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GUIDELINES

To Fire & Emergency Procedures



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FOREWORD

There is the expectation that the issue of safety is the responsibility of each individual. It follows that an employee must take reasonable care for the health and safety of all persons at his or her place of work, and must co-operate with the employer so that the employer can comply with his legal obligations.

The production of this manual has been driven by the need to create safety awareness and the need to promote emergency planning.

It is anticipated that every citizen, employee and employer will see it as a useful tool, which can be used to promote awareness and preparedness, towards ensuring that appropriate procedures are followed in the event of a fire or some other emergency that may occur in the workplace, home or within the general community.

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**ENDORSEMENT FROM THE
CONGRESS OF TRADE UNIONS &
STAFF ASSOCIATIONS OF BARBADOS**

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THE IMPORTANCE OF EMERGENCY PLANNING

The purpose of an emergency plan is to promote safety awareness and to identify specific procedures for handling sudden unexpected situations, which can result in personal injury, loss of life, and severe financial losses.

Where there is an emergency plan in place, this can help to preventing fatalities and injuries, reduce damage to property inclusive of buildings, stock and equipment; and to accelerate the resumption of normal operations.

It is essential that every workplace ought to develop an emergency plan, the basis of which should be the potential risk factors facing the workplace. In developing the plan, consideration should be given to how likely a situation is to occur, what means are available to stop or prevent the situation and what is necessary for a given situation.

It is recommended that the emergency plan includes the following:

- **All possible emergencies, consequences, required actions, written procedures, and the resources available**
- **Detailed lists of personnel including their home telephone numbers, their duties and responsibilities**
- **Floor plans, and large scale maps showing evacuation routes and service conduits (such as gas and water lines).**

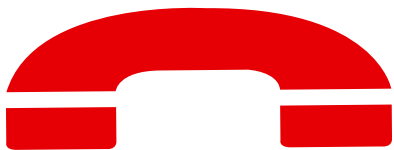
It is important to remember that a having an emergency plan in place, is a signal of the organization's commitment to the safety of its workers.

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**ENDORSEMENT
FROM THE
BARBADOS
FIRE SERVICE**

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EMERGENCY NUMBERS

Barbados Fire Service	311
Police	211
Ambulance Service –QEH	511
Queen Elizabeth Hospital	436-6450
Department of Emergency Management (After Hours – Police Headquarters)	427-8513
Barbados Defense Force & Coast Guard (Emergencies ONLY)	427-8819

Essential Services

Electricity	436-9000
Natural Gas	430-4099
Water	427-3991

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FIRE SAFETY PROCEDURES

In case of a fire, **DO NOT SPEND TIME INVESTIGATING**, but do the following:

1. Report the fire by calling the front desk/ receptionist immediately by dialing the number assigned to the operator. Give your name, room / or department from where you are calling, and give a brief description of the situation.
2. Where possible immediately turn off all electrical equipment around you.
3. If there is a fire extinguisher or water hose around, make an effort to extinguish the fire **if trained to do so**.
4. Should efforts to extinguish the fire fail, immediately look to evacuate the building using the nearest exit, and proceed directly to the designated assembly point.
5. If you are in a closed room at the time of the fire alarm is raised, first feel the door with the **back** of your hand. If the door knob is warm do not open it. It is advisable that you stay in the room, phone for help and wait for help to arrive.
6. If the door is not warm, drop to your knees and slowly open the door, but be ready to close it quickly if smoke is present. If the hallway is clear, head for the nearest exit, and proceed to the assembly point.
7. Do not use the elevator.
8. Crawl to the floor to avoid smoke and odorless carbon monoxide.

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9. Stay on the side of the room from which you exited and count the number of doors to the exit nearest to you.
10. When you reach the exit, walk quickly but cautiously down the stairs, holding onto the handrail as you go. If you encounter smoke in the stair well, do not try to pass through it. Turn around and proceed to an alternate exit.
11. If in attempting to exit downstairs you find it unsafe, return to your room and stay there.
12. If you are unable to leave the room you are in, make every effort to notify someone of your location. If you cannot reach the receptionist, call the Fire or Police Department. Give them your exact location. Signal them by hanging some visible material preferably something white in colour through the window.
13. A wet towel tied around your nose and mouth will help filter out smoke, if you fold it into a triangle and put it to the corners of your mouth.
14. If there is a fire outside the window, pull the drapes and remove everything that is flammable away from the window.
15. Stay calm. If you are upstairs, **do not jump**, but continue to protect yourself from the fire and signal help from your window.
16. Familiarize yourself with how to turn off the alarm system.

FIRE PREVENTION PLAN

There ought to be a written plan that contains the following elements:

1. A list of the major potential workplace fire hazards.
2. The proper handling and storage procedures.
3. Names and job titles of those persons responsible for evacuation procedures.
4. Names and job titles of those identified as First Aid responders.
5. List of designated evacuation areas / points.

DUTIES OF THE FIRE WARDEN

- On the sound of the fire alarm, all fire wardens are to make their way to their designated points.
- Fire wardens should usher all persons to the nearest exit, and direct them to the assembly point, where they should be remain until other wise instructed.
- The Fire Warden should proceed to clear all exit doors, having been satisfied that the building has been cleared.
- The Fire Warden should stand guard over the exit / entrance to ensure that no one reenters the building.
- Fire Wardens should supervise the orderly re entry into the building once the all clear has been given.
- At no time should the supervisor place him/herself in imminent danger.

Fire Extinguishers

•Remember this easy acronym when using an extinguisher-**P.A.S.S.**

Pull the pin.

Aim the nozzle.

Squeeze the handle.

Sweep side to side at the base of the fire.



NOTE:

If when using a fire extinguisher, the fire is physically larger than you can **safely** handle, evacuate the area and notify others by activating the emergency pull station and call **311**.

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FIRE SAFETY IN THE HOME

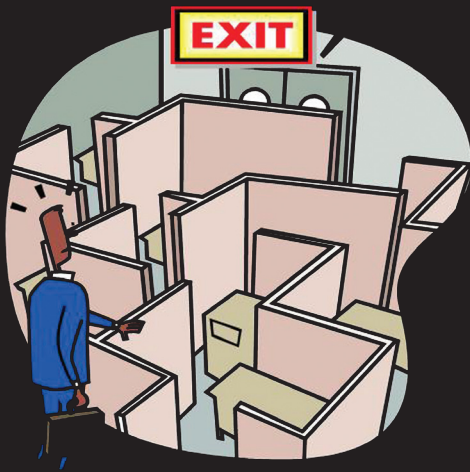
Making it Safe In the Workplace

- Do not overload electrical outlets.
- Keep your work environment clean and tidy.
- Do not store clean material close together.
- Store your LPG bottles outside the building.
- Get all faulty machinery and appliances service by a competent technician.
- Turn-off your stove and all other appliances that you don't need to be on when leaving work.
- Install and maintain smoke detectors in every room.

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EVACUATION

- Primary and secondary evacuation routes should be established, and all employees should be drilled to use either route.
- Exits should be clearly marked and all signs lit and unobstructed.



Muster:

- Should be known to all staff
- Take Roll call
- Report to the Chief Warden or Personnel
- Don't leave until permission is given

<EXIT>

Drills

- Fire drills should be conducted at least once or twice a year.
- ALL employees should participate.
- The fire drills should include staff from ALL shifts.



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**ENDORSEMENT
FROM THE
DEPARTMENT OF
EMERGENCY
MANAGEMENT**

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EMERGENCIES PROCEDURES

1. Be aware of the telephone numbers to call in an emergency, such as the receptionist /telephone operator, Fire Department, Ambulance Services, Medical Services
2. Know the emergency codes and/or distress signals
3. Familiarize yourself with the emergency codes and / distress signals
4. If you are unable to leave the room you are in, make every effort to notify some one of your location. If you cannot reach the receptionist, call the Fire or Police Department. Give them your exact location.
5. Always be aware of the emergency exits, and the one nearest to you.
6. Be aware of the location of the fire extinguishers systems and the fire alarms
7. Familiarize yourself with the evacuation plan.

THE EVACUATION ORDER

The evacuation order is of the greatest importance in alerting staff, customers and persons generally. To avoid confusion, only one type of signal should be used for the evacuation order.

The most commonly used for this purpose are sirens, fire bells, whistles, flashing lights, paging system announcements, or word-of-mouth in noisy environments.

The all-clear signal is less important since time is not such an urgent concern.

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THE EVACUATION PLAN

Given the varying risks factors that exist, the evacuation plan should be developed to take into consideration emergencies such as fire, explosion toxic gases releases, chemical spills, radiological accidents, hurricanes, earthquakes and workplace violence resulting bodily harm and trauma.

The emergency Action plan should focus on six main elements. These are:

- Procedures for emergency evacuation and exit routes assignments
- Procedures to be followed for emergency operations or shut down of critical equipment before shut down
- Procedures to account for all employees after evacuation, procedures to be followed for rescue and for making medical assistance available
- Procedures for reporting a fire or any other form of emergency
- Identifying a listing of the names and contact information of designated persons who can be contacted to provide information of the Action Plan, where this is required.

The company's evacuation plan should specifically address the following:

1. What constitute an emergency, including contributing circumstances
2. A communication method of warning employees, customers and /or visitors of an emergency

3. Identifying the role of the coordinators and evacuation wardens in the event of an emergency
4. Identifying the evacuation route (s) and exits, and exit procedures
5. Identifying assembly points
6. A plan for rescue operations
7. Medical assistance to be provided in an emergency
8. The role of employees in an emergency
9. The type of training to be provided for employees to prepare them to be able to respond in an emergency
10. A schedule for updating the training of employees
11. The equipment to be used in an emergency
12. What is needed to be known about the handling of hazardous substances
13. A time table for period fire and emergency drills
14. A plan for the evacuation and storage of important document



**ENDORSEMENT
FROM THE
NATIONAL COMMITTEE
ON OCCUPATIONAL
HEALTH & SAFETY
(NACOSH)**

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THE ROLE OF THE OCCUPATIONAL SAFETY AND HEALTH COMMITTEE IN ADDRESSING THE ISSUES OF FIRE SAFETY AND WORKPLACE EMERGENCIES

Members of a health and safety committee

- Should promote health and safety in the workplace at all times
- Have an input in developing and implementing the safety policy.
- Inform the management about hazardous situations in the workplace.
- Initiate action on the hazards it recognizes, by developing programmes to set priorities for the elimination of hazards from the workplace
- Concern itself with emergency evacuation procedures
- Respond to worker concerns
- Monitoring the effectiveness of safety programmes and procedures
- Identification of training necessary to be provided to persons at the workplace.

The committee should conduct periodic checks for the purpose of being satisfied that:

1. A fire alarm system is in place, and that it is routinely tested and certified to be in good working order.
2. The fire hydrants are **checked at least once each year.**
3. Fire protective elements such as fire doors, fire blankets and fire extinguishers are all routinely checked and maintained in good working condition.
4. Portable fire extinguishers are provided in adequate number and type and readily accessible.
5. Employees are periodically instructed in the use of extinguishers and fire protection procedures.
6. Exit doors are clearly identified by signage, and that these exits are not in any way obstructed.
7. Exit doors can be opened without the use of a key.
8. Where exit doors open directly onto a street, alley or other area where vehicles may be operated, that there is adequate barriers and warnings provided to prevent employees and /or customers from stepping into the path of oncoming traffic.

SAFETY AND HEALTH AT WORK ACT 2007-12

Safety provisions in case of fire:

Section 38 (1)

There shall be provided:

- (a) In every building that forms part of or comprises a workplace to which section 33 applies; or
 - (b) In any workplace where the Chief Labour Officer so directs by requisition to the occupier, a device which any person can use for giving a warning in a case of a fire.
- (2) The means provided for giving warning in case of a fire shall be clearly audible and visible throughout the building or where the workplace is only part of a building, in every part of the building that is used for the purpose of the workplace.

Section 39 (1)

While a person is in a workplace for the purpose of employment or taking meals:

- (a) The door of the workplace or any room therein in which he is in, and
- (b) Any door that, for persons working in the workplace, provides means of exit from any building or from any closure in which the workplace is situate, shall not be locked or fastened in such a manner that the door cannot be easily and immediately opened from the inside.

EARTHQUAKE DISASTER PREPAREDNESS

Preparation

- Be familiar with your community and or workplace disaster preparedness plan.
- Identify an escape route and meeting place away from the building you occupy.
- Know how to shut off water, gas and electricity supply to the building, be it your workplace or home.
- Have at your disposal an emergency supplies and survivors kit, that contains a three day supply of bottled water and non-perishable food, first-aid kit, flashlight and battery-operated radio with extra batteries, a manual can opener, paper cups and plates.

Safety Tips

- At the first sign of an earthquake, take cover under a sturdy piece of furniture or against an inside wall away from objects that may fall on you.
- Sit or stay close to the floor and hold on to any strong and secure furniture in order to maintain your balance.
- Protect your eyes and your head.
- Stay away from windows, shelves, or furniture as these are likely to fall and injure you.
- Keep away from doorways as violent motion could cause the doors to slam against your body, crush your fingers or inflict other serious injuries.

- Do not run outside. Stay indoors until the shaking stops and you're sure it's safe to exit.
- Under no circumstances should you attempt to use an elevator.
- If you are outside of a building, move into the open, and maintain a safe distance away from the building.
- Maintain a safe distance from utility poles, electrical lines and trees.
- If you are driving a vehicle, immediately bring it to a halt at the side of the road.
- Do not stop on or under bridges, near or under power lines or road signs.

Recovery Tips

- Be alert for aftershocks.
- Look for injured victims and administer first aid.
- Turn off any damaged utilities.
- Don't attempt to move fallen power lines.
- Check for fire hazards and use flashlights instead of candles or lanterns.
- If your building is sound, stay inside and listen for radio advisories.



DEFINITIONS

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- A.** Assembly Area: A designated outside area safe for evacuated occupants.
- B.** Evacuation Monitor: Designated staff member assigned to assist the emergency/fire prevention coordinator in evacuations and fire prevention.
- C.** Emergency Evacuation/Fire Prevention Plan Coordinator: Staff member responsible for administering the emergency and/or fire prevention plans for a Department.
- D.** Emergency Evacuation Plan: A plan describing procedures required for staff protection from fire or other emergencies in the workplace.
- E.** Exit: That portion of a means of egress from a building, structure or worksite.
- F.** Exit Access: Exit pathways.
- G.** Facility: The term facility is utilized in all Safety and Health policies to refer to buildings that are operated by the Department.
- H.** Fire Prevention Plan: Procedures developed which staff members are expected to follow to prevent fires in the workplace.
- I.** Means of Egress: Continuous and unobstructed ways of exit travel from any point in a building, structure or worksite opening to any area other than a street.



INTERNATIONAL FIRE & EMERGENCY SIGNS & SYMBOLS

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**FIRE
LADDER**



**AUTOMATED
EXTERNAL
DEFIBRILLATOR**



**FIRE
FIGHTING
EQUIPMENT**



**FIRE HOSE REEL
OR STANDPOINT**



**MANUAL STATION /
PULL STATION /
FIRE ALARM BOX**



**FIRE
EXTINGUISHER**



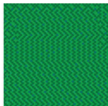
**FIRE
EMERGENCY
TELEPHONE**



**FIRE
ALARM**



**EMERGENCY
TELEPHONE**



CAUTION



**FIRE
AXE**



**FIRE
HOSE**

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VALVE



**WATER
HYDRANT**



FIRST AID



STRETCHER



**EMERGENCY EXIT
(RIGHT)**



**EMERGENCY EXIT
(LEFT)**



**EMERGENCY EXIT
DIRECTIONAL ARROWS
(CAN BE ROTATED IN
INCREMENTS OF 45 DEGREES)**

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Satisfy Your Training **NEEDS!**

- ✓ Occupational Safety & Health - Regulations & Practices
- ✓ Workings of the Occupational Safety & Health Committee
 - ✓ Managing HIV/AIDS in the work place
 - ✓ Communications in the work place
 - ✓ Workplace Ethics
- ✓ Grievance Handling Procedures/Conflict Resolution
 - ✓ Management Skills & Techniques for Supervisors
 - ✓ Workplace Productivity
 - ✓ Effective Management



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