

Workplace Fire Safety & Burn First Aid

This dual-purpose guide provides clear, 8-step protocols for both fire prevention/evacuation and immediate burn care. It is designed to ensure employee safety and stability during the critical minutes before professional emergency services arrive.

FIRE SAFETY & PREVENTION PROTOCOL

- 01. Raise the Alarm:** Immediately shout "FIRE" and activate the nearest red alarm box.
- 02. Call for Help:** Contact emergency services (10111 / 112) or the designated office safety officer.
- 03. Leave Quickly:** Exit the building using the stairs. Never use the elevator during a fire.
- 04. Stay Low:** If there is smoke, crawl on your hands and knees where the air is cleaner.
- 05. Contain the Fire:** Close all doors behind you as you leave to stop the fire from spreading.
- 06. Test Doors:** Use the back of your hand to touch doors. If it feels hot, do not open it.
- 07. Assembly Point:** Go straight to the designated safe meeting spot outside for a headcount.
- 08. Never Re-enter:** Stay at the assembly point. Do not go back inside for any personal items.

BURN CARE: EMERGENCY FIRST AID

- 01. Safety First:** Ensure the fire is out and you are in a safe area before helping the person.
- 02. Stop the Burn:** If clothes are on fire, tell them to "Stop, Drop, and Roll."
- 03. Cool with Water:** Run cool (not cold) tap water over the burn for at least 20 minutes.
- 04. Remove Jewelry:** Gently remove rings or watches before the area begins to swell.
- 05. Leave Clothing:** If clothes are stuck to the burn, do not pull them off. Cut around them.
- 06. No Creams:** Do not apply butter, oil, or ice. Use only clean, running water to cool it.
- 07. Cover Lightly:** Wrap the burn loosely in clean plastic wrap or a sterile cloth to keep it clean.
- 08. Monitor & Wait:** Keep the person warm and calm until professional medical help arrives.

QUICK TIP: BURN PREVENTION

Check all electrical cords for fraying and keep heaters away from curtains. Prevention is always better than a cure.