# Training Schedule

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## Training Activities

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<tr>
<td>1.1 Consequences of Fire Incidents</td>
<td>♦ Flipchart-1: What will We Do Today; ♦ Flipchart-2: Story of Khalilur and Kushima.</td>
<td>Story Telling (Story of Khalilur and Kushima).</td>
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<tr>
<td><strong>2. Fire and Prevention of Fire</strong></td>
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</tr>
<tr>
<td>2.1 Fire Hazard Identification</td>
<td>♦ Flipchart-3: What Elements Need to Create Fire; ♦ 24 Picture Cards related to Fire Hazard (12 Risky Cards and 12 Safety Cards), Box and Scotch Tape.</td>
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<td>2.2 See Fire Hazard and Take Step to Prevent</td>
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<td>2.3 My Role to Prevent Fire Hazard</td>
<td>♦ Flipchart-5: Identify Fire Hazard; ♦ Flipchart-6: My Role to Prevent Fire Hazard; ♦ Name Cards for Role Play: Supervisor, Manager, Safety Committee Member and Helpline; ♦ 12 Risky Picture Cards; ♦ Picture Card for Identifying Hazards.</td>
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<td>2.4 Communicate with Alliance ‘Amader Kotha’ Helpline</td>
<td>♦ Flipchart-7: Alliance ‘Amader Kotha’ Helpline; ♦ Helpline-Amader Kotha Card; ♦ Helpline Materials: Dangler, Poster and Sticker.</td>
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<tr>
<td><strong>3. Protection of Fire</strong></td>
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<td>3.2 Maintenance of Fire Protection Equipment</td>
<td>♦ Flipchart-9: Maintenance of Fire Protection Equipment; ♦ For Role Play: One Futile Whistle, One Empty Fire Extinguisher and One Mobile Phone.</td>
<td>Role Play</td>
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<tr>
<td><strong>4. Evacuation during Emergency Situation</strong></td>
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### Training Activities

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<thead>
<tr>
<th>Topic</th>
<th>Materials</th>
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</table>
| 4.4 Do’s and Don’ts during Fire Incidents | ✪ Flipchart-13: Don’ts during Fire Incident;  
                                  ✪ Flipchart-14: Do’s during Fire Incident;  
                                  ✪ 15 Marbles;  
                                  ✪ Three Cards with Instructions: Must Collect 7 Marbles Before Going to Assembly Point, Must Collect 5 Marbles Before Going to Assembly Point and Must Collect 3 Marbles Before Going to Assembly Point;  
                                  ✪ One Red and One Green Card for Each Participants;  
                                  ✪ Proper Whistle;  
                                  ✪ Fire Instructed Card;  
                                  ✪ Do’s and Don’ts Related 14 Picture Cards. | Role Play: Collecting Marbles and Going to Assembly Point; Do’s and Don’ts Cards Presentation with Raising Red and Green Cards. |
| 5.1 What to do during Earthquake         | ✪ Flipchart-15: What to do During Earthquake;  
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| 6. Key Learning’s from Training          | ✪ Flipchart-16: Learning from this Training | Discussion in Team and Presentation                                   |
**Brief Introduction on Alliance for Bangladesh Worker Safety:**

Alliance for Bangladesh Worker Safety is an initiative which has been formed by 27 Clothing Company, Retailers and Brands in North America, Canada and Australia. On the basis of the partnership with Bangladesh Government, Trade Union and Factory Owners, Alliance are working for developing a sustainable and positive safety system especially for workers working in garment factories. It is an initiative for 5 years, which is transparent, effective, measurable and verifiable. Among the all initiative, presently Alliance is working for: Evaluation (Structural, Fire and Electrical) and improvement; Basic Fire Safety Training for all employees (workers and Management); Basic Fire Safety and Responsibility Training for Security Guards, Helpline Training; Safety Committee and Occupational Health and Safety Management Training etc. To know more about Alliance please visit the website of Alliance: www.bangladeshworkersafety.org.

**Basic Fire Safety Training**

Among all the activities, presently Alliance has been completed Basic Fire Safety and Helpline Training at its all member factories. (This Basic Fire Safety Module has been re-initiate,) for effective worker awareness regarding Basic Fire Safety and Prevention in accordance to Action Plan of Alliance.

**Goal**

To ensure a safer working environment by reducing fire incidents and the amount of damages at garment factories of Bangladesh.

**Objective**

The Objective of basic Fire Safety Training at factories are:

- To increase awareness about fire safety (Fire Prevention, Fire Protection and Evacuation during Emergency) among the all workers;
- To raise worker awareness about do’s during earthquake;
- To apply the learning’s of training at factory level.

Note that, the objective of this training is not making any Fire Fighter for factory.

**Characteristics**

The characteristics of this module are stated below:

- This module has been prepared with the consistence of previous Basic Fire Safety Module;
- This module has been corrected after taking feedback from the factories where training has already been completed;
- This module will be used for workers and owners of a factory;
- A new section has been added in the methods of each session named “How to Apply the Learnings at workplace”; 
- A new session has been added on “Do’s during Earthquake” after considering the disaster of the earthquake;
- Training materials will be distributed to all participated factories and its workers as well;
- Among the all participant certificates will be given to those who will pass through the training evaluation process;
Area
From this training workers will get to know following things:
- Consequences of Fire Incidents;
- Fire Hazard Identification;
- See Fire Hazard and Take Step to Prevent;
- My Role to Prevent Fire Hazard;
- Communicate with Alliance “Amader Kotha” Helpline;
- Fire Protection Equipment to Prevent Fire and Communication;
- Maintenance of Fire Protection Equipment;
- Importance of Evacuation during Emergency Situation;
- Emergency Signage;
- Unobstructed Exit Path;
- Do’s and Don’ts during Fire Incidents;
- Do’s during Earthquake;
- Key Learning’s from Training.

Use of this Module:
This module will be used both for Basic and Refresher Basic Fire Safety & Helpline Training.

Method of Training:
Different methods like-story telling, picture presentation, discussion, presentation, role play, group work, practice session etc. are used in this training module and will be used for training conduction.

Selection of Participants for Train the Trainer (TtT):
- Two or more participants will be participating in Train the Trainers Program selected by factory management only;
- Among the selected participants at least one worker and one management representative must be considered;
- Member of Trade Union/Participation Committee/Safety Committee will get high priority during the selection of worker representation;
- Fire Safety Officer, Compliance Officer, Welfare Officer and Member of Safety Committee will get high priority during the selection of management representatives;
- Availability, willingness, and presentation capability should be considered while selecting worker and management representative.
Instruction for Training Conduction at Factory:
To conduct training by using this module at factories following things should be considered:

1. **Facilitator:** Only those will conduct the training at the factory who have participated in Train the Trainers program and also has passed through the training evaluation process.

2. **Number of Participants:** The maximum participants of a session at factory will be 30 and minimum will be 20. It must not be more or less under any circumstances.

3. **Duration of Training:** The duration of training will be 3 hours and it must not be less than this.

4. **Training Venue:** Training venue should have following facilities:
   - Sufficient air and light;
   - Sound protected area (not beside of Generator, Boiler or any other place from where noise can be produced);
   - Not very congested or very open space;
   - 30 persons can sit at least;
   - Training activities (Role Play, Group Work) can be practiced properly;
   - System for hanging Flipchart;
   - A table where training materials can decorate.

5. **Seating Arrangement:** Participants seating arrangement should be divided into two sides. On each side 15 participants will sit where 5 participants will be there in each row.

6. **Place of Flipchart:** Flipchart should be placed in a way so that all participants sitting in the training room can see the pictures and writings properly. For this Flipchart should be placed 8 feet away from the front seat row. Moreover, there will be an empty space in the middle of the front row and Flipchart. Here a picture is given below for showing how seating arrangement and place of Flipchart will look into a training room:
7. **Training Delivery**: At factory level training after completion of the training of management and production staff’s workers will get training respectively.

8. **Uses of Training Module and Materials**: At factory level training must be conducted according to methodology given in this Module and also must make proper use of training materials in each session.

9. **Distribution of Training Materials**: Helpline-‘Amader Kotha’ Cards must be distributed to all participants after conducting Helpline session (session-2.4) and also distribute leaflets to all participants at the end of training.

10. **Ambiguity concerning Training**: If factory facilitators have any kind of ambiguity and confusion regarding method or any information of a specific session or activity s/he can communicate with Alliance for further clarification.

11. **Training Action Plan**: After getting Action Plan format from Alliance, factory management must send back the filled up format within 4 days of getting the e-mail. In the Action Plan, factory management must mention the name of one person for Training Coordinator and two persons for Helpline coordinator.

12. **Training Reports**: After starting the training, every week factory’s concern person will get a web link from Alliance through an e-mail. That concern person will fill up the link with updated information of training. If the concern person does not get the link in any week, s/he must inform to Alliance for assistance. Note that, training related information updated in the link observed by all Alliance listed brands. Moreover, beside web link factory’s concern person also maintain batch wise Attendance Record and Photo Form as Training evidence in the file at the factory and also send some sample copy to the Alliance in the attachment of e-mail.

13. **Training Evaluation and Assistance**: Through Spot Check Alliance will evaluate the effectiveness of training at factory level. If it is identified that the factory did not conduct training according to Alliance requirement, a recommendation will be given to factory to arrange Re-Training for workers. The Alliance will provide all kinds of assistance to factory for development their training skills and standard of training as well.

**NB**: During training conduction at the factory if Alliance notice that factories do not follow the above instructions, training will not be accepted to Alliance at all.
1. Fire Safety Awareness

1.1 Consequences of Fire Incidents

Objective:
- Raise awareness among the workers and also to make positive changes in the attitudes of the workers towards fire safety;
- Make understand the workers about the importance and necessity of the Fire Safety Training.

Duration: 15 Minutes

Materials:
- Flipchart-1: What will We Do Today;
- Flipchart-2: Story of Khalilur and Kushima.

Activity: The facilitator will follow the following steps to conduct this session.

Step-1:
The facilitator will start the training with the exchange of greetings with all the participants. Good Day!! How are you?

Step-2:
The facilitator will inform about general directions related to safety, like- fire alarm switch, evacuation route, use of stairs in case of fire, assembly point etc.

Step-3:
At this step, according to Flipchart-1, the facilitator ask to the participant, “Can you tell me what we are going to do today?
  a) Want to see cinema (Cinema of actor Ananta Jalil and actress Barsha)?
  b) Want to learn about Fire Safety?
  c) Or want to gossip?”
After taking the comments of participants, the facilitator will say, “Today I am going to share a story with you related to Fire Safety. And based on this story we can make a cinema also.”
Step-4:
Then the facilitator will tell the following story with the help of Flipchart-2.
“Khalilur lived happily with his parents and his young beautiful wife Kushima. Kushima was 5 months pregnant. The whole family was extremely excited and eagerly waited for the baby to be born.

Khalilur has been working in a garment factory as a senior operator in the knitting department since 2 years. He worked very hard. He was happy in his family life and also in his working life. He tried hard to save some money for his family and also for his upcoming child to make sure a better future for her.

It was a pleasant autumn day when Khalilur woke up before sunrise to get ready for the factory. Kushima was already up and was preparing lunch box for Khalilur. When Kushima has given the lunch box to Khalilur’s hand and wished him a good day, Khalilur was telling Kushima that he will come back home early as he has no overtime that day. Khalilur also said Kushima that after returning home he will take her for watching cinema. After leaving Khalilur, Kushima was starting to count the hours for returning home of Khalilur. Kushima was waited until evening and by 10 pm Khalilur was still not at home.

Suddenly, one of neighbor of Kushima informed that there has been a fire incident at Khalilur’s factory. After hearing this Khushima rushed with her father in-law at Khalilur’s factory. Kushima and her father-in-law tried to find him everywhere, but they did not get Khalilur. After searching all the places of factory, Kushima was found her husband in the line of dead body. Khalilur has lost his life in the fire incident. A few months later Kushima has given birth to a healthy baby girl. In one side she was happy with her newborn baby, but on the other side her days were filled with worries-how will she manage to look after her daughter, her aging in laws and how to bear their medical expenses? Khalilur’s parents were also not doing well. Whenever her father in-law looked at the baby, Kushima saw his tears in his eyes. And one day she heard him whispering “I wished Khalilur could see you, look after you- but your father will never come back to you.”

Step-5:
After sharing the story the facilitator will ask following questions to all participants:
  o What do you think-is it a true or fake story?(Facilitator will explain the detail of this story that-this is a true story which was happened on October, 2013 at Aswad Knit Composite factory where 7 workers were died and Khalilur was one of them.)
  o What was the reasons behind the consequences of Khalilur? (Lack of training on basic fire safety, lack of awareness about fire and insufficient fire fighting equipment’s in the factories.)
  o How many people were affected by Khalilur’s death? How many fire incident has been happened in the last few years and how many people has been died? How many family was affected? (All the members of Khalilur’s family were affected by Khalilur’s death. From 1990 to 2014, there have been 226 major fire incidents in RMG factories and total 402 people have been died in these incidents. Moreover with the death of one person his/her family bear all the responsibilities and entire family is affected.)
o Do we want a life like Khalilur?
o Do we want our child become orphan?
o Do we want to lose our wife/husband?
o Do we want our parents become childless?
(Generally every participant’s responses will be ‘NO’ on the above questions.)
o If you do not want to let it happen again, so what should we do? (We should know about fire and fire safety; should participate in basic fire safety training properly and apply the learning’s in our workplace as well.)

So, we hope no fire incident will happen in our life like Khalilur and Kushima. We expect a safe working environment where all workers will work with safety.

Learning’s from this Session:
- We should participate in safety training to make safe workplace for ourselves and also for others;
- Everyone should aware about fire safety;
- We should participate in Fire Safety Training actively;
- We should apply the training learning’s in our workplace.

What to do after completing this session:
Practice these lessons that you have learnt from this sessions while you are in factory. Besides, after this session you have to practice following things:
- Have to understand the necessity of this training and also discuss about this with the colleagues;
- Have to encourage our colleagues to participate in this training.
2. Fire and Prevention of Fire

2.1 Fire Hazard Identification

Objective:
- Learn about fire;
- Learn about the elements of fire;
- Learn about different fire hazards from where fire can happen.

Duration: 20 Minutes

Materials:
- Flipchart-3: What Elements Need to Create Fire;
- 24 Picture Cards related to Fire Hazard (12 Risky Cards and 12 Safety Cards), Box and Scotch Tape.

Activity: The facilitator will follow the following steps to conduct this session.

Step-1:
To discuss about the similarity between Fire and Human, without showing flipchart the facilitator ask to the participants, what are the minimum requirements for survival of a human? From the responses of the participants it will get that, minimum 3 elements will need for survival of a man; like- Oxygen/Air, Heat and Food.

Similarly the facilitator again ask to the participants, minimum what elements will be needed to create fire. After discussion the responses will be, here also need Oxygen/Air, Heat and Fuel (Food of Fire) to create fire.

Step-2:
Then the facilitator will discuss about the similarity between fire and human by showing Flipchart-3. After this discussion facilitator also discuss about the fire triangle with the help of following notes.

Facilitator Note:

Oxygen: We use Oxygen for taking breath and it is available everywhere.

Heat: Heat can be created from various sources, like- electricity, movable machine, cigarette, stove, etc.

Fuel: This is anything that will burn. Fuel is also called food of fire. For example- fabrics, cartoon, garments wastage, furniture, chemical, etc.
Note that, oxygen/air, heat and fuel-these three elements are available in factory, which increase the possibility to create fire. Moreover, without any of these 3 elements it is impossible to operate a factory. That is why we have to be very careful regarding fire hazards.

The facilitator then ask to the participants in which section they are working/worked before, where they see/saw elements of fire triangle.

**Facilitator Note:**
Sources of three elements of fire triangle in the different sections of a factory:

**Cutting Section:** (Sources of Heat- cutting machine, electric connection; Sources of Fuel- fabrics, cutting table, shelf).

**Sewing Section:** (Sources of Heat- sewing machine motor, electric connection; Sources of Fuel- fabrics, sewing table).

**Finishing Section:** (Sources of Heat- electric connection; Sources of Fuel- fabrics, finishing table, cartoon, poly).

**Store Section:** (Sources of Heat- electric connection; Sources of Fuel- shelf, accessories, fabrics).

**Knitting Section:** (Sources of Heat- machine motor, electric connection; Sources of Fuel- knitting thread, cartoon).

**Dyeing Section:** (Sources of Heat- machine motor, electric connection; Sources of Fuel- chemical, color, fabrics, table, shelf).

**Embroidery Section:** (Sources of Heat- machine motor, electric connection; Sources of Fuel- embroidery thread, fabrics, chemical, glue spray).

**Printing Section:** (Sources of Heat- machine motor, electric connection; Sources of Fuel- color, fabrics, chemical, wooden printing frame).

Then the facilitator tell to the participants, when all three elements of fire triangle are together, it creates fire by chemical reaction. If we identify the fire hazards or can know the reason behind fire, it will be easy to prevent/fighting fire. Here it should be noted that, if we can separate/remove any of the one item of fire triangle, it will help us to avoid fire easily. So we have to know very clearly about fire hazards.

**Step-3:**

Picture cards exercise.

At this stage the facilitator will divide all the participants into 6 groups (each group should ideally have 5 participants). Then, facilitator distribute 24 cards (Risky Cards and Safety Cards) among the 6 groups. Each group will get 2 pair cards—that means 4 cards to exercise. Note that, one pair card consist of one Safety Card and one Risky Card on same situation. The groups will be given 2 minutes to discuss and identify which of their cards indicate risky practices and which indicate safety practices.
After around 2 minutes, the facilitator ask each group to present the results for the 4 cards given to them. The facilitator comments on the group presentation and for each card the facilitator will explain why it is a Risky or Safety practice. After giving the explanation on both cards, presenter will throw the Risky Practice in the garbage box and say, “we do not want to see this kind of practice in our factory that is why we are throwing this situation into the garbage box.” Then presenter will post the Safety Practice around the training room and say, “we want to practice this in our factory and also encourage others for doing so.”

Finally, after completing all the presentations, the facilitator will say, we try to find the risky practices and try to solve them for keeping our work environment safe. It should be workers and managements combination efforts for making a safer workplace. And in the next session we will know about how to solve the problems.

**Learning’s from this Session:**
- Learned about the three elements of fire triangle: Oxygen/Air, Fuel and Heat;
- Learned about the sources of fuel and heat of a factory;
- Learned about the different kinds of fire hazards.

**What to do after completing this session:**
Practice these lessons that you have learnt from this sessions while you are in factory. Besides, after this session you have to practice following things:
- Have to work very carefully;
- Have to find fire hazards at our workplace;
- Have to identify the heat sources and fuel sources;
- Try to separate or remove any of the one element of fire triangle to keep the factory away from happening fire.

<table>
<thead>
<tr>
<th>Risky Cards</th>
<th>Safety Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Worker working in Sewing Machine in a disorganized way" /></td>
<td><img src="image2" alt="Worker working in Sewing Machine in an organized way" /></td>
</tr>
<tr>
<td><img src="image3" alt="Faulty DB board and keeps fabrics beside the board" /></td>
<td><img src="image4" alt="Safe DB board and removed fabrics" /></td>
</tr>
<tr>
<td><strong>Risky Cards</strong></td>
<td><strong>Safety Cards</strong></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Overloaded multi-plug and keeps fabrics on it</td>
<td>Permanent wiring and removed fabrics</td>
</tr>
<tr>
<td><img src="image" alt="Overfilled store room" /></td>
<td><img src="image" alt="Nice, clean and organized store room" /></td>
</tr>
<tr>
<td><img src="image" alt="Open and unlabeled flammable chemicals containers with leakage" /></td>
<td>Segregated concentrate secondary container to store the chemicals separately and properly labeled and sealed</td>
</tr>
<tr>
<td><img src="image" alt="Electric spot lifting device with the cleaner plugged into a broken socket" /></td>
<td><img src="image" alt="Electric spot lifting device with the cleaner and properly plugged" /></td>
</tr>
<tr>
<td><img src="image" alt="Iron placed on the fabrics" /></td>
<td><img src="image" alt="Iron placed properly on mat of a stand" /></td>
</tr>
<tr>
<td><img src="image" alt="Worker working with welding machine without using any covered protection and welding shield with spark on to the fabrics" /></td>
<td><img src="image" alt="Worker working with welding machine by using protection" /></td>
</tr>
<tr>
<td><img src="image" alt="Cable under the mats of child care room on which children are playing and it located beside the production floor" /></td>
<td><img src="image" alt="Cable is permanently fixed with the wall and child care room is located beside office room" /></td>
</tr>
</tbody>
</table>
**Facilitator Note:**

**Risks of Fire Incident:**

1. **Electrical Risk**
   - Overloaded multi-plug;
   - Weak electric connection;
   - Loose, faulty wire and switch;
   - Breakdown of insulation;
   - Overloaded circuit;
   - Connecting multiple machine in one socket;
   - DB board with dust; etc.

2. **Chemical**
   Combustible liquids have to be heated above ambient temperatures to create vapors that can ignite. Flammable liquids give off vapors at room temperatures. Fire can happen if two combustible liquids are in touches.
   - Chemicals (Diesel, Acetone, Thinner, Bleach, Acetic Acid, Hydrochloric-Acid, Enzyme, Hydrogen-per-oxide, Printing Color, etc.)

3. **House Keeping**
   - Overfilled storage;
   - Unorganized storage of combustible materials;
4. Machine Hazards
- Friction generated by the moving parts of high speed processing machinery, jammed working materials during production;
- Overheated motor;
- Improper/irregular machine maintenance.

5. Open Flames
- Kitchen located in the factory;
- Welding;
- Burning;
- Lighter/match use in storage/warehouse; etc.

6. Smoking
- Cigarette butts;
- Discarded matches/lighters;
- Smoking at non designated area (like: production floor);
- Smoking near to fabrics; etc.

7. Others
- Portable heaters;
- Iron;
- Heat producing machineries/equipment’s (Stanter Machine, Dying Machine); etc.
2.2 See Fire Hazard and Take Step to Prevent

Objective:
- Know the importance of prevention of fire hazards;
- Know the role of a general worker to prevent any fire risks.

Duration: 10 Minutes

Materials:
- Flipchart-4: I can also make the Differences.

Activity: The facilitator will follow the following steps to conduct this session.

Step-1:
The facilitator start the session by covering up right side of Flipchart-4.
At the beginning of this session, the facilitator will invite a participant to come forward and request him/her to explain what s/he can see in the left side of the flipchart-4. According to the facilitator’s instruction invited participant will explain the pictures (starting from top to bottom) in the manner of story telling. Like-
- In the 1st picture hazardous situation is seen (source of oxygen-available everywhere; source of heat- loose wire; and source of fuel- fabrics, chemical, table);
- In the 2nd picture fire happens as Mafiz did not notice the hazardous situation;
- In 3rd, 4th and 5th pictures fire is spreading in the floors; and
- In the last picture fire is spreading all over the factory and workers are running here and there for saving their lives.

Then the facilitator give thanks to the participants, and tell her/his to take the seat.

That means, Mafiz did not notice the hazardous situation and did not take any steps to solve the situation; which incurred fire in the factory. It was a big fire incident and lots of workers were injured and died due to this.
Step-2:
Now the facilitator again invite another participant for explaining right side-covering part of flipchart-4. According to the instruction of the facilitator, invited participant will explain the right side by following ways:

- In the 1st picture hazardous situation is seen (source of oxygen-available everywhere; source of heat- loose wire; and source of fuel- fabrics, chemical, table);
- In the 2nd and 3rd pictures, Mafiz take step to separate the chemical drums from there and put those into secondary container;
- In the 4th picture he informs his supervisor about the hazardous situation;
- In the 5th picture Electrician works on permanent wiring system with the instruction of Supervisor;
- In the 6th picture everyone is leaving the factory happily and going to home safely.

After the above presentation the facilitator give thanks to the participant and request him/her to take his/her seat.

Step-3:
The facilitator ask the participant, is there any differences between the two sides of the flipchart. After taking the responses the facilitator tell that the consequences of first part-that is left side will not be our expectation. As Mafiz was not trained, did not know about his role and could not take any step for solving the hazardous problem, which leads to happen fire in his factory. But in the right side, after receiving training, Mafiz was aware about fire hazard, knew his role to prevent and took steps to solve the situation (he did something and reported to his supervisor to solve the rest part). And by his initiatives no fire incident was happened in his factory.

Then facilitator ask to the participants following questions:
- Who was responsible for fire incident seen in the left side of flipchart? (Responses will be Mafiz).
- Who saved the factory from fire incident seen in the right side of the flipchart? (Responses will be Mafiz).
- So, who make the differences? (Responses will be Aware Mafiz).
- Who want to be like Aware Mafiz? (Probably everyone wanted to be Aware Mafiz)

Finally, the facilitator tell that if we want to be like Aware Mafiz, we have to keep open our eyes and ears, identify fire risks around us and also take step for the prevention of fire hazards.
Learning’s from this Session:
- Learned how a general worker can save his/her factory from a big fire incident;
- Learned that to save a factory is not only the responsibility of a worker but also the Owner, Welfare Officer and Safety Officer can play a vital role for this.

What to do after completing this session:
Practice these lessons that you have learnt from this sessions while you are in factory. Besides, after this session you have to practice following things:
- Have to open ears and eyes while working and searching fire hazards to prevent;
- Have to take immediate step to prevent fire and report to management for taking further steps;
- Have to be proactive for keeping the factory safer.
2.3 My Role to Prevent Fire Hazard

Objective:
- Identify the fire hazards of factory;
- Learn about the necessary steps to Prevent fire hazards.

Duration: 20 Minutes

Materials:
- Flipchart-5: Identify Fire Hazard;
- Flipchart-6: My Role to Prevent Fire Hazard;
- Name Cards for Role Play: Supervisor, Manager, Safety Committee Member and Helpline;
- 12 Risky Picture Cards;
- Picture Card for Identifying Hazards.

Activity: The facilitator will follow the following steps to conduct this session.

Step-1:
For identifying fire hazards the facilitator will invite 2 participants respectively. 1st participant will identify hazards as much as s/he can by using Flipchart-5. Later 2nd participant will identify rest of the hazards. Finally the facilitator will indicate all the hazards by showing Picture Card for Identifying Hazards. Note that there are 25 hazards in the Flipchart-5.

Facilitator Note:
1. No Smoke Detector;
2. Loose wire of smoke detector;
3. Fire alarm switch block with cartoons;
4. Fire alarm switch set at high altitude;
5. Fire extinguisher keep in the floor;
6. Fire extinguishers pin is open and fall in the floor;
7. Fire hose pipe block and placed without marking;
8. Fire extinguisher block and placed without marking;
9. Fire hose reel set at high altitude of wall;
10. Fire hose reel missing;
11. Fire alarm switch placed in very lower position of wall;
12. Fire extinguisher block with cartoons;
13. No label in the fire equipment;
14. No use policy for fire equipment;
15. Fire equipment keep in the production floor;
16. Frayed leash of exit sign;
17. Loose connection in machines;
18. Cartoon set at high altitude;
19. Cartoons keep at high altitude that touches smoke detector;
20. Floor without aisle mark;
21. Aisle or evacuation path block with cartoon, fabric and finished goods;
22. Electric wire of machines are passes in the floor and aisle mark;
23. Fabrics and cartoons are placed on electric wire;
24. Workers are not using mask;
25. Workers do not maintaining housekeeping.
Then the facilitator asks to the participants that are we want to keep these hazards in our factory or want to prevent these fire hazards? The facilitator listen the responses of the participants. After receiving the responses, the facilitator tell that, now we are going to learn how to prevent the fire hazards from our factory.

**Step-2:**
In this stage, the facilitator will show flipchart-6 and explains the do’s for solving fire hazards in the workplace. Like- we should always keep alert regarding fire hazards in our workplace. If we see any fire hazard, firstly we should try to resolve this if it is in our hand. Then we can communicate with Supervisor, Manager, and Safety Committee or the other chain of commands in the factories if it is not in our hand. And finally we can communicate with Amader Kotha-Helpline, if we do not get any support from internal management of factory.

**Step-3:**
To show the procedure of problem solving regarding fire hazard, a role play will be staged by the participants. For this role play the facilitator will invite 4 participants from 4 groups. Invited 4 participants will act as Supervisor, Manager, Safety Committee and Helpline respectively. Then the facilitator will provide them name cards and make understand them the script. Acting participants will hold the name cards in a way so that all participants of training room can see the cards.

Then the facilitator will distribute the 12 Risky Cards to the rest of the participants. After that participants will come with one risky card one by one and solve the problem (mentioned in the Risky Card) by the help of actors-Supervisor, Manager, Safety Committee and Helpline.

**Facilitator Note:**
To discuss about the script of role play, the facilitator will invite the 4 participants. The facilitator requests the invited participants to act practically which they see in the factory.

When 1st participant go to the supervisor with the problem (mentioned in the risky card), supervisor will assure the participant to solve that problem and encourage him/her to come again if s/he see any fire hazard. Then the facilitator will ask 1st participant, did you get solution? How did you get? Please explain. That means problem is solving by internal management.

When 2nd participant come with the problem (mentioned in the risky card) and tell to the supervisor, supervisor will response angrily and do not solve the problem with showing different excuses. Then 2nd participant will go to the Manager, where the Manager will thank him/her and give an assurance to solve the problem. Manager also encourage him/her to come again if s/he see any fire hazard. Then the facilitator will ask the 2nd participant, did you get solution? How did you get? Please explain. That means problem is solving by internal management.

When 3rd participant come with the problem (mentioned in the risky card) and tell to the supervisor, supervisor will give some excuses and do not solve the problem. The participant then go to the Manager, Where manager also not solve the problem and give some excuses. Then the participant will go to the Safety Committee Member, who give an assurance to solve the problem.
Safety Committee also encourage him/her to come again if s/he see any fire hazard. Then the facilitator will ask the 3rd participant, did you get solution? How did you get? Please explain. That means problem is solving by internal management.

When 4th participant come with the problem (mentioned in the risky card) and tell to the supervisor, manager and safety committee member respectively, no one give any solution and give some excuses to avoid the problem. The participant then give a call to Amader Kotha-Helpline, where helpline give an assurance to solve the problem. Then the facilitator will ask the 3rd participant, did you get solution? How did you get? Please explain. That means problem is not solving by internal Management. It is solving with the help of external party.

At this stage the facilitator tell that we will learn detail about Helpline-Amader Kotha service in the next session. The facilitator also motivate to the participants to solve the problem own self first, then report to management as soon as possible.

Then the facilitator will thank all the participant for this activity.

**Learning’s from this Session:**

- Learned how a general worker can do something to solve a problem related to fire hazard;
- Try to solve the fire hazard as far as one can and also inform to Supervisor for further assistance;
- If supervisor do not take any step, inform to Manager for solving the problem;
- If manager do not solve the problem, then inform to the member of safety committee for assistance;
- When internal management do not take any steps for solving fire hazards, then communicate to Alliance Amader Kotha- Helpline for solving the problem;
- Do not sit with the problem, try to solve it.
- Ensure a safer work environment by solving fire hazards and working for fire prevention.

**What to do after completing this session:**

Practice these lessons that you have learnt from this sessions while you are in factory. Besides, after this session you have to practice following points after the training is over:

- Have to open ears and eyes while working and searching fire hazards to prevent;
- Have to take immediate step to prevent fire hazards by own self, then report to Supervisor, manager, safety committee member or any other channel if it is not in our hand;
- Have to communicate with Alliance Amader Kotha-Helpline if internal management do not take any step;
- Have to give assistance to keep working place safe and should not sit with the problem.
2.4 Communicate with Alliance ‘Amader Kotha’ Helpline

**Objective:**
- Know about Alliance ‘Amader Kotha’ Helpline;
- Know when, in which issues and how one can get support from Alliance ‘Amader Kotha’ Helpline.

**Duration:** 20 Minutes

**Materials:**
- Flipchart-7: Alliance ‘Amader Kotha’ Helpline;
- Helpline-Amader Kotha Card;
- Helpline Materials: Dangler, Poster and Sticker.
- Helpline Audio.

**Activity:** The facilitator will follow the following steps to conduct this session.

**Step-1:**
The facilitator will discuss about ‘Amader Kotha’ helpline with the participants as a continuation of previous session’s role play. The facilitator will distribute helpline cards to all the participants where two phone numbers are given. Among the two numbers 08006666666 is toll free number. That means, anyone can call in this number at free of cost. But 09666771166 is not toll free. Anyone can communicate with helpline using any of these two numbers. After that the facilitator will discuss about the following issues on the basis of the helpline card:
- ‘Amader Kotha’ is the name of helpline service which is operated by the Alliance for Bangladesh Worker Safety. ‘Amader Kotha’ helpline is the last stage of solving safety and workplace environment related issues. But in case of any emergency situation, such as fire and other incidents, worker can directly communicate with Alliance Helpline Amaderkotha.
- Why Alliance has initiated this Helpline service? Because, Alliance thinks that, workers will solve their problem using internal communication system (Supervisor, manager, safety committee, or other management inside their factory. If it is not possible, then there should be a place where workers can raise their concern. The incident of Rana Plaza could have been avoided if there were helpline in that time. Workers of Rana Plaza saw the crack 2 days
before the building collapse. Even they informed it to the management. But management didn’t pay attention on this issue. On the basis of that issue, Alliance has initiated Alliance ‘Amader Kotha’ Helpline.

- ‘Amader Kotha’ helpline is a 24/7 service.
- Caller can hide their name if he/she wants.
- On the basis of importance of Issues, Amader kotha divided the issues into two categories: Urgent Issues and Non-urgent Issues.
- ‘Amader Kotha’ helpline informs to caller the solution/update of urgent issues within 30 minutes and the Non-urgent issues within 24 hours;
- Amader kotha helpline tries to solve the issues after having discussion with the factory management. If without any valid reasons management fails or shows unwillingness, then Alliance solves the issues with the help of concerned brand/brands.

**Step 2:**
Here the facilitator will discuss about the Urgent and Safety related issues with the participants by showing 6 pictures given in flipchart-7. Then, the facilitator will invite one participant (Should be female if possible) to come forward. The facilitator will instruct the invited participant to select one issue from the pictures given in flipchart-7 and call to ‘Amader Kotha’ helpline number in order to solve that issue. The facilitator also instruct to tell helpline operator that it was just a test call at the end of the call. That participant will press loud speaker key of his/her mobile phone set so that everybody can hear the conversation. After finishing the conversation s/he will share it to others.

**Step 3:**
The facilitator will tell all the participants to memorize the helpline number (08006666666) and ensure that every participant those who have a mobile phone set must save this number. Besides, all the participant should carry and preserve this helpline card along with their ID card.
Then the facilitator will show Helpline Materials (sticker, poster and dangler) and play an audio on helpline information. The facilitator tell the participants to post the helpline materials in the visible places (like-entrance, exit, stairs, production floor, dining hall, etc.) of the factory so that workers can easily see the helpline information and play the helpline audio twice in a week through PA system. Moreover factory must maintain a register for playing helpline audioas evidence.
At the end of the session the facilitator will encourage the participants to use internal communication system (Supervisor, Manager and Member of Safety Committee) for solving their problem. Moreover, the facilitator also encourage them to contact with both management and helpline (to take quick initiative for saving lives and asset) when the issue is urgent.

**Learning’s from this Session:**
- Learned to solve the issues using factory’s internal communication system (Supervisor, Manager and Member of Safety Committee);
- ‘Amader Kotha’ helpline number is: 08006666666; 09666771166;
‘Amader Kotha’ helpline is a 24/7 service;
- Callers name /address will not be disclosed if callers want;
- Alliance ‘Amader Kotha’ helpline issues divided into two categories. Such as, Urgent and Non-urgent.
- ‘Amader Kotha’ helpline informs caller the solution or update of the urgent issues within 30 minutes and the Non-urgent issues within 24 hours;

What to do after completing this session:
Practice these lessons that you have learnt from this sessions while you are in factory. Besides, you have to practice following points after the training is over:
- Save the ‘Amader Kotha’ helpline number (08006666666; 09666771166) to your mobile phone and keep your helpline card just behind your ID card;
- If you are unsuccessful to solve an issue using internal communication channel (Supervisor, Manager and Member of Safety Committee) then try to solve the issues with the help of ‘Amader Kotha’ helpline.

Facilitator Note:

Urgent Safety Issue:
- Fire inside the factory;
- Fire hazard/risk inside the factory;
- Locked exit/blocking evacuation route;
- Crack in beams, columns and walls at factory building’s;
- Unattended/bare electric wires sparks or short circuit;
- Walls or windows shaking.

Urgent Non-Safety Issues:

A Category: (Egregious non-safety labor issues): following issues are included in this category but this category is not limited to only these issues:
1. Physical abuse: The definition of physical abuse is, if any one becomes victim of any kind of violence such as having punched by someone, hitting on face, hitting with something like-stick, bat etc. [except mild hitting with small things (like ruler)], injured by pushing (such as, bruise, bleeding, stain), locking exit or blocking evacuation route, pressing against the wall, throttling, burning etc.
2. Sexual harassment (like-rape, teasing, hug except unintentional touch).
3. Slavery or contractual or use of prison labor.
4. Child worker under 15 years old.
5. Wage payment delaying more than one month.
6. Restriction on movement during working hours or during interval, such as: using toilet, not allowing to drink water or locking worker in some places (but locked exit is not included in this category because it is an urgent safety issues).

B Category: (Serious non-safety issues):
1. Physical Harassment:
   - Pushing but no injury;
   - Hitting but no injury like mildly hitting on hands;
   - Pulling hair, but pulling repeatedly, pulling forcefully, and/or not hurt by pulling hair;
2. Innocent or non-violence sexual harassment which is not occurring repeatedly. Such as: touching on bottoms or breasts just once. (In this case informing management supervisor is enough especially if it is un intentional and nothing serious).

3. Withholding documents without the worker’s consent (such as passport, ID card, bank book etc.)

4. Fight between workers in the workplace (Note: if it is serious and not resolved then it should be considered as an egregious issues).

5. Strike and suspend work for more than one day.


C Category: (Retaliation or integrity issues): These issues can be originated due to the potential infringement of the Alliance ethics or transparency related policies and preventing workers from using helpline. This category includes:

1. Bribery or corruption
2. Unauthorized subcontracting
3. Unwillingness to use helpline/ preventing workers from using helpline and intimidating workers so that they cannot use helpline.

Non-Urgent Safety Issues:
- Fire (Outside the factory);
- Fire hazard/risk (Outside the factory);
- Structural (corrosion of steel);
- Occupational health and safety hazard;
- Inadequate facilities/hygiene;
- Others.

Non-Urgent, Non-Safety Issues:
- Compensatory, Wages with Bonus. (Note: It is urgent when compensatory 30 days delay, but it is consider as non-safety issue)
- Compensatory, Over time;
- Compensatory- benefit;
- Demotion;
- Discrimination;
- Food/water provided by factory;
- FOA and Collective Bargaining (Strike/grievance of worker or complain about break the union)
- Working hour;
- Discharge;
- Verbal abuse;
- Others.
3. Protection of Fire

3.1 Fire Protection Equipment to Prevent Fire and Communication

Objective:
- Know about fire safety equipment;
- Know how one can communicate with ‘Fire Service and Civil Defence’ in emergency situation.

Time: 10 Minutes

Materials:
- Flipchart-8: “Fire Safety Equipment”

Activity: The facilitator will follow the below steps to conduct this session.

Step 1:
The facilitator will invite a participant to come forward. That participant will discuss how to use each kind of fire alarm switch with the help of the facilitator. Then the facilitator will ask that participant what kind of fire alarm switch do they have in their factory and where they are locating. Then the facilitator will tell the participant to make a loud sound (like-fire alarm) by using his/her mouth and also tell rest of the participants to follow.

Step 2:
Facilitator will invite another participant to come forward. That participant will introduce the fire fighting equipment which are mentioned in the flipchart-8 with other participants with the help of facilitator. The facilitator will not discuss details about fire fighting equipment, because for an ordinary worker it is enough to know only the general information about the equipment. But the fire fighters must have to know the usage and maintenance (as per By-Law 10 of Law 55 of Labor Rules-2015) of the fire fighting equipment. As per By-Law 10 of Law 55 of Labor Rules-2015, “each worker, at least 18% workers employed in each department should be provided with training about firefighting, emergency rescue and first aid and the usage of the carriageable fire-extinguishing and to ensure safety among the trained workers Fire fighting Team, Rescue Team and First Aid Team should be formed (each team will have 6% members).

Facilitator Note:
- Explain the difference between lunch bell and fire bell;
- Inform the workers about the location of safety equipment’s;
Tell the workers to identify the nearest location safety equipment from his/her workstation;

There is a confusion among the workers regarding the difference between smoke detector and smoke alarm. Generally, in most of the factories, smoke alarms are installed in various places which is mainly used in residence. Smoke alarm’s sound usually cannot be heard in a noisy place like factory. And as it is a single stationed device, distant people will not be able to know where the fire is. It is a battery powered device. On the other hand, smoke detector is an attached device with the fire alarm. So, as soon as the smoke begins it activates the fire alarm which is not possible at all by the smoke alarm.

**Step 3:**

In this step the facilitator will show the office number of ‘Fire Service and Civil Defence’ (02-9555555) mentioned in the flipchart-8 to the participants and tell them to memorize and also save this number in their mobile phone. The facilitator also tell the participants to communicate with the ‘Fire Service and Civil Defence’ office using this number in case of fire or any emergency situation. The Facilitator will ask the participants what kind of information they will convey to the “Fire Service and civil Defense” office in case of fire. Then facilitator will tell them to inform following information’s during reporting about fire incident:

- The name and address of the fire affected factory (location, nearby road (landmark) etc.);
- Fire caught in which floor and how many floors the building here;
- The kind of production of that factory;
- Nearest source of water/water tank.

Please remember that, who will report about the fire incident, he must send someone to the road/on the junction of the road in order to guide the fire service people the correct way to reach to the factory. And also will engage another one from the firefighting team to show the water source inside or outside of the factory to the fire service people.

**Learning’s from this Session:**

- What type of (fire alarm) switches are in the factory, what kind of sound do they produce and their location;
- Know about the various kind of fire fighting equipment; fire extinguisher, smoke detectors, fire hose reel, hydrant and fire door and where this equipment’s are locating;
- Know the number of ‘Fire Service and Civil Defence’;
- Know the information that needs to know when any one call to Fire Service and Civil Defence.

**What to do after completing this session:**

Practice these lessons that you have learnt from this sessions while you are in factory. Besides, you have to practice following points after the training is over:

- Know the location of nearest (Fire alarm) switch, fire door so that you can use them in case of any emergency situation;
- Press the fire alarm switch as soon as you see the fire;
- Know the location of fire extinguisher, fire hose reel and hydrant;
- Memorize the number of ‘Fire Service and Civil Defence’, save this number in your mobile phone so that you can use them in case of any emergency situation.
3.2 Maintenance of Fire Protection Equipment

Objective:
- Know the importance of maintenance of fire protection Equipment.

Time: 10 Minutes

Materials:
- Flipchart-9: Maintenance of Fire Protection Equipment;
- One Futile Whistle
- One Empty Fire Extinguisher
- One Mobile Phone.

Activity: The facilitator will follow the following steps to conduct this session.

Step 1:
The facilitator will invite three participants to come forward. According to instruction, when the facilitator will show a fire card, one of them will try to blow whistle, another one will try to extinguish suppress fire with fire extinguisher and third one will try to communicate with the fire service office through mobile phone. But all will fail to do their activity because, damage whistle can not make any sound, impossible to communicate with fire service as there is no fire service number in the mobile phone, fire extinguisher can not suppress fire as it is vacant. In short they will fail to suppress fire. Now the facilitator will ask them – what we have learnt from this role play. Then the facilitator will discuss with the participants according to the information and pictures given in the flipchart-9.

The facilitator will discuss with the participants that, everybody (worker and management) has to work together to maintain the fire safety equipment and has to check the equipment regularly whether these are active or not.

Learning’s from this Session:
- Keep fire safety equipment are active;
- Everybody (worker and management) should work together regarding maintenance of the fire safety equipment.
If fire safety equipment not maintained properly these may most work when it necessary.
What to do after completing this session:
Practice these lessons that you have learnt from this sessions while you are in factory. Besides, after this session you have to practice following points after the training is over:
- Check your nearest fire safety equipment in your factory that they are functional;
- Inform your supervisor at once when you see any of the fire safety equipment is dysfunctional;
- Everybody (workers & management) can play a vital rale to maintain the fire safety equipment.

Facilitator Note:
- Address the importance of fire safety equipment maintenance;
- Provide some ideas to the workers about the necessary safety equipment and how to identify fire hazard/risk;
- Make sure that, fire extinguisher, fire detection and equipment related to fire alarm system is functional and not defective.
- Check all the systems regularly and make sure that these systems are properly functional before and during the fire incident and they provide proper message.
- To assess the functionality of carriageable fire extinguishers, automatic fire extinguishing system (sprinkler), permanent fire extinguishing system, fire detection system (smoke, heat and fire detection), fire alarm system and emergency communication instruments, organize regular fire and evacuation drill in the factory.

As per Fire Safety Standard of Alliance, there should be a designated officer in the factory for regular checking of the fire safety equipment’s and their installation.
4. Evacuation during Emergency Situation.

4.1 Importance of Quick Evacuation during Emergency Situation.

Objective:
- Realize the importance of fire drill and quick evacuation.

Time: 10 Minutes

Materials:
- Flipchart-10: “Importance of Quick Evacuation during Emergency Situation”;

Activity: The facilitator will follow the following steps to conduct this session.

Step 1:
At the very beginning of this session the facilitator will tell the below story with involving the participants-

“It was lunch time, supervisor and some of his colleagues were eating their lunch in the factory canteen. Suddenly they heard a fire alarm sound, but supervisor didn’t pay attention to it. One of the colleague who was eating with them expressed his concern and tell, “Seems there is fire somewhere in the factory.”

“No, it is not fire at all, it is an evacuation drill, and they are doing regular drill in our factory,” supervisor replied and continued his eating. But other colleagues evacuated themselves quickly and went down using stairs, but supervisor didn’t follow them. First he finished his eating, then he washed his plate nicely, after then that he has decided to go down using the stair, but in the meantime an incredible amount of smoke covered him and he died because of suffocation.

In the assembly point when manager was looking for this supervisor, that colleague told the manager that, I told him to evacuate but he ignored the fire alarm because he thought it was just a fire drill. May be he is trapped inside or he is dead.”
Step 2:
Now the facilitator will ask the participants, “Do you think, this story is just a story? Or a fact?” The facilitator will listen to their answers and then will tell them that, “this is a fact, not merely a story. It happened in 2010 in a Hamim group’s factory which is located in Ashulia. This time the facilitator will address the importance of the quick evacuation and the fire drill. He will tell them the following points:
- Drill should not be conducted during launch period and during the holidays;
- Drill should be conducted both announce and unannounced (unannounced fire drill helps the workers to be more prompted during incident);
- Ensure the participation of all workers and management (owner) in the drill;
- Evacuate the building at once you hear the fire alarm sound;
- Do not waste your time by taking valuables (mobile phone, bags, shoes) during evacuation;
- Keep the isles of factory clear so that evacuation is not hindered;
- Go directly to the assembly point after evacuate yourself from the building and do not leave the place until you are counted.

Step 3:
The facilitator will ask them a question: “How much time does it take fire to spread to the entire factory?” He/she will have different answers from different participant and will tell them, “Do not focus on fire spreading time duration, instead focus on how quickly you can evacuate yourself from the dangerous situation. You will evacuate yourself within three minutes after hearing the fire alarm sound. But for high-rise building (e.g. 9/10 storied building) if fire doors are installed in the right place then leave the production floor at once and go to stair. Then directly go to the assembly point using stairs in good order. And this is why fire drill and evacuation drill is required to conduct regularly in the factory and you have to ensure everybody’s participation in these drills.

Learning’s from this Session:
- Leave the building at once you hear the fire alarm sound;
- Ensure the participation of all workers and management (owner) in the drill;
- Do not waste your time for taking valuables (mobile phone, bag, shoes, lunch box) even if it is merely a fire/evacuation drill;
- Keep the aisles clear so that evacuation is not hindered;
- Go directly to the assembly point after evacuating yourself from the building and do not leave the place until you are counted.

What to do after completing this session:
Practice these lessons that you have learnt from this sessions while you are in factory. Besides, after this session you have to practice following points after the training is over:
- Leave the building at once you hear the fire alarm sound;
- Participate sincerely and spontaneously in the fire/evacuation drill wherever it is arrange in your factory;
- Do not waste your time taking valuables (mobile phone, bag, shoes) even if it is merely a drill;
- Keep the aisles clear so that evacuation is not hindered;
- Go directly to the assembly point after evacuating yourself from the building and do not leave the place until you are counted.
4.2 Emergency Signage

Objective:
- Able to recognize usable emergency signage.

Time: 10 Minutes

Materials:
- Flipchart-11: Emergency Signage.

Activity: The facilitator will follow the following steps to conduct this session.

Step 1:
The facilitator will invite one participant to come forward and then the invited participant will mention the name of emergency signage given in the flipchart-11 with the help of facilitator. When the participant mention the name of one emergency sign, after that the facilitator ask to the rest of the participant about the usage and places of that sign. In this way the facilitator discuss about all the signage (mentioned in flipchart-11) one by one.

Signage mentioned in the Flipchart:
- Fire alarm switch;
- Fire alarm bell;
- Exit sign;
- Aisle mark;
- Emergency light;
- Do not use lift during emergency situation;
- Use stairs during emergency situation;
- Assembly point;
- Hose reel/Hose pipe;
- Danger sign;

Step 2:
Then the facilitator will ask to the participant, why we need to know these signage. After that the facilitator will discuss about the importance and usage of those signage. The facilitator will tell
that, every worker should recognize these, so that they can use these signage when any emergency situation arise. They may face problem and fall in dangerous situation or even die if they can not use these signage in emergency situation.

**Learning’s from this Session:**
- Recognize the usable emergency signage of the factory;
- Know the usage of these signage;
- One may face problem and fall in dangerous situation or even die if s/he can not use these signage in emergency situation.

**What to do after completing this session:**
Practice these lessons that you have learnt from this sessions while you are in factory. Besides, after this session you have to practice following points after the training is over:
- Should recognize the usable emergency signage at your factory;
- Should know the usage of these signage;
- Use and follow this emergency signage;
- Check these signage whether these are working or not, if you find any problem, informed to your supervisor or other management.
4.3 Unobstructed Exit Path

**Objective:**
- Know the negative impact of keeping the door lock during emergency situation;
- Know the importance of keeping the door open during working time at factory.

**Time:** 10 Minutes

**Materials:**
- Flipchart-12: Keep the Exits Open at your Factory

**Activity:** The facilitator will follow the following steps to conduct this session.

**Step 1:**
The facilitator will remind the participants the story of Khalilur and tell that, we know how a family is going through a crucial situation when one of their family member is pass away. Beside that if door is lock during the operation time it increases the possibility of fire incident and the number of death rate. As an example the facilitator will share the fire incident of Tazrin Fashion Ltd., where 112 workers were died on 2012.

**Step 2:**
The facilitator will invite a participant to come forward. That participant will discuss about the pictures mentioned in the flipchart- 12 with help of the facilitator. In this stage the facilitator will focus on following two issues:
- Do not keep anything (carton, machine, materials products, etc.) in aisles or evacuation path at factory. If it is blocked, then it has to be solved by the internal management, otherwise we should inform it to Alliance-Amader Kotha Helpline for assistance;
- Do not lock any door during working hour at factory. If it is locked, then it has to be solved by the internal management, otherwise we should inform to Alliance-Amader Kotha helpline for assistance.

**Step 3:**
In this stage, the facilitator will divide the all participants into 2 groups. Then the facilitator will ask to the 1st group, “Why factory keep their door ock during working time?” the facilitator will listen their responses.
Probable Responses:
- To avoid workers to go outside without permission during working time;
- To avoid the theft of factories materials/products/assets;
- To ensure the safety of factory;
- Practice to keep the gate lock by the security guards.

Step 4:
In this stage, the facilitator ask to the 2nd group, “what can else we can do to prevent the mentioned problems without keeping the door lock.” The facilitator then listen the responses of 2nd groups participants.

Probable Responses:
- Increase the number of security guards;
- Install sufficient amount of Close Circuit Television (CCTV);
- Install Automatic Alarm System at doors;
- Keep count the goods properly with the help of technology;
- Provide training to Security Guards on importance of keeping the door open at factory.

At the end of above discussions the facilitator tell that, we should build awareness among the factories security guards, so that they never keep the doors lock in their factories. Because their important role is to save lives. Note that, more discussions are providing on this issue through a training on “Basic Fire Safety and Responsibilities training for Security Guards”, which is also organizing by Alliance.

Learning’s from this Session:
- Do not keep anything (carton, machine, materials, products etc.) in the aisles or evacuation path at the factory;
- Do not lock the door at factory;
- Take alternative strategies against locking door for ensuring safety in the workplace (Increase the number of security guards; Install sufficient amount of Close Circuit Television (CCTV); Install Automatic Alarm System at doors; Keep count the goods properly with the help of technology; Provide training to Security Guards on importance of keeping the door open at factory);
- Build awareness among the security guards- “Save the lives first then protect the asset of your factory”.

What to do after completing this session:
Practice these lessons that you have learnt from this sessions while you are in factory. Besides, after this session you have to practice following points after the training is over:
- Do not keep anything (carton, machine, materials, products etc.) in the aisles or evacuation path at your factory;
- Do not lock any door during factory’s working hour, if you see any locked door, please first inform immediately to your supervisor, manager, member of safety committee and if you do not get any support from them, then communicate with Alliance-Amader Kotha Helpline for assistance.
- Be aware for ensuring safety at your workplace.
4.4 Do’s and Don’ts during Fire Incidents

Objective:
- Know the Do’s and Don’ts during fire incidents.

Time: 20 Minutes

Materials:
- Flipchart-13: Don’ts during Fire Incident;
- Flipchart-14: Do’s during Fire Incident;
- 15 Marbles;
- Three Cards with Instructions: Must Collect 7 Marbles Before Going to Assembly Point, Must Collect 5 Marbles Before Going to Assembly Point and Must Collect 3 Marbles Before Going to Assembly Point);
- One Red and One Green Card for Each Participants;
- Proper Whistle;
- Fire Instructed Card;
- Do’s and Don’ts Related 14 Picture Cards.

Activity: The facilitator will follow the following steps to conduct this session.

Step 1:
The facilitator tell that, now we are going to learn about do’s and don’ts during fire incident through a role play. For this the facilitator will invite 3 participants from 3 groups to come forward. Then the facilitator will provide three ‘Cards with Instruction’ to that three participants and tell them to follow the instructions given in their cards after hearing the whistle (fire alarm) and then go to the assembly point. Note that before blowing the whistle they can not see their Instruction Cards. After that the facilitator tell them to go back to their respective seat. Then the facilitator give a whistle to another participant and tell him/her to blow it after seeing the Fire Card.

After a while, the facilitator show the Fire Card (meaning fire is caught) and throwing some marbles in the floor at once. As soon as hearing the whistle (fire alarm) sound 3 participants will collect the scattered marbles according to the instructions given in their cards (Some of them can move directly to the assembly point without collecting marbles) and rest of the participants will go to the pre-defined assembly point without collecting the marbles.
Step 2:
The facilitator will go to the assembly point and count them. If someone missing there, then s/he will be considered as a person trapped in the fire because they were collecting marble instead of evacuating themselves. (Note that here marble is used as personal belongings, like- shoes, lunch box, mobile phone, money bag etc. which workers are usually like to collect during the time of evacuation). Then the trapped people will be asked why they are late? Facilitator will listen to their reply and will ask for their opinion-“Is life less valuable than those marbles?” Then the facilitator will ask for others participant’s opinion about this. Hearing their opinion facilitator will request all the participants to go back to the training room. Basically here the facilitator will try to address the importance of quick evacuation in case of any emergency situation.

Step 3:
Every participant will be provided with a red card and a green card (Red card is for don’t and green card is for do’s). Then 14 picture cards of do’s and don’ts will be distributed among the participants. Then the participants (who get cards) will come forward one by one and show the card to others and will explain the pictures. Besides s/he will ask, should we throw away/boycott it or not. If the meaning of the picture is ‘Don’ts’ during fire incident then the participants sitting in the training room will raise their left hand with red card and will say loudly “No” and then s/he will explain why it is “No”. Similarly if the meaning of the picture card is ‘Do’s’ during the fire incident then the participants sitting in the training room will raise their right hand with green card and will say loudly “Yes” and will explain why it is “Yes”. Likewise all the cards will be shown one after another and everybody will give their opinion together. If anyone raise wrong card then he has to explain that and others will correct him.

Step 4:
After finishing the presentation of picture cards, the facilitator will ask one of the participant to come forward. That participant will discuss once again about the Do’s and Don’ts during fire incident with the help of the facilitator following Flipchart- 13 and 14.

Facilitator Note:

**Don’ts during Fire Incident:**
- Assume the fire alarm is for a drill;
- Finish the work when hear the fire alarm;
- Verify that there is a fire;
- Look for the source of fire;
- Evacuate after shut down the machines or production process;
- Probe valuable materials during evacuation;
- Try to pick up personal belongingness during evacuation;
- Look for friends/colleagues/family members to make sure they get out;
- Run out/rampage;
- Go out the way you came in the building rather than the fastest way out of the building.

**Do’s During Fire Incident:**
- Immediately press the fire alarm when you see the fire;
- Follow the exit sign for fast evacuation;
- Walk fast but not run for emergency evacuation;
Keep walking until you reach the assembly point;
Stay at assembly point until you are counted;
In case of lot of smoke at floor, room or stairs, go down and crawl for getting clear visibility;
If you have caught by fire, roll on the ground, but do not run.

**Learning’s from this Session:**
- Know the Do’s and Don’ts during fire incidents.

**What to do after completing this session:**
Practice these lessons that you have learnt from this sessions while you are in factory. Besides, after this session you have to practice following points after the training is over:
- Immediately press the fire alarm when you see the fire or fire incident;
- Go to the assembly point after hearing the fire alarm, don’t be panic;
- Do not go for shut down machine, search for valuable things and source of fire;
- Do not assume fire alarm as a drill alarm;
- Do not leave Assembly Point until you are counted and without any instruction of management;
- In case of lot of smoke at floor, room or stairs, go down and crawl for getting clear visibility;
- If you have caught by fire, roll on the ground, but do not run.
5. Earthquake

5.1 What to do during Earthquake

Objective:
- Know what to do during earthquake.

Time: 15 Minutes

Materials:
- Flipchart-15: What to do During Earthquake;
- Name Card for Role play: Injured- Splinted Head, Injured-Broken Hand and Injured-Broken Leg;
- Two Do’s and Don’ts Cards Related to Earthquake.

Activity: The facilitator will follow the following steps to conduct this session.

Step 1:
The Facilitator will tell the participants, we have learned from our previous session that in case of fire incident we must leave the place at once and will directly go to assembly point. But in case of an earthquake should we follow the same procedure? Yes or No (Facilitator will listen to their opinions).

Based on the answers of the participants, facilitator will say, now we will learn what we should do during an earthquake.

Step 2:
We will learn what we should do during an earthquake through a role play. This time facilitator will invite 3 participants from 3 groups to come forward. One of the participant will play a role of a worker whose head has been splinted by a falling object, second one will play a role of a worker who stumbled on the goods that were kept on the aisles when s/he tried to go out during the earthquake; third one as a broken-legged worker who was buried under a shelf. They will be given card individually as per their role play where written: Injured- Splinted Head, Injured- Broken Hand, and Injured- Broken Leg.

Then facilitator will tell the participants, now I will show you a picture which will mean that earthquake is going on this moment. So, seeing this picture you can do whatever you like to protect
yourself from the earthquake impairment. (Facilitator will show them the previously-used assembly point).

Facilitator will show them the earthquake picture card. Everyone will act whatever they think to protect themselves from the earthquake damage.

After finishing the role play the facilitator will invite those three workers who played the role of injured workers to come forward. Facilitator will ask the ‘Injured- Splinted Head worker how his/her head splinted? (Participant will answer like: When I realized that earthquake was going on I tried to go out hurriedly then a tube light stand fall on my head).

How did you break your hand? (When I realized that earthquake was going on I tried to go out hurriedly and I stumbled with the goods kept on aisles and broke my hand)

How did you break your leg? (When I realized that earthquake was going on I tried to go out hurriedly then a shelf fall on me and broke my leg).

**Step 3:**
The facilitator will ask everyone that how this situation (being injured during earthquake) could have been avoided? (S/he will listen to their opinion).
Then S/he will show them flipchart-15 and will discuss what to do during an earthquake.

**Step 4:**
In this step the facilitator will show the participants two cards about do’s and don’ts during an earthquake and will discuss about this.

**Learning’s from this Session:**
- Not to be scared during earthquake;
- If you are facing difficulties to come out from the factory, do not run;
- Take shelter under column and beam junction or beside a beam, column, or under the staircase putting by your hands on your head;
- Take shelter under hard table or under others hard frame, noted that if there are cushion/pillow/file/Helmet or soft things within your reach you can use them as your head protector;
- Stay away from the hanging things (Tube light (busbar) or windows);
- Aftershock might follow the initial shock and that is why go to safe place inside the factory or at assembly point;
- Never use lift, use stair if it is necessary;
- Do not jump from rooftop, windows or other places.

**What to do after completing this session:**
Practice these lessons that you have learnt from this sessions while you are in factory. Besides, after this session you have to practice following points after the training is over:
- Identify your nearest safe place (beam/column) in your building;
- Keep something (clothes or soft things) within your reach so that you can use them during earthquake to protect your head;
**Additional Information:**

What to do before an earthquake:
- Construct your building as per National Building Code;
- Check regularly the utility service, such as gas, water and electricity line;
- Identify the emergency exit beforehand so that you can use them in case of emergency situation;
- Anchor the heavy furniture with hooks to prevent tipping during earthquake;
- Keep the heavy things, materials, bags, cartons and other useful things on the floor instead of keeping them up;
- Emergency phone number such as fire service, ambulance, police station, hospitals, clinics, blood bank etc. should be preserved and displayed in visible places.
- Conduct fire drill, rescue drill and evacuation drill regularly;
- Train on disaster management;
- Preserve emergency necessary equipment such as: Hammer, helmet/cushion, drinking water, medicine, first aid box and other emergency contents.

What to do during an earthquake:
- Stay calm, don’t be scared. If possible get out from the factory and go to an open space/assembly point;
- Stay away from shelves, Almira or showcase- like heavy furniture;
- Disconnect the power of electricity, gas line;
- If you are in outdoors do not enter into the building, stay away from the high-rise building, bridge, electric poll, and signboard etc. and go to an open space.

What to do during an earthquake:
- Do not waste your mobile phone’s charge by using repeatedly, save your mobile phone charge;
- If you are buried under some heavy things do not waste your energy by trying to drag out yourself from that heavy things. In this case try to survive 72 hours by saving your physical energy and wait for the rescuer’s;
- Do not enter into the building again to collect your valuables materials, remember that your life is more valuable than your valuables materials;
- Do not enter into the cracked building;
- Stay away from the gas, electricity and chemical risk;
- Help the rescue team sincerely;
- Do not drag out the buried people if you are not trained on this;
- Provide first aid treatment if you are trained on this;
- Console the injured to boost their morale strength;
- Provide necessary help to maintain proper law and rules;
- Help the rescue team providing them necessary information;
- If you are trapped in a closed room and if you are failed to draw rescuers attention hit strongly on some hard things with some hard things in order to draw their attention.

*Source of Information: Made according to the information provided by Department of Fire Service and Civil Defence, Ministry of Home Affairs and the People’s Republic of Bangladesh.*