything that may ignite the gas..



Menu

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention**
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

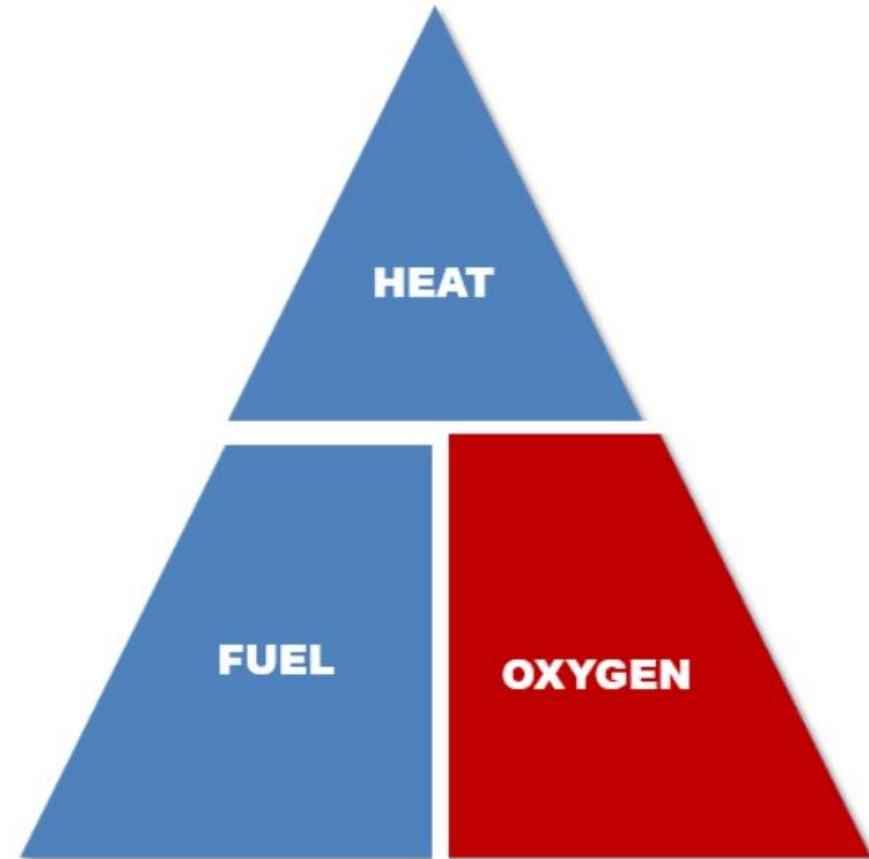
Fire prevention

Oxygen

The third part of the Fire Triangle is oxygen, which is part of the air around us.

While there is nothing we can do to prevent the availability of oxygen, there are a few key actions that can be taken to ensure that if a fire does start, its ability to spread is limited.

The best way to prevent possible fire from spreading is to limit the availability of oxygen, this is done by closing



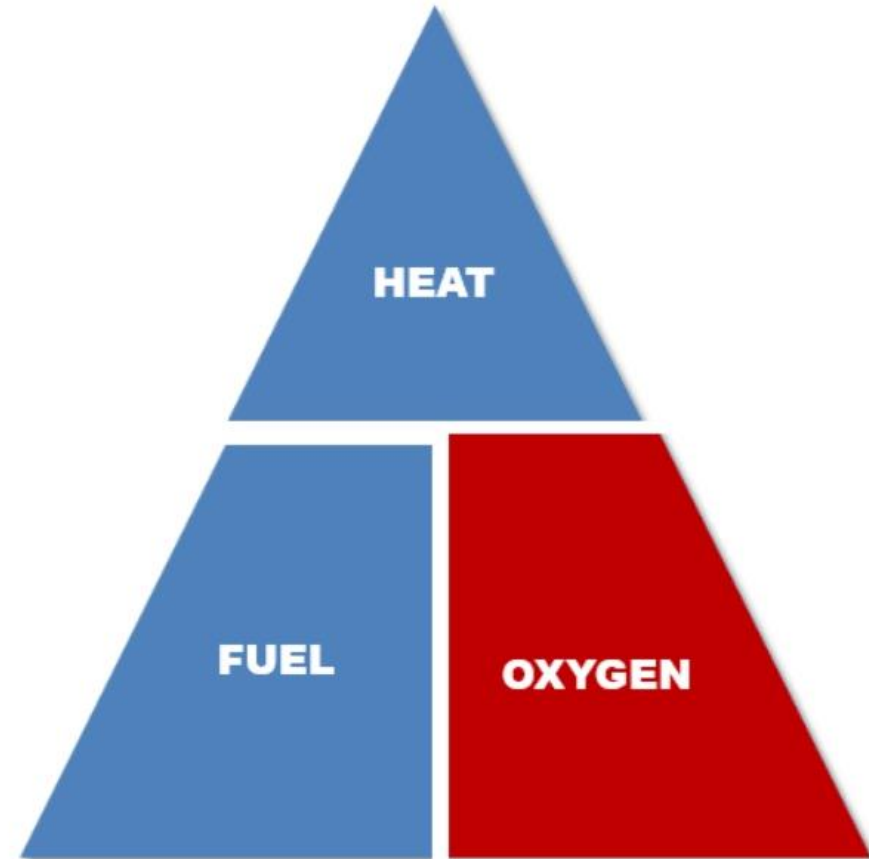
Menu

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention**
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Fire prevention

fire does start, its ability to spread is limited.

The best way to prevent possible fire from spreading is to limit the availability of oxygen, this is done by closing all windows and doors of an office when it is not being used.

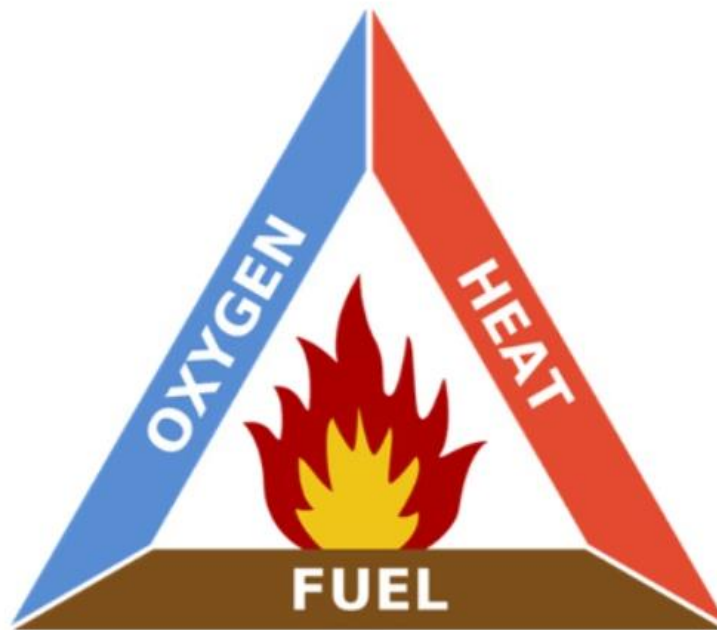


- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control**
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Prevention and control

The prevention and control of fire is all about stopping heat, fuel and oxygen coming together.

If one of these three isn't present, the fire cannot be created. This is known as Breaking the Fire Triangle.



- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention**
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Review - Fire Prevention

1. For a fire to start, three things must come together - heat, fuel and oxygen. Fire prevention and control is based on stopping these elements coming together.
2. When a work area is not being used, close all doors and windows to prevent a possible fire from spreading.
3. Never overload electrical points and switch off all appliances when not in use. Replace damaged or worn electrical leads.
4. Smokers must be careful to safely extinguish all cigarettes and to store matches and lighters in a safe place.
5. If you smell gas, ventilate and evacuate from the building. Inform Security or Facilities and ensure the emergency services for gas are notified.



- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures**
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Fire Procedures

This second part of the course covers how you should react to fire. In principle, there are two ways in which you will be alerted to a fire, either by hearing a fire alarm or by discovering the fire.

Click on the images below to discover what you should do in each situation.



Fire Procedures

If the fire alarm is activated YOU MUST:

- calmly make a fast and safe evacuation
- if you're with a visitor, ask them to follow you
- go immediately to your assembly point and report to your Fire Marshal.



If the fire alarm is activated YOU MUST NOT:

- stop to collect your personal belongings
- attempt to return to your own workstation or try to finish the work you are doing
- use lifts or escalators (unless they have been specifically designed to allow for fire evacuation) as the power may be switched off and you may become trapped or have an accident.



- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures**
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Fire Procedures

If you discover a fire YOU MUST:

- raise the alarm - shout to notify anyone in the vicinity
- activate the fire alarm immediately
- evacuate from the building by the safest route
- close doors behind you as you go (if you are the last one out), to stop the fire spreading
- ensure the Fire Brigade are immediately notified, once you are in a safe location
- go to your assembly point and report to your Fire Marshal.



If you discover a fire DO NOT:

- panic, it can affect your ability to make safe decisions and can make others panic
- risk being trapped - never move to a position where the fire is between you and your exit, if the fire spreads suddenly, you may be cut off.
- put yourself in further danger
- attempt to tackle a fire unless you are certain you can do so safely. If there is any doubt, GET OUT - leave it to the Fire Brigade.



- ▼ Fire Safety and non-fire emergenci... ▲
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke**
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Dealing with smoke

Smoke is as dangerous as fire.

Smoke rises so, if you are evacuating from a smoke filled area, the safest breathing area is likely to be nearest to the floor.



Dealing with fire

If you feel confident that you can quickly and safely contain the fire, you could:

1. Move flammable material to stop the fire spreading.
2. Use a fire extinguisher to control the fire - (fire extinguishers are covered next.)

Only ever use an extinguisher if you are competent to do so.

When in doubt, GET OUT!

Leave it to the Fire Brigade



Types of extinguisher

There are four main types of fire extinguisher, each with different contents. Each different fire extinguisher has a different coloured label on to act as a guide to highlight the extinguisher's contents. However, in some locations the whole extinguisher (rather than just the label) is painted in these colours to highlight the contents.

Any new extinguishers will be red and it is the coloured label which shows the contents and the type of fire on which it should be used.

Click each of the extinguishers below to see more information about them.



Types of extinguisher

A **Water** extinguisher works by cooling burning material so there is not enough heat for it to continue burning.

Water is effective on fires involving combustible solids such as wood, paper and textiles.

DO NOT use Water extinguishers when:

- there may be electricity present. Water is a conductor and there is a danger of electrocution
- the fire involves fat or flammable liquids. Water can rapidly turn into steam and cause a huge fireball. Oil and fat float on water, spreading the fire.



Types of extinguisher

Carbon Dioxide (CO₂) extinguishers work by excluding oxygen. It is effective on fires:

- involving electrical equipment as it does not damage the equipment or conduct electricity
- involving flammable liquids that are contained. CO₂ is discharged under high pressure, so if the flammable liquid is not contained, there is a danger of the fire being spread.

DO NOT use Carbon Dioxide extinguishers in a confined space, such as a cupboard. CO₂ is stored under pressure and when released, it increases in volume (500 times). If used in a confined space, CO₂ replaces all the oxygen available, making it impossible for the user to breathe.

Carbon Dioxide has no residual cooling effect, so if the fire is not completely extinguished, there is a danger of it re-igniting. So it is very important to check that any fire is completely extinguished before the area is declared safe.

Always be careful how you hold a CO₂ extinguisher as the nozzle is extremely cold while being discharged.



Types of extinguisher

1 **Foam** extinguishers work by both cooling the burning material, effectively sealing the
e vapours, and excluding oxygen from the fire.

f Foam is highly effective for fires involving fat or flammable liquids.

A Foam is also suitable for combustible solids, e.g. fires involving wood, paper and textile.

t **DO NOT** use spray foam extinguishers when electricity is present - Foam is water based
so there is a danger of electrocution.



Types of extinguisher

- 1 **Powder** extinguishers contain a chemical that reacts with the fire to exclude oxygen.
- €
- c Dry powder is highly versatile and is suitable for fires involving electrical hazards, flammable liquids and gasses. It has no cooling effect, so if the fire is not completely extinguished, there is a danger of it re-igniting.
- f
- It is very important that any fire is completely extinguished before an area can be considered safe.
- e



Menu

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability**
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Extinguisher suitability

WATER

CO2

FOAM

POWDER

Each different fire extinguisher is suitable for tackling different types of fire.

The suitability of the extinguisher to tackle a particular type of fire can be identified by the symbols on the label.

Click on each of the buttons on the left to see label information for the different types of extinguisher and for explanations of the symbols.

Menu

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability**
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Extinguisher suitability

WATER

CO2

FOAM

POWDER



- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability**
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

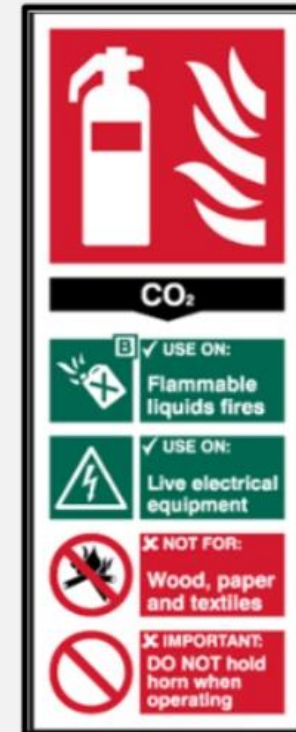
Extinguisher suitability

WATER

CO₂

FOAM

POWDER



Menu

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability**
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

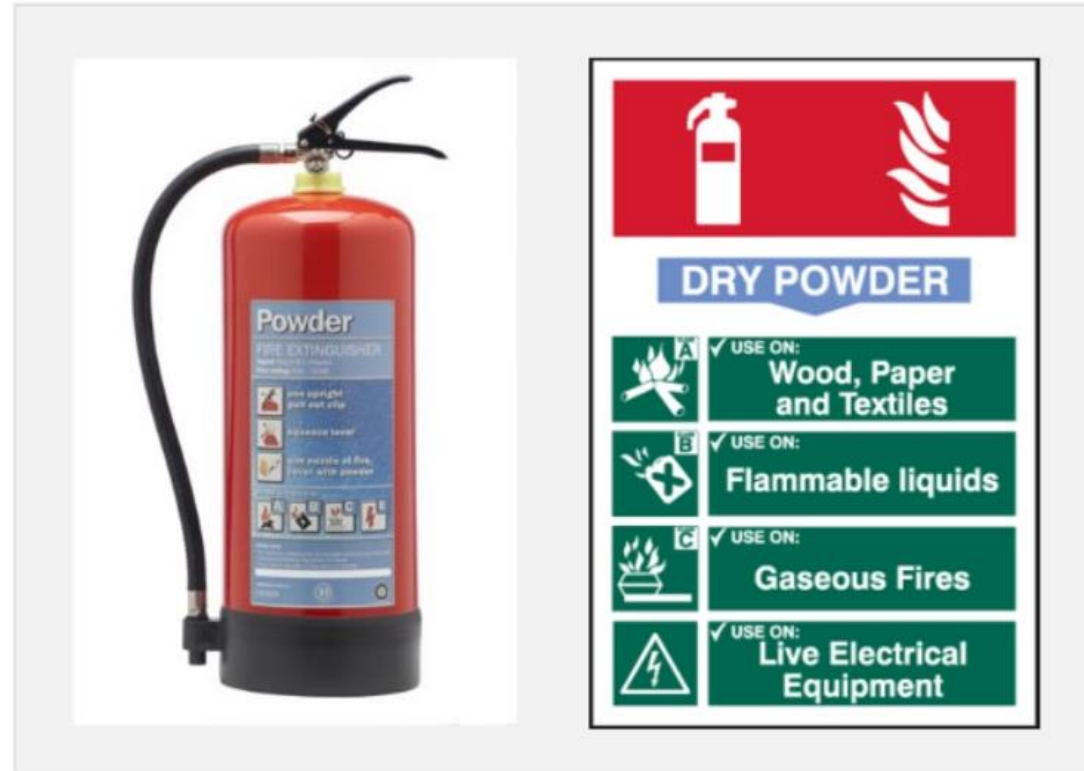
Extinguisher suitability

WATER**CO2****FOAM****POWDER**

Menu

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability**
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Extinguisher suitability

WATER**CO2****FOAM****POWDER**

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures**
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Review - Fire Procedures

1. When the fire alarm is activated, evacuate quickly and safely by the most direct route.
2. If you discover a fire, shout to notify those in the immediate danger area and activate the fire alarm. Evacuate from the building and ensure the Fire Brigade has been contacted.
3. When evacuating from a smoke filled room, the safest breathing area is nearest the floor.
4. Never place yourself in further danger. Only tackle a fire if you are certain that you can do so safely.
5. Once you have evacuated from the building, go immediately to your assembly point.



- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness**
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Workplace awareness

This section is about preparing yourself by understanding:

- what you must be aware of within your own workplace and when traveling or visiting other locations
- what to expect if you are ever in the position of having to report a fire.



- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire**
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Reporting a fire

The fire brigade would sooner a fire was reported a number of times than run the risk of it not being reported at all.

To report a fire, dial the emergency services telephone number. The emergency operator handles calls to all the emergency services so you will have to ask them for the Fire Brigade.

Once you are through to the Fire Brigade's emergency call centre, you should be ready to explain as clearly and calmly as possible.

1. The address of the premises
2. Whether anyone is trapped or injured
3. Where the fire is in the building
4. The nature of the problem.



The Fire Brigade will automatically contact the Ambulance Service and Police if necessary.

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace**
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Fire Safety in your workplace

Prepare yourself by making sure you know the Fire Safety provisions in your workplace.

Ask yourself:

1. Where's the nearest Fire Alarm?
2. Where's the nearest Fire Exit and where does it lead?
3. Where's the nearest Fire Extinguisher and do I know how to use it?
4. Do I know the evacuation procedures including those for people with disabilities?
5. Where's my Assembly Area?
6. Who is my Fire Marshal?



If you don't know the answer to any of those questions, you should find out from your line manager.

- ▼ Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations**
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Fire safety in other locations

When visiting other locations or traveling, always ensure you know the fire safety procedures and fire exits.

If there is a fire, the route you exit by is important. Think of the most direct route to exit. Don't limit yourself to the route you entered the building by.



- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness**
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Review - workplace awareness

1. With any incident involving fire, the Fire Brigade must be notified as soon as possible.
2. Phone 999 to contact the Fire Brigade and be prepared to give the name of the premises, the location of the fire and whether anyone is trapped or injured.
3. Protect yourself by being prepared for the possibility of a fire. Ensure that you know where fire alarms, fire exits and extinguishers are located.
4. Know who your Fire Marshal is, where your assembly point is and, if you or somebody you work with is disabled, the procedures for assisting evacuation.



- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies**
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Non-Fire Emergencies

This element of the course will give you an understanding of non-fire emergencies and the actions to take should these occur.



- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question**
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

A quick question...

While fire is the most common, which of the following emergency situations listed below, are generally possible at any of our premises and require us to plan for? Select all that apply.

- Heavy box falling on an employee's foot
- Pigeon flying into a window
- Large vehicle crashing into premises
- Terrorist/bomb threat
- Chemical, biological or radiological hazard
- Gas leak or explosion
- Aircraft crash if premises near flight path
- Suspicious package in mail
- Severe weather causing flooding
- Loss of power to a building

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question**
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

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SUBMIT

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question**
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

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- Large vehicle
- Terrorist/bomb
- Chemical spill
- Gas leak
- Aircraft crash in premises near flight path
- Suspicious package in mail
- Severe weather causing flooding
- Loss of power to a building

Incorrect

Incorrect. They all are except for the heavy box and pigeon.

Continue

SUBMIT

Menu

- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions**
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Discovery of non-fire emergency – action to take

Schools	Facilities Management (FM) premises	Non-FM premises
Click on the tabs above to find out what to do in different types of premise in a non-fire emergency.		

- ▼ Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions**
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Emergency Response Actions

There are a number of ways in which you may be alerted to a non-fire emergency, depending upon the situation.

These include:

- the sound of the fire alarm bell
- the sound of a hand bell
- verbal instructions from the emergency services (e.g. Police)
- verbal instructions from Fire Marshals, Emergency Planning Team, Facilities Management Team, and Managers
- flashing lights
- recorded voice message with instructions.

If you are nominated to take specific action in the event of an evacuation of your premises (e.g. take charge of signing-in sheets, shut off the gas valve etc), carry out these duties if appropriate and safe to do so.

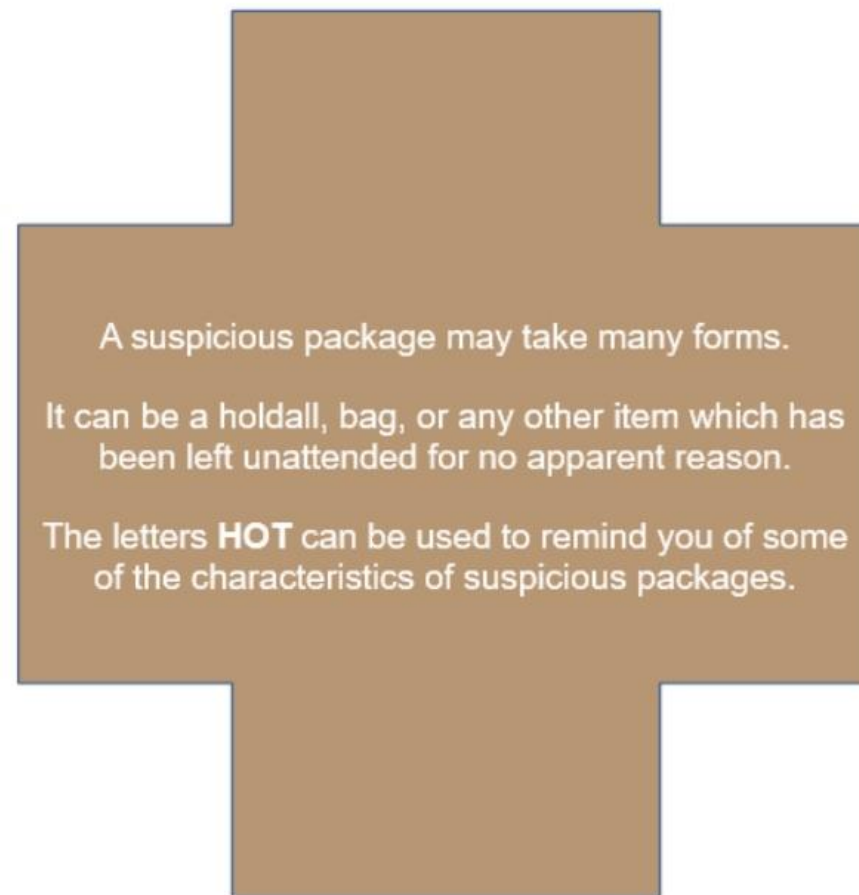
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 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions**
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Emergency Response Actions

- Unless specifically instructed to the contrary, you must calmly make a fast and safe evacuation. You must make yourself familiar with the site emergency evacuation procedure for any premises that you are working in.
- If you are hosting visitors, ensure you take responsibility for your visitors' safety during the emergency as appropriate.
- If requested to evacuate the premises, take visitors with you and go immediately to your designated assembly point.
- Remain at the fire assembly point until instructed to leave. Communication may be delayed whilst information is being gathered about the incident.

- ▼ Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Suspicious package



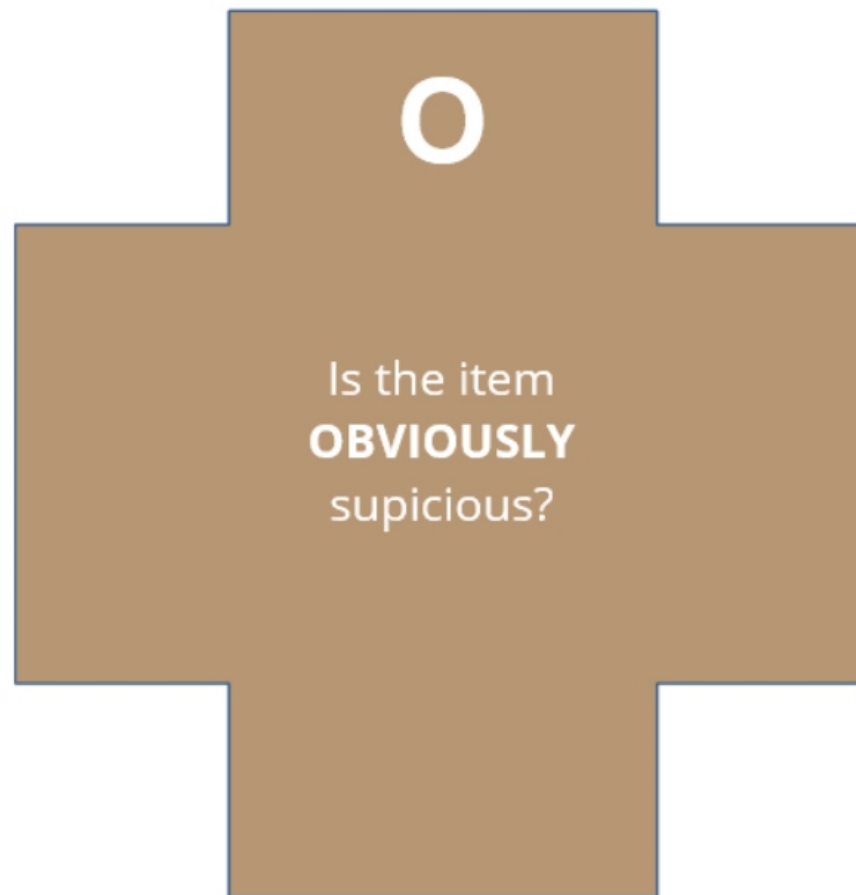
- ▼ Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...**
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Suspicious package



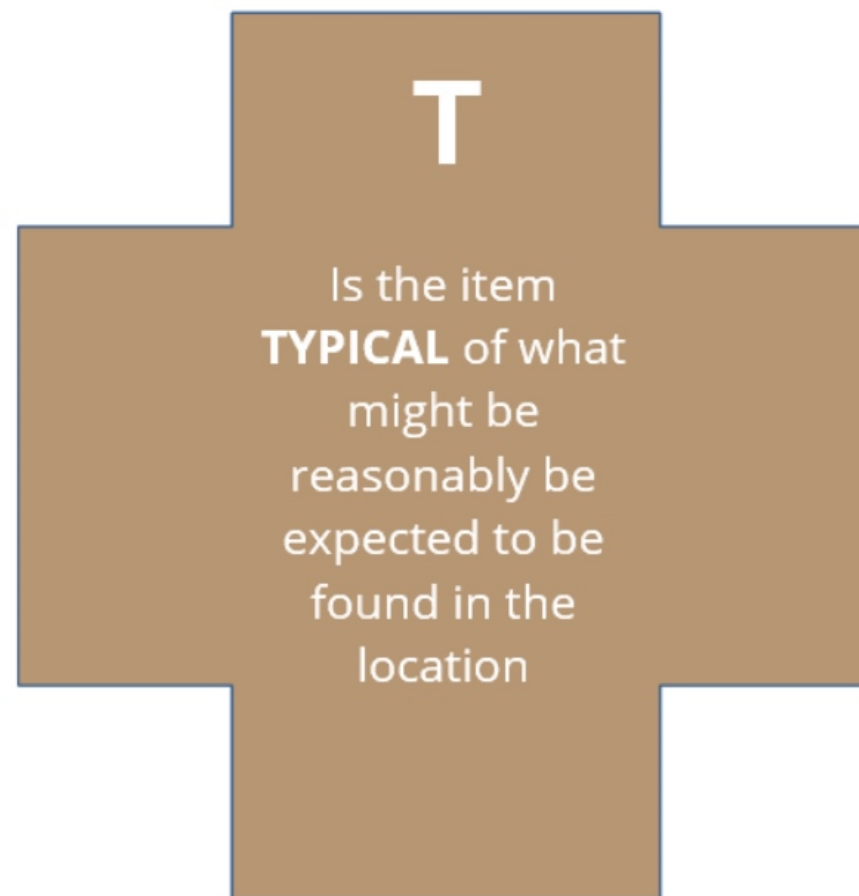
- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...**
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Suspicious package



- ▼ Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Suspicious package



- Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...**
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Suspicious package – action to take

Schools	FM managed premises	Non-FM managed premises
<p>Click on the tabs above to find out what to do with a suspicious package in different types of premises.</p>		

Suspicious package – action to take

Schools	FM managed premises	Non-FM managed premises
<p>In a school, you should report the package to the Head Teacher (or delegated deputy in their absence) with the following details:</p> <ul style="list-style-type: none">• location• what the package/item looks like• when it was found• your reasons for suspicion. <p>You should then follow any instructions you are given.</p>		

Suspicious package – action to take

Schools	FM managed premises	Non-FM managed premises
<p>In a FM managed premises, you should make yourself aware of contact details for your site.</p> <p>If you find a suspicious package/item, you should report the following details:</p> <ul style="list-style-type: none">• location• what the package/item looks like• when it was found• your reasons for suspicions. <p>You should then follow the instructions you are given.</p>		

Menu

- ▼ Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...**
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Suspicious package – action to take

Schools	FM managed premises	Non-FM managed premises
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In a non-FM managed premises, you should report to the most senior manager on site, and provide the following details:

- location
- what the package/item looks like
- when it was found
- your reasons for suspicion.

You should then follow the instructions you are given.

- ▼ Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete**
 - Question 1
 - Question 2
 - Question 3

Learning section complete

You have now completed the learning areas of this eLearning module.

You will now be tested on everything that you have learned.

Although there is no required 'pass mark' - you should look to achieve a score of 80% or higher - if you score below this, we suggest that you re-do this eLearning module, aiming to achieve a higher score.



- ▼ Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1**
 - Question 2
 - Question 3

Question 1

For any fire to start, which three elements must come together?

Select an answer and then click **Submit**

- Carbon dioxide, heat and fuel
- Heat, oxygen and fuel
- Oxygen, fuel and electricity

SUBMIT

- ▼ Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1**
 - Question 2
 - Question 3

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SUBMIT

- ▼ Fire Safety and non-fire emergenci... ▲
- Fire safety and non-fire emerge...
- Help
- Welcome
- Aim and Learning Outcomes
- Introduction
- Fire prevention
- Prevention and Control
- Review - Fire Prevention
- Fire Procedures
- Dealing with smoke
- Dealing with fire
- Types of extinguisher
- Extinguisher suitability
- Review - Fire Procedures
- Workplace awareness
- Reporting a fire
- Fire Safety in your Workplace
- Fire safety in other locations
- Review - Workplace awareness
- Non-Fire Emergencies
- A quick question
- Non fire emergency - actions
- Emergency Response Actions
- Emergency Response Actions
- Discovery of non-fire emergency...
- Suspicious package - actions to...
- Learning section complete
- Question 1
- Question 2
- Question 3

Question 2

Which are the two most common heat sources that start fires at work?

Select an answer and click **Submit**

- Sunlight and light
- Friction and air heaters
- Smoking materials (cigarettes, matches etc) and electrical malfunctions

SUBMIT

- ▼ Fire Safety and non-fire emergenci...
 - Fire safety and non-fire emerge...
 - Help
 - Welcome
 - Aim and Learning Outcomes
 - Introduction
 - Fire prevention
 - Prevention and Control
 - Review - Fire Prevention
 - Fire Procedures
 - Dealing with smoke
 - Dealing with fire
 - Types of extinguisher
 - Extinguisher suitability
 - Review - Fire Procedures
 - Workplace awareness
 - Reporting a fire
 - Fire Safety in your Workplace
 - Fire safety in other locations
 - Review - Workplace awareness
 - Non-Fire Emergencies
 - A quick question
 - Non fire emergency - actions
 - Emergency Response Actions
 - Emergency Response Actions
 - Discovery of non-fire emergency...
 - Suspicious package - actions to...
 - Learning section complete
 - Question 1
 - Question 2
 - Question 3

Question 2

Which are the two most common heat sources that start fires at work?

Select an answer and click **Submit**

- Sunlight and light
- Friction and air heaters
- Smoking materials (cigarettes, matches etc) and electrical malfunctions

SUBMIT

Question 3

Which is the correct fire alarm procedure?

Select an answer and click **Submit**

- Finish your work, collect your belongings and exit by the most direct route, using the lift if required.
- Leave the building immediately by the most direct route and go to your assembly point. Close all doors as you exit.
- Check all electrical equipment is off, locate your fire marshal and leave your work area using the exit closest to your assembly point.

SUBMIT

Help

Welcome

Aim and Learning Outcomes

Introduction

Fire prevention

Prevention and Control

Review - Fire Prevention

Fire Procedures

Dealing with smoke

Dealing with fire

Types of extinguisher

Extinguisher suitability

Review - Fire Procedures

Workplace awareness

Reporting a fire

Fire Safety in your Workplace

Fire safety in other locations

Review - Workplace awareness

Non-Fire Emergencies

A quick question

Non fire emergency - actions

Emergency Response Actions

Emergency Response Actions

Discovery of non-fire emergency...

Suspicious package - actions to...

Learning section complete

Question 1

Question 2

Question 3

Question 4

Question 4

What is the correct procedure if you smell gas?

Select an answer and click **Submit**

- Switch off all heat sources such as lights and heaters, removing any material which could act as fuel
- Close all windows and doors and turn off all electrical equipment as you leave
- Ventilate and evacuate from the building. Inform security or FM and ensure the emergency services for gas are notified

SUBMIT

Welcome

Aim and Learning Outcomes

Introduction

Fire prevention

Prevention and Control

Review - Fire Prevention

Fire Procedures

Dealing with smoke

Dealing with fire

Types of extinguisher

Extinguisher suitability

Review - Fire Procedures

Workplace awareness

Reporting a fire

Fire Safety in your Workplace

Fire safety in other locations

Review - Workplace awareness

Non-Fire Emergencies

A quick question

Non fire emergency - actions

Emergency Response Actions

Emergency Response Actions

Discovery of non-fire emergency...

Suspicious package - actions to...

Learning section complete

Question 1

Question 2

Question 3

Question 4

Question 5

Question 5

When evacuating a smoke filled room, the safest breathing area is likely to be...

Select an answer and click **Submit**

- The lowest level in the room because smoke rises
- The highest level of the room because smoke is heavier than air
- The middle level of the room as smoke is the same weight as air

SUBMIT

Welcome

Aim and Learning Outcomes

Introduction

Fire prevention

Prevention and Control

Review - Fire Prevention

Fire Procedures

Dealing with smoke

Dealing with fire

Types of extinguisher

Extinguisher suitability

Review - Fire Procedures

Workplace awareness

Reporting a fire

Fire Safety in your Workplace

Fire safety in other locations

Review - Workplace awareness

Non-Fire Emergencies

A quick question

Non fire emergency - actions

Emergency Response Actions

Emergency Response Actions

Discovery of non-fire emergency...

Suspicious package - actions to...

Learning section complete

Question 1

Question 2

Question 3

Question 4

Question 5

Question 5

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SUBMIT

Question 6

Which type of extinguisher has this label information?

Drag and drop the correct answer into the blank box below.

Foam

Water

CO2

Powder



SUBMIT

Question 6

Which type of extinguisher has this label information?

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Water

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CO2

Powder



SUBMIT

- Introduction
- Fire prevention
- Prevention and Control
- Review - Fire Prevention
- Fire Procedures
- Dealing with smoke
- Dealing with fire
- Types of extinguisher
- Extinguisher suitability
- Review - Fire Procedures
- Workplace awareness
- Reporting a fire
- Fire Safety in your Workplace
- Fire safety in other locations
- Review - Workplace awareness
- Non-Fire Emergencies
- A quick question
- Non fire emergency - actions
- Emergency Response Actions
- Emergency Response Actions
- Discovery of non-fire emergency...
- Suspicious package - actions to...
- Learning section complete
- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Question 6
- Question 7

Question 7

Which type of extinguisher has this label information?

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Foam

Water

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CO2



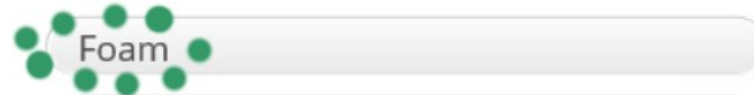
SUBMIT

- Introduction
- Fire prevention
- Prevention and Control
- Review - Fire Prevention
- Fire Procedures
- Dealing with smoke
- Dealing with fire
- Types of extinguisher
- Extinguisher suitability
- Review - Fire Procedures
- Workplace awareness
- Reporting a fire
- Fire Safety in your Workplace
- Fire safety in other locations
- Review - Workplace awareness
- Non-Fire Emergencies
- A quick question
- Non fire emergency - actions
- Emergency Response Actions
- Emergency Response Actions
- Discovery of non-fire emergency...
- Suspicious package - actions to...
- Learning section complete
- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Question 6
- Question 7

Question 7

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SUBMIT

Introduction

Fire prevention

Prevention and Control

Review - Fire Prevention

Fire Procedures

Dealing with smoke

Dealing with fire

Types of extinguisher

Extinguisher suitability

Review - Fire Procedures

Workplace awareness

Reporting a fire

Fire Safety in your Workplace

Fire safety in other locations

Review - Workplace awareness

Non-Fire Emergencies

A quick question

Non fire emergency - actions

Emergency Response Actions

Emergency Response Actions

Discovery of non-fire emergency...

Suspicious package - actions to...

Learning section complete

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Question 8

Which colour would you associate with a Carbon Dioxide (CO₂) extinguisher? (NB. older fire extinguishers will be this colour, newer extinguishers will feature this colour on the label).

Select an answer and click **Submit**

- Cream
- Black
- Blue
- Red

SUBMIT

Fire prevention
Prevention and Control
Review - Fire Prevention
Fire Procedures
Dealing with smoke
Dealing with fire
Types of extinguisher
Extinguisher suitability
Review - Fire Procedures
Workplace awareness
Reporting a fire
Fire Safety in your Workplace
Fire safety in other locations
Review - Workplace awareness
Non-Fire Emergencies
A quick question
Non fire emergency - actions
Emergency Response Actions
Emergency Response Actions
Discovery of non-fire emergency...
Suspicious package - actions to...
Learning section complete
Question 1
Question 2
Question 3
Question 4
Question 5
Question 6
Question 7
Question 8
Question 9

Question 9

The fire brigade should be notified.....

Select an answer and click **Submit**

- Immediately of any fire incident
- Only if the fire marshall decides that the fire is potentially dangerous and requires outside assistance
- Only if a fire is out of control

SUBMIT

Fire prevention
Prevention and Control
Review - Fire Prevention
Fire Procedures
Dealing with smoke
Dealing with fire
Types of extinguisher
Extinguisher suitability
Review - Fire Procedures
Workplace awareness
Reporting a fire
Fire Safety in your Workplace
Fire safety in other locations
Review - Workplace awareness
Non-Fire Emergencies
A quick question
Non fire emergency - actions
Emergency Response Actions
Emergency Response Actions
Discovery of non-fire emergency...
Suspicious package - actions to...
Learning section complete
Question 1
Question 2
Question 3
Question 4
Question 5
Question 6
Question 7
Question 8
Question 9

Question 9

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SUBMIT

Review - Fire Prevention

Fire Procedures

Dealing with smoke

Dealing with fire

Types of extinguisher

Extinguisher suitability

Review - Fire Procedures

Workplace awareness

Reporting a fire

Fire Safety in your Workplace

Fire safety in other locations

Review - Workplace awareness

Non-Fire Emergencies

A quick question

Non fire emergency - actions

Emergency Response Actions

Emergency Response Actions

Discovery of non-fire emergency...

Suspicious package - actions to...

Learning section complete

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Question 9

Question 10

Question 10

When you get through to the fire brigade's emergency call centre, you should be ready to provide which of the following information?

Select an answer and click **Submit**

- The address of the premises, where the fire is in the building and if anyone is trapped or injured
- Where your assembly point is located and the name of the fire marshall in charge
- The nearest fire station to the premises and the location of the building's water supply

SUBMIT

Review - Fire Prevention

Fire Procedures

Dealing with smoke

Dealing with fire

Types of extinguisher

Extinguisher suitability

Review - Fire Procedures

Workplace awareness

Reporting a fire

Fire Safety in your Workplace

Fire safety in other locations

Review - Workplace awareness

Non-Fire Emergencies

A quick question

Non fire emergency - actions

Emergency Response Actions

Emergency Response Actions

Discovery of non-fire emergency...

Suspicious package - actions to...

Learning section complete

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Question 9

Question 10

Question 10

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SUBMIT

Fire Procedures

Dealing with smoke

Dealing with fire

Types of extinguisher

Extinguisher suitability

Review - Fire Procedures

Workplace awareness

Reporting a fire

Fire Safety in your Workplace

Fire safety in other locations

Review - Workplace awareness

Non-Fire Emergencies

A quick question

Non fire emergency - actions

Emergency Response Actions

Emergency Response Actions

Discovery of non-fire emergency...

Suspicious package - actions to...

Learning section complete

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Question 9

Question 10

Question 11

Question 11

In the event of having to evacuate the premises following a non-fire emergency situation, how long should you remain at the designated fire assembly point?

Select an answer and click **Submit**

- Until you have been instructed to leave
- Half an hour
- Once you have reported to the fire marshal
- Until it is time to go home

SUBMIT

Fire Procedures

Dealing with smoke

Dealing with fire

Types of extinguisher

Extinguisher suitability

Review - Fire Procedures

Workplace awareness

Reporting a fire

Fire Safety in your Workplace

Fire safety in other locations

Review - Workplace awareness

Non-Fire Emergencies

A quick question

Non fire emergency - actions

Emergency Response Actions

Emergency Response Actions

Discovery of non-fire emergency...

Suspicious package - actions to...

Learning section complete

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Question 9

Question 10

Question 11

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SUBMIT

Dealing with smoke

Dealing with fire

Types of extinguisher

Extinguisher suitability

Review - Fire Procedures

Workplace awareness

Reporting a fire

Fire Safety in your Workplace

Fire safety in other locations

Review - Workplace awareness

Non-Fire Emergencies

A quick question

Non fire emergency - actions

Emergency Response Actions

Emergency Response Actions

Discovery of non-fire emergency...

Suspicious package - actions to...

Learning section complete

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Question 9

Question 10

Question 11

Question 12

Question 12

You discover a suspicious package and correctly report this to the appropriate person. What information should you supply?

Select an answer and click **Submit**

- What the package/item looks like and when it was found
- Location
- Your reasons for suspicion
- All of the above

SUBMIT

Dealing with smoke

Dealing with fire

Types of extinguisher

Extinguisher suitability

Review - Fire Procedures

Workplace awareness

Reporting a fire

Fire Safety in your Workplace

Fire safety in other locations

Review - Workplace awareness

Non-Fire Emergencies

A quick question

Non fire emergency - actions

Emergency Response Actions

Emergency Response Actions

Discovery of non-fire emergency...

Suspicious package - actions to...

Learning section complete

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Question 9

Question 10

Question 11

Question 12

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SUBMIT

Dealing with smoke
Dealing with fire
Types of extinguisher
Extinguisher suitability
Review - Fire Procedures
Workplace awareness
Reporting a fire
Fire Safety in your Workplace
Fire safety in other locations
Review - Workplace awareness
Non-Fire Emergencies
A quick question
Non fire emergency - actions
Emergency Response Actions
Emergency Response Actions
Discovery of non-fire emergency...
Suspicious package - actions to...
Learning section complete
Question 1
Question 2
Question 3
Question 4
Question 5
Question 6
Question 7
Question 8
Question 9
Question 10
Question 11
Question 12
Well Done!

You have now reached the end....

Thank you for completing this eLearning course.

You should now have an understanding of Fire Safety and Non-Fire Emergencies..

You can revisit this eLearning course at any time.

We hope that you have enjoyed this course and that it has achieved its aims. We would appreciate it if you would spend a few minutes to provide us with some feedback to help us improve our services:

To exit this eLearning package - click the **Exit** button (top right).