

M8-EN.4 FIRE SAFETY

Introduction

The risk of fire in the banking premises may seem to be low but in no case, it should be excluded. The purpose of this chapter is to improve your competence in handling a fire incident effectively, for your own good, your colleagues, the customers as well as the bank itself.

M8-EN.4.1 Possible sources of fire

- Smoking in unauthorised places
- Bad housekeeping and inadequate cleaning of the work place
- Broken - down equipment (e.g. electrical appliances, PCs, electrical wiring)
- Excessive or inappropriate use of sockets and extension wires **M08.04.01**
- Bad or inappropriate use of cooking utensils and heating appliances
- Hot work in the work place (e.g. welding)
- Malicious actions (e.g. arson)

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M8-EN.4.2 The fire triangle

For a fire to start there is a need for the three following elements to co-exist under specific conditions and quantities. Which are these?

- Oxygen (the air we breathe contains 21% oxygen and fire needs only 16% oxygen to maintain itself)
- Heat (heat is the energy required to bring the fuel material to the ignition point-creation of a critical mass of vapour)
- Fuel material (fuel material is any inflammable material like: solid, liquid, gas – e.g., paper, furniture, etc)

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If these three elements co-exist then there is possibility of fire. By removing one or more of these elements then the fire will be put out or it will not ignite.

The different types of fire have been classified. In a banking workplace the following categories are found:

A: Usual materials such as paper, wood, furniture, clothing, etc

C: Flammable gases e.g. gases released from coffee making appliances. The risk of fire is increased if in the same area there is a refrigerator. The sparks created during the start up of the refrigerator in conjunction with the leaked gas ignites the gas.

There is an additional source of fire hazard from the electrical appliances and electrical equipment (e.g. switches, electrical panels, computers etc.).

M8-EN.4.3 Preventive actions for reducing the risk of fire

- Smoke only within the predefined smoking areas and always use ashtrays made of glass or metal
- Never empty the ashtrays in the office rubbish bins
- Report to your manager any faulty equipment or worn wiring
- Never attempt to repair faulty electrical appliances unless you have the necessary competence and authorisation to do so
- Never overload the electrical supply by using a multi-socket cube type adaptor
- Switch off an electrical or electronic appliance whenever you are not using it. Never leave it on stand by for a long time unless there is a good reason for it
- Keep your work place tidy and remove any waste material
- Never place electric fires near flammable material
- Never keep cooking utensils on fire unattended

M8-EN.4.4 Handling a fire incident

In case of fire, we attempt to fight the fire at its source using appropriate fire fighting means. In order to achieve this we need to have the necessary competence, self control and discipline. We will address the following ways of fire fighting:

- Place your body between the fire source and the emergency exit
- Choose the right type of fire extinguisher according to the type of fire source (See Appendix I: Types of fire fighting means and Fire Categories)
- Remove the safety pin from the fire extinguisher
- Approach the fire staying at a safe distance from it
- Aim to the base of the fire with extinguisher in the upright position and press the handle
- Make sweeping movements from one side of the fire to the other always aiming at the foot of the fire. Empty all the fire extinguisher content
- Make sure that the fire has been put out completely and there is no possibility of resurgence

However, in the case where:

- The emergency exit is going to be blocked from the fire
- The extinguisher has emptied and there is not a spare one at hand
- There is possibility of effectively fighting the fire,

then,

ABANDON THE AREA immediately, CLOSING THE DOORS AND WINDOWS BEHIND YOU.

Basic principle: Never attempt to put out a fire if any of the following factors exists:

- The fire has spread further from the point of ignition
- You do not have the appropriate fire fighting equipment or you do not know how to use it
- The fire is spreading towards the only emergency exit
- You cannot position yourself between the fire source and the emergency exit

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In such cases, call for help. Follow the fire emergency plan (see Appendix 2 fire emergency plan and building evacuation)

If the fire source is not small and is increasing rapidly or the fire is within our work space then the following action is followed:

1. Inform the right person as specified by the emergency plan. If such a person is not available then we call the Fire Brigade and give specific instruction about the building
2. Energise the fire alarm system
3. Once the alarm is heard then the emergency plan is strictly followed
4. We never stop to collect any personal belongings from our workspace. We never return back into the building without prior approval of the head of the fire department.
5. We provide assistance for the safe evacuation of visitors always giving priority to the disabled, the young children and older people
6. Never use the elevators. **ALWAYS USE THE STAIRS**
7. In case that there are people that use wheelchairs at a floor, then we guide the person to a position at the staircase where they can be picked by the emergency teams
8. We use the emergency exits towards the staircase without losing time. We never run but we walk steadily never losing our self-control
9. We move forward to the predefined meeting point and we report our presence to person responsible

All employees must have the necessary training on fire safety. Such training is the employer's responsibility.





Besides this employer's responsibility, you must prepare your personal fire emergency plan. This is necessary because in the banking sector there are frequent transfers of personnel, which implies the frequent change of workplaces and buildings.

M8-EN.4.5 Useful points




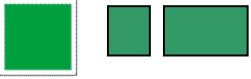

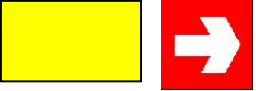
- Study your workplace emergency plan
- Familiarise yourself with the nearest emergency exit as well as an alternative choice
- Familiarise yourself with the position of the alarm boxes, the alarm sound in case of fire, the position of the fire extinguishers and how to use them **M08.04.05**
- Make sure that you know the person responsible for fire safety on your floor as well as the meeting point outside the building
- Never use the elevators as a means of escape

| FIRE CATEGORIES | EXTINGUISHING MATERIAL |
|------------------------|---|
| A) SOLID FUEL | WATER FOAM POWDER CO2 |
| B) LIQUID FUEL | FOAM ATOMISED WATER POWDER CO2 |
| C) GASEOUS FUELS | CO2 POWDER |
| D) (METALS) | SPECIAL POWDERS |
| E) ELECTRICAL WIRING | POWDER CO2 |

M8-EN.4.6 Appendix I

| Types of Extinguishers & Fire categories | | | | |
|---|---|-----|-----|---|
| Type of extinguisher | Fire Category | | | |
| | | A | C |  |
|  | <p><i>Foam extinguisher</i> Appropriate for fire categories A and B. Usual flammable materials and flammable liquids. <i>We never use foam extinguisher on electrical fires or metal fires.</i></p> | YES | NO | NO |
|  | <p><i>Dry powder extinguisher</i> Appropriate for fire categories A, B, C and fire that contains electrical hazard. Usual flammable materials, flammable liquids, gases and electrical appliances and equipment. <i>Never use Dry powder extinguisher on metal fires</i></p> | YES | YES | YES |
|  | <p><i>Carbon Dioxide Fire extinguisher</i> The most appropriate type of extinguisher that includes electrical hazards. Attention, when using it, never touch the nozzle because there is the risk of frost bite. Also there is excessive noise during the use of the extinguisher. <i>Never use this type of extinguisher on metal fires.</i></p> | NO | NO | YES |

M8-EN.4.7 Signage- EC Directive 92/58/EEC

| Signage- EC Directive 92/58/EEC: | | | |
|---|---------------------------|--|---|
| Type | Shape | Colour | Label |
| Forbidding | Circular | Red with white |  |
| Warning | Triangular | Yellow with black symbol or writing |  |
| Necessary | Circular | Blue with white with symbol or writing |  |
| Rescue or Assistance | Square | Green with white symbol or writing |  |
| Fire fighting means | Square or circular | Red with white symbol or writing |  |
| Assisting symbols | Square | Green, Yellow, red with white or black writing |  |

M8-EN.4.8 Appendix II

Typical fire emergency plan building evacuation (to be used as an example for organising your own emergency plan):

If the fire has been located by yourself:

- Energise the alarm system or shout «FIRE»
- Inform the Fire Brigade or the person responsible for fire safety if there is one
- Try to put out the fire without putting yourself at risk
- If did not manage to put it out move towards the meeting point

If you hear the alarm:

- Stop working
- Do not stop to collect any personal or other items
- Close the doors and windows behind you
- Guide your visitors towards the emergency exit without losing time
- Do not use the lifts
- Together with your visitors go to the meeting point and report to the person responsible
- Never go back to the building unless you have the authorisation from the person in charge of the fire brigade

Remember that you should not:

- PANIC
- USE THE LIFTS
- TAKE UNNECESSARY RISKS

**THE BEST GUIDANCE IS SELF CONTROL AND THE ASSURANCE OF
HUMAN SAFETY
IMPLEMENT YOUR OWN PERSONAL PLAN HAVING IN MIND THE
GENERAL EMERGENCY PLAN**

M8-EN.4.9 Summarised Activities Check List

1. Ask for the fire emergency plan
2. Ask to participate in fire safety training programmes
3. Organise your own emergency plan as part of the Overall Emergency Plan
4. On a routine basis spend some time to familiarise yourself and refresh your memory on fire safety
5. Every three months perform a mental run of the necessary actions that you have to take in case of a real emergency.

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