FACILITATOR’S GUIDE
Security Guard's
Training on Basic Fire Safety & Duties
## Facilitator’s Guide – Security Guard’s Training on Basic Fire Safety & Duties

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<tr>
<td>Closing</td>
<td>10 min</td>
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</tbody>
</table>

4 hours
Brief Introduction about Alliance For Bangladesh Worker Safety:
The Alliance for Bangladesh Worker Safety was founded by a group of North American apparel companies, retailers and brands that joined together to develop and launch the Bangladesh Worker Safety Initiative. It’s a binding five-year undertaking that will be transparent, results-oriented, measurable and verifiable with the intent of improving safety in Bangladeshi ready-made garment (RMG) factories. As continuation of Alliance activities, this Basic Fire Safety training course has been designed for Security Guards.

Introduction
This four-hour training course was designed by Dr. David Gold & supported by Alliance team and is licensed to the Alliance for Bangladesh Worker Safety. The purpose of this course is to develop a Fire Safety culture (Fire Prevention, Fire Protection & Fire Evacuation) among security guards in the garments factories and security guard companies. It is designed to assist security guards and security guard companies to meet the provisions of the (US) National Fire Protection Associations (NFPA) 601 Standard for Security Services in Fire Loss Prevention 2015 Edition.

Goal
The goal of the Security Guards Basic Fire Safety Training is that the participant will develop a clear understanding of the role of security guard in preventing fires, ensuring the accessibility of fire protection equipment and supporting evacuation.

Objectives
On successful completion of the course, participants will have the required knowledge, skills and information to:
1. List the components of Fire and common sources of fire in factory.
2. Explain the importance of fire safety environment, climate & culture in factory level.
3. List the critical roles of the security guard in a fire emergency.
4. Identify and prioritize workplace fire hazards and their initiatives to mitigate those hazards.
5. Identify conditions that may hinder or restrict the movement of workers from their workstation or other area to a designated emergency assembly area.
6. Identify critical roles of the security guard during an evacuation drill or a fire emergency.
7. Get to know about the Do’s & Don’ts in their workplace on duty.

Scope
The topics covered in this course are as follows: Understanding fire; Fire safety (Fire Prevention and Fire Protection); Understanding the role of the security guard during a fire emergency; Identification of fire-related hazards; Life safety issues (exits, pathways and assembly areas); Employee evacuation: The role of the security guard during evacuation; Evacuation drill and employee accountability (including partial evacuation); Their role to support the evacuation along with the in-factory fire-fighting team and the evacuation wardens.
Methodologies

As this course is accredited by IOSH, the methodologies are predetermined by the approved lesson plan. They include but are not limited to: presentations, discussions, group exercises, demonstrations, practice sessions and evaluation sessions.

References


Requirements

- A maximum of 24 participants per course; with sitting accommodation
- A safe, well-lighted classroom that can accommodate six-eight persons per table.
- A table for the trainer and training materials.

**Introduction message for Facilitator:** “Before we start let’s quickly think of our safety.” The facilitator points out fire exits, gives a short description how the alarm works and what each individual should do in the event of a fire should be given to the participants.

Formally welcome the participants.

Explain that the role of security guards is vitally important in protecting the lives of workers during a fire or another emergency. Reinforce the point that when an emergency occurs that the priority of the security guard must change to supporting evacuation and implementing emergency procedures.

**Explain that the goal of the training course is:** To develop a clear understanding of the role of the security guard in preventing fires, ensuring the maintenance & accessibility of fire protection equipment and supporting evacuation.

State that this course is based on learning objectives that will be presented before each module.
Misery of Rahamat!!!

Rahmat in Misery

Nightmare

Guilty Feelings!

Regret!

Flash Back

HR Briefing!

On Duty!

Incident!!!
Facilitator’s Guide – Security Guard’s Training on Basic Fire Safety & Duties

Story Begins: Rahamat Miah came to Dhaka City looked for and got a job of Security Guard in one of the Garments Factory. Today it is his first day in the factory. Admin Manager gave a short briefing on his duty and told him, “Rahamat, it is your responsibility to save all the valuables of this factory, so be very careful.”

Rahamat with a big salute, nodded his head and said, “Yes, Sir!”

Wearing the security guard’s uniform Rahamat started his duty very attentively. Within very few days he learned everything of his duty from other security guards. Almost touching the knee to his chest and as much as possible swelling up his chest, he can salute the big bosses of the factory making a huge sound with his feet on the floor. The Bosses are also very pleased with him. And when there are foreign buyers his chest swelling becomes double. After coming this factory he meets lot of different types of people and that is why sometimes it seems to him that he is very lucky.

He keeps his eyes on everything so that nothing can be stolen or no thieves or criminal can enter inside the factory. He keeps the keys into his pocket very carefully after locking some gates to protect the factory assets. Some of the workers became very intimate with him. He shares his joys and sorrows with them. Specially those three young girls! Every day before leaving the factory they tell him, “Uncle, we are going today, pray for us and take care yourself, see you tomorrow”. These three young girls remind him his own daughters. His wife, sons and daughters are living in the village. He didn’t see them for long, so what, these young boys and girls became his sons and daughters.

Rahamat was happily passing his days in his factory. But one day suddenly there was a frightful accident in the factory. One day it was almost evening & work pressure was huge. Workers were doing overtime. Suddenly the fire alarm went on, workers started shouting, and everywhere there was hue and cry. Rahamat with his utter surprise saw that the factory caught by fire. All the valuables are getting burnt, people trying thire best to come out from the factory. some of them were trying to get down using the staircase case, almost all the places became dark with smoke. Rahamat does not know what to do in case of fire. To protect the factory valuables Rahamat locked the gates and kept the keys with him. He stood still and bewilderedly looking at the fire. Fire brigade came after half an hour and tried it’s best to suppress the fire but it was already late. Number of people injured critically, some died with huge big loss of factory valuables.

Two of those three girls who called him uncle every day before leaving the factory also died in this tragic incident and another one became lame forever. Many of his close friends also died or became lame forever.

Rahamat left the job. This incident became his nightmare. He can never get rid of this terrible memory. Now most of the night he wakes up from sleeps with nightmare. He can’t look at anybody’s eyes and he partly blames himself for that death and could not get out of his guilty feelings though his life.....
- Was anyone (Owner / Management / Security guard / Worker) benefited out of that incident?
- What could be the reasons behind such loss of life & loss of assets in the factory?
- What do you believe Rahmat had something different to do in that situation?
- What do you think management could do different to avoid the situation?
- Or at least what could be done to reduce the effect / impact of the incident on life and property?
- Do all of us believe that we have anything to do to avoid similar happening in our respective factory?
- Are we ready to take the responsibility to make the difference?

Basically the two reasons will come up here:

- Improper training for the Security Guards regarding role and responsibility.
- Insufficient knowledge on fire safety.

Let’s learn about the Role & responsibility of Security Guard and enhance the fire safety knowledge during today’s course “Security Guards Basic Fire Safety Training” and before we move on to main course lets know our present status:
### Pre Test:

**Security Guard's Training on Basic Fire Safety & Duties**

*Pre Test / Post test (Please select the appropriate answer and circle in the below picture)*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Company / Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>The most frequent source of heat causing ignition of fire at work is?</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>When on patrol, which is the first thing you should do if fire is detected?</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Which is the safest exit door to open in an emergency situation?</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Which is the right way to ensure firefighting equipment is readily accessible?</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Which is the most effective way to communicate that there is emergency / fire?</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Who has the responsibility to assist the evacuation of workers?</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Factors that slows down the evacuation time?</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Which is the safest external emergency assembly area?</td>
</tr>
</tbody>
</table>
1. Understanding the Fire

1.1 The Three elements of fire

Objective: Through understanding fire we can prevent it from occurring and when it does occur we can control and minimize the damages.

Time: 15 min

Material: Flipchart # 04 – 06
OXYGEN SOURCES
Available in all area

HEAT SOURCES
HEAT SOURCES
COMBUSTIBLE MATERIAL SOURCES
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Facilitator needs to know:

Ask why it is important to understand fire?

Explain that through understanding fire we can prevent it from occurring and when it does occur we can deal with it.

Find the similarity & link between fire and human being to survive.

For Human being to live we need three things Heat, Combustible Material (food) and Oxygen (or air).

For fire to starts & exist it also need three things Heat (ignition source), Combustible Material and oxygen.

If we can keep heat and Combustible Material apart, we can prevent fires. (Site workplace examples).

Sources of Heat: Heat may come from open flames such as a welding torch, a cigarette lighter, a cooking stove or an industrial process.

There can be heat without flames that can also ignite a fire, such as from faulty electrical wire / equipment, a radiator or an iron generator, boiler.

When objects rub together such as machine belt (friction heat), when certain chemicals are mixed together it can generate heat.

Sources of Combustible Material: Combustible Material may be a solid, such as fabric which is all around us, wood, or plastic.

Combustible Material may be liquid such as cleaning solvents and Combustible Material such as patrol or kerosene.

Combustible Materials may also be gas such as acetylene used for welding and cutting.

Sources of Oxygen: It is free and present in everywhere

So our main focus of preventing the fire should be not allow these three things (Combustible Material, heat and oxygen) to come together and to create fire triangle.
1.2 Understanding the fire composition & components - Activity

**Objective:** Through understanding the composition of fire & identifying the components of fire we can contribute prevent the fire from occurring and when it does occur we can control and minimize damages.

**Time:** 20 min

**Materials:** 36 printed triangle shape cards (9 cards per group – 4 oxygen source, 3 heat source, 2 combustible material source cards) 10 inch size (to indicate 3 elements of fire), 12 printed cards (to indicate flames of fire) (3 per group) in same size.

**Activity:** Understanding fire

**Step 1:** The facilitator organizes workers into 4 groups (each group have 6 participants).

**Step 2:** The facilitator hand over 36 printed cards representing 3 elements of fire to participants (9 cards per group – 4 oxygen source, 3 heat source, 2 combustible material source cards); each group gets 3 printed fire elements cards.

**Step 3:** The groups are given 3 minute to select their 2 representatives for the activity as per the given instructions below.

**Step 4:** After around 3 minutes, the facilitator asks the selected representatives to do the “Fire elements” activity of selecting 3 elements of the fire and place in triangle shape at the center of their working table. Also facilitator asks the representatives to place the flame card in center of the three triangles if the triangle completes. Eventually each team will supposed to make 2 complete fire triangle and others will be incomplete.

**Step 5:** The selected representatives will present their work to the group. The group will see & comment on the complete and incomplete fire triangles. The team will complete the round in all the four tables.

**Transition:** Now the team recognizes the combination of three fire elements can cause fire and the practical examples of those three elements have to be discussed. Let’s look at the importance of taking preventive action to avoid the combination of those three elements to avoid fire occurring.
## List of Common Sources of Combustible Material, Heat & Oxygen

<table>
<thead>
<tr>
<th>Oxygen</th>
<th>Combustible Material</th>
<th>Heat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available in all area</td>
<td>Scattered Fabric rolls</td>
<td>Overheated electrical source</td>
</tr>
<tr>
<td>Available in all area</td>
<td>Garments on the floor</td>
<td>Smoking in the factory</td>
</tr>
<tr>
<td>Available in all area</td>
<td>Finished garments &amp; cartons</td>
<td>Overheated machine motor (Sewing &amp; Cutting)</td>
</tr>
<tr>
<td>Available in all area</td>
<td>Leftover wastages – Jhute etc.</td>
<td>Iron placed on the fabric</td>
</tr>
<tr>
<td>Available in all area</td>
<td>Thinner / Spot Lifter / Chemicals</td>
<td>Boiler</td>
</tr>
<tr>
<td>Available in all area</td>
<td>Diesel Containers</td>
<td>Generator</td>
</tr>
<tr>
<td>Available in all area</td>
<td>Table, Chair</td>
<td>Cooking inside the factory Burner, Woven etc.</td>
</tr>
<tr>
<td>Available in all area</td>
<td>Wooden Door</td>
<td>Welding</td>
</tr>
<tr>
<td>Available in all area</td>
<td></td>
<td>Grinding</td>
</tr>
<tr>
<td>Available in all area</td>
<td></td>
<td>Electrical Cable</td>
</tr>
<tr>
<td>Available in all area</td>
<td></td>
<td>Lighting</td>
</tr>
<tr>
<td>Available in all area</td>
<td></td>
<td>Hot steam Pipe</td>
</tr>
</tbody>
</table>
2. Fire Safety Environment, Climate & Culture

Defining Fire Safety Environment, Climate & Culture

**Objectives:** By the end of this segment, the security guards will be able to explain the importance of fire safety Environment, Climate & Culture in the factory and every one will maintain the safety culture.

**Time:** 15 min

**Material:** Flipchart # 07

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**FIRE SAFETY ENVIRONMENT**

![Image 1](image1)

**FIRE SAFETY CLIMATE**

![Image 2](image2)

**FIRE SAFETY CULTURE – P. P. E**

**FIRE PREVENTION**

![Image 3](image3)

**FIRE PROTECTION**

![Image 4](image4)
EVACUATION

Facilitator needs to know:

Define fire safety: Fire safety is the combination of Fire Prevention, Fire Protection and Evacuation.

Explain the difference between existing fire safety environment, climate and a fire safety culture.

Fire Safety Environment: In this environment everyone in the organization starts thinking about the safety aspect and creates an environment of learning about the fire safety though series of training which will include all the employees of the organization not limited to only management or only workers.

In this fire safety environment every employee should know their roles and responsibility during regular hour and especially during emergency situation.

Fire Safety Climate: In Fire Safety Climate where every individual workers get knowledge through the fire safety environment which will be implemented and practiced with each other.

A fire safety climate is where individual workers have the attitudes, perceptions and beliefs necessary to work and discussed with each other to prevent fires from occurring.

Fire Safety Culture: A safety cultures is where the individual worker think about their personal safety and find precautions to be safe and healthy. This could be remember as PPE. Where employees collectively share a set of positive attitudes, perceptions and beliefs about fire safety with each other and management. People look out not only for themselves but for others safety.

Fire Safety Culture can therefore be remembered as PPE:

P: Prevention
P: Protection
E: Evacuation

Prevention:

- Fire prevention is keeping fire from not occurring in the first place. Keep a vigilant eye on activities & situation that may lead fire and taking necessary initiatives from creating fire triangle.
Protection:

- Fire Protection mainly includes – Equipment / Knowledge / People (team) & Practice. Fire protection includes the provision of fully operational fire fighting equipment, selected as appropriate to the fire hazard in the area, which is continually unobstructed, clearly marked, easily accessible and easy to use with clearly posted instructions in local languages.
- Everyone should be able to hear fire alarm and taking into consideration ambient noise levels and visibility. The system should be regularly inspected, tested and maintained including a backup system should the alarm system fail.
- Fire protection also includes employee action to address fire or other emergencies. This will include a fully equipped in-plant fire / emergency response team.
- Employees that are specifically designated to use this equipment as part of a fire brigade will receive periodic training on the use of equipment.
  - Fire Protection Equipment
    - Automated alarm systems
    - Fire extinguishers and hoses
    - Others
  - Dealing with emergencies:
    - Emergency action plan
    - Emergency operations: Emergency operations centre
    - Emergency operations: workplace fire response team
- A trained emergency responder group that provides first aid, fights fire in its incipient (beginning) stage, supports evacuation and guides. A group of trained employees (fire wardens) that intervenes when safe to do so to support the evacuation of co-workers.

Evacuation:

- Emergency evacuation routes need to be provided that are: clearly marked; continually unobstructed; well lighted (equipped with emergency lighting that will continue to function in the event of a power failure); designed and arranged so as not to pass through or near any hazardous area; provided with doors that are equipped with panic hardware and are not locked.
- A group of fire evacuation wardens – in each area and on each working shift – should be selected, trained and regularly drilled in guiding employees from their workstations to the external assembly point, ensuring that everyone has evacuated the work area and that these wardens are provided with specifically marked clothing such as an orange vest.
3. Fire Safety Hazard / Risk Assessment

3.1 Five Steps of Fire Safety Hazard / Risk Assessment

**Objectives:** By the end of this segment the security guard will be able to identify & prioritize workplace fire hazards, initiatives to be taken to resolve.

**Time:** 15 min

**Material:** Flipchart # 8

1. Identify Fire Hazards & Record

2. Identify People at Risk & Record

3. Planning & Training

4. Protect, Remove & Report
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Facilitator needs to know:

A very important role of the security guard is to identify and report fire related hazards. During patrolling / rounds security guards are able to observe normal and abnormal situations. There needs to be continuous vigilance in identifying hazards and putting things right where possible.

Knowledge of escape routes by studying evacuation maps in advance helps the wardens and security guards know the location of people at work and also other areas where people may stay / stuck at the time of emergency alarm such as the toilet, canteen, prayer room, locker, lift room or a sub-store.

The security guard can play a key role, during patrolling / rounds, identifying the hazards associated with fire safety that will later filter into the process of risk assessment. Identify hazards, do not ignore them.

You can make a difference by doing a small thing on time that has a great impact. You can avoid a risk of fire by being proactive and by doing what you is right in that situation.

**Step 1: Identify possible fire hazards in your workplace.**

Source of Heat, Combustible Material and Oxygen and they are mixed or closely placed together.

**Step 2: Decide who might be harmed and how – people at risk.**

People in and around the facility, people especially at risk

**Step 3: Assess the risks and decide what precautions to take.**

Evaluate the risk of fire occurring; the risk to people of fire; remove or reduce fire hazards; remove or reduce the risks to people through detection and warning; fire-fighting; Escape routes; Lighting; Signs and notices; Maintenance
Step 4: Record what you find, tell your management and make the necessary improvements.

Record finding, take action and inform management. If not solved or if you think, inform Alliance – Amader Kotha (Helpline) 096661166 (Old) and 0800 666 666 6 (New) and take necessary help from them.

Record finding and take action; Prepare an emergency plan; Inform and instruct relevant people for solve the problem.

Step 5: Review your fire risk assessment and update it if necessary.

Keep assessment under review; Revise when necessary.

Fire hazard identification is therefore an integral part of fire risk assessment, the latter steps are carried out by trained fire safety officers or trained occupational safety and health managers.

However the regular identification of fire hazards, which can be done by anyone understanding the fire hazards can help nip a potential situation in the bud early enough to save lives.
3.2 Hazard Identification Recognition Checklist & Activity

**Objective:** Recognize the common fire risk in the facilities, let’s look at the importance of taking priority to avoid / minimize to build up safety culture.

**Time:** 20 min

**Material:** Flipchart # 9 (Pre-printed checklist)

**Activity:**

**Step 1:** Ask participants to refer the hazard identification checklist and briefly review each items & make it clear to each participants.

**Step 2:** Ask participants in 10 minutes time in 4 groups (table wise) 6 per group of total 24 participants assign the responsibility to identify the most common 10 hazards they finds while on duty which they have observed during the recent past. Initiative or steps they have taken to resolve them.

**Step 3:** After the identification the facilitator will ask the volunteer from each table to come and present their commonly identified hazards and the initiatives they have taken / propose to resolve. Participants from other teams are to comment on the initiatives & come to a conclusion for best possible initiatives for each issue.

**Step 4:** Trainer will emphasis on those risks which were discussed several times and will request the participants to to take necessary actions for those risks.

At the end of the session all the participants will have clear idea about the common hazards found in the factory and possible initiatives taken or to be taken including reporting mechanism.

**Transition:** Now that team recognize what are the common fire risk in the facilities and best possible solutions, let’s look at the importance of taking priority to avoid / minimize risk and to build up safety culture.
<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Picture</th>
<th>✓ / ✗</th>
<th>Location / Findings</th>
<th>Urgent Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identify any fire related hazards ?</td>
<td>📸</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Identify people at risk ?</td>
<td>📸</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Check presence of Security Guard in their post during patrol ?</td>
<td>📸</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Electrical appliances are not left 'on' when no one is present ?</td>
<td>📸</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Switch off unnecessary electric equipment ?</td>
<td>📸</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>No wastage or excess materials are kept on the floor ?</td>
<td>📸</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>No worn and damaged electrical connection ?</td>
<td>📸</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Hazardous chemicals are properly stored and labeled ?</td>
<td>📸</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Goods and materials are stored properly ?</td>
<td>📸</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>No improper/direct electrical connection?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>No overuse / overloaded of extension cords?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Cooking operation is safe and no possibility to spread fire?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Smoking is allowed only in designated area with ashtrays?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Hot pipes or heating ducts are not in contact with combustible materials?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Hot items such as irons not kept in touch with combustible materials?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>No sparks from welding or cutting falling on combustible materials?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Fire wardens (fire fighter &amp; first aider) present on floor?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Fire wardens (rescue) present on floor?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Emergency lighting in working order?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Aisles, staircases and evacuation paths are not obstructed?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Question</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Check fire equipment at regular interval?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Fire extinguishers, hoses properly placed and not obstructed?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Fire equipments are in useable condition?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Central Fire control panel is functional?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Emergency telephone is functional?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Sprinklers have adequate clearance?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Hydrant valves in open position?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Exit doors are never locked and obstructed?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Exit routes are kept clear?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Assembly area(s) not obstructed by any vehicles, wastage or goods?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Guard and Signature:
4. Evacuation

4.1 Behaviors and Conditions that Hinder Evacuation - Activity

**Objective:** By the end of this segment the participant will be able to identify behavior & conditions that hinder or restrict the movement of workers from their workstation to a designated emergency assembly area.

**Time:** 20 min

**Materials:** Non-functional Whistle, Fire Card, Written 4 Name card with – Casual / Slow Worker, New / Ignorant worker, Panicked Worker, Injured Worker.

**Activity:**

**Step 1:** The facilitator will invite five volunteers (at least one from each table) in the front and distribute four of them the cards and clarify their roles during the activity. The fifth volunteer will be given the non-functional whistle.

Instruction for the volunteer: The four volunteers will be informed that they will act as per the name card role. During the evacuation they will be on the middle of the aisles without moving and wait until other security guards (participants) come and help them to get out of the room.

The volunteers will make a hindrance during the mock evacuation process with the training room.

The facilitator will send back the four volunteers to their respective table and instruct to wait till they hear the fire, fire shouting from the volunteer.

**Step 2:** The facilitator will show the fire card to the fifth volunteer & by seeing the fire he will try blow the whistle (but it will not work) so he will start shouting as Fire! Fire! Fire!

**Step 3:** All other participants will (naturally) start to evacuate except those four volunteers (instructed earlier) will take their position on the middle of different aisles and act accordingly (as instructed) to hinder the whole evacuation process for others. If the other participants comes up and helps the four volunteers to come out during the evacuation they will cooperate but if nobody comes to help them out they will remain in that position.

**Step 4:** After the evacuation the facilitator will assemble in the pre-designated assembly area outside the room with the participants; he will make the head count and look for the volunteers;

**Step 5:** Debriefing: If the four volunteers are not found in the queue they will be declared as blocked inside the factory. The facilitator will call them in them in the assembly area and ask the participants about the reason of late evacuation & why the other volunteer were blocked.
1. New / Ignorant worker - as he not oriented and did not know the evacuation route and exits properly.
2. Slow / Casual worker – as he took the fire call casually or react slowly.
3. Panicked worker – as he got panicked and did not know what to do.
4. Injured workers – as he got injured and no one came to help him to evacuate.

Overall:
- As the fire alarm did not work and fifth volunteer started shouting as fire which create the panic among others.
- As no one (participants) pointed them and helped them to come out during emergency.

But if they were already rescued by other security guards (participants), it is well and good; and congratulates the team to take their right role – helping the workers out during emergency.

In the classroom the facilitator will discuss the barriers / difficulties participants faced during the evacuation process and what could be done better to save everyone & to improve the evacuation process smooth & faster;

- Fire alarm always must be active.
- New worker must be oriented by regular fire drill.
- PA System must be used so that workers may not be panicked.
- All workers must be seriously react when fire alarm sounding.
- If any one injured, immediately help him / her out.

**Transition:** Now that team recognizes what can cause for delay in evacuation, let’s look at the importance of taking action to avoid cause for evacuation delay.
4.2 Behaviors and Conditions that Hinder Movement

**Objective:** By the end of this segment the participant will be able to identify conditions that may hinder or restrict the movement of workers from their workstation or other area to a designated emergency assembly area.

**Time:** 20 min

**Material:** Flipchart #10
Facilitator needs to know:

Knowledge of escape routes or by studying evacuation plan / maps in advance helps the evacuation team to be prepared for emergency and take prompt action during emergency. Briefly engage in a discussion about the hazard recognition exercise and life safety issues they identified emphasizing the importance on alarm, primary and secondary exit routes from any given location in the building, emergency assembly areas and accounting for personnel.

Insist that it is the role of the security guard to ensure at all times that exit pathways, exits and external emergency assembly areas are free of materials or vehicles and continually unobstructed.

Internally all emergency pathways should be lighted with adequate signs. There should be nothing in emergency stairways.

Detection & Notification Phase
The time from fire ignition to when it is detected & Notified (Early detection and notification save evacuation time). The early detection & notification time should be as little as 30 seconds. Automatic & central (smoke, heat and fire detection) systems reduce the alerting phase and gives more time to evacuation

Pre – movement Phase
This behaviour delays the evacuation process

Pre-movement delay also includes:

- Verifying that it is a real fire or fire drill?
- Completing an on-going process / action!
- Shutting down machines or processes!
- Looking for the source of the fire!
- Looking for valuables & personal belongings!
- Looking for relatives, friends or colleagues to make sure they safely evacuated

Providing emergency information, regular training and evacuation drills can reduce the confusion and save the time during the pre-movement phase.

Travel time Phase
Travel time is the time to reach the nearest safe exit. Travel time is also an important area to focus to reduce evacuation time & keep it within 3 minutes.
• This depend on the layout of building.
• The clear evacuation route,
• The number of people to evacuate from the floor,
• The people who may have difficulty with mobility and need help – disable, sick, pregnant, panicked workers

**Flow of people Phase:** The time it takes to get out all the people through exits. The flow of people is also important area to focus to reduce evacuation time within 3 minutes. Factors that influence flow of people include:

• Well marked travel directions
• Evacuation signs
• Lighting levels
• The number of occupants
• Perceived urgency – walk faster do not run!
• Human obstacles in the flow (slow, stop and fall)
• Insufficient space in assembly area

**Assembly Point:**

• To be maintained free from obstacle
• Not blocked by vehicle or any other goods.
• Marked Clearly section / line so that all can be stay there in line up.
• Sufficient Space to be maintained in relation with the number of employee.
5. Security Guards Role

5.1 Identify the security role – Identifying emergency duties – Activity

Regular vs Emergency Duty (Life vs Property)

Time: 20 min

Materials: 24 printed in cards (size 5.5” X 3.5”) 10 Security Guard’s emergency duties (according), 10 Security Guard’s regular duties and 4 duties not belongs to security guards. 2 half of A4 size printed boards (one emergency duty and one regular duty in big font).

Activity: Define the duties (Regular vs Emergency; Life vs Property)

Step 1: The facilitator shuffles the cards and distribute to all participants one each. Also the facilitator place two printed A4 boards (Emergency Duty & Regular Duty) in two corners in side of the training room.

Step 2: The facilitator asks the participants to see and read themselves and identify the duty which is written in the card and decide, whether it suits the emergency or normal day today duty.

Step 3: The individual is invited in the front and read out loud the duty from the card, determine & disclose which group (emergency / regular duty) he should belong. The facilitator will ask the class to give their opinion, discuss and finally decide the individual’s classification is right or wrong. The individual will go and take his position under that group (Emergency or Regular Duty). In this way all the participants will read and divide in to two groups. In the process the facilitator will ask and identify the four participants who had the duties which do not belong to security guard; highlight those duties as non-duty.

Step 4: After the categorization, the facilitator asks the non-duty and general duty based participant volunteers to take their seat.

Step 5: The facilitator will ask the emergency duty participants to stand in a queue according to their priority of work. It will determine the security’s emergency duties with prioritization of work to save the life first & than save the property.

At the end the session all the emergency duties will be read out with the priority of hierarchy one by one and the individuals go to their seat.

Transition: Now that team recognizes the duties of security guards in emergency situation which varies from day to day duties they normally perform. The team also recognizes the periodization of duty (life first than asset) in case of emergency. Let’s look at the importance of keep in mind the emergency activities to prevent fire incidents, save lives and minimize property damages.
<table>
<thead>
<tr>
<th>Normal day to day duty</th>
<th>Emergency duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security of Main gate (open and close)</td>
<td>Make sure alarm is transmitted to all workers, visitors and contractors.</td>
</tr>
<tr>
<td>Handling keys using key register</td>
<td>Ensure adequate communication to all workers &amp; management</td>
</tr>
<tr>
<td>Keep all exit doors unlocked and unobstructed</td>
<td>Notification to emergency services and Amader Kotha (Helpline) 09666771166 (old) or 0800 666 666 6 (new)</td>
</tr>
<tr>
<td>Vehicle in and out inspection and container inspection</td>
<td>Re assuring Evacuees to be calm &amp; not to panic</td>
</tr>
<tr>
<td>Patrol (Factory rounds in nonoperational times)</td>
<td>If workers blocked in any place, help them out during evacuation</td>
</tr>
<tr>
<td>Maintain exit routes unobstructed at all the time</td>
<td>Assisting people with difficulties (disable worker, pregnant worker, panicked worker, injured Worker) to evacuate</td>
</tr>
<tr>
<td>Keep fire-fighting equipment unobstructed</td>
<td>Help counting people, staff, contractor &amp; visitor at assembly area – standing in queue</td>
</tr>
<tr>
<td>Keep the assembly area free (for example, vehicle parking arrangement)</td>
<td>Preventing unauthorized entry &amp; re-entry until clearance</td>
</tr>
<tr>
<td>Conduct regular hazard identification – using the checklist</td>
<td>Assist the fire brigade team as soon as they arrive on the spot</td>
</tr>
<tr>
<td>Reporting any hazard / inconsistency to the management</td>
<td>Assist back to work when facility is declared safe</td>
</tr>
</tbody>
</table>

Duties which should not belong to security:

1. Regular inspections of electrical panels.
2. Remove hazardous chemicals from danger zone.
3. Managing the workers lunch or tiffin.
4. Counting the shipment carton during loading & unloading.
5.2 The role of Security Guards during Emergency

**Objectives:** By the end of this segment the participant will be able to identify critical roles of the security guard during an evacuation drill or during a fire emergency.

**Time:** 15 min

**Material:** Flipchart #11

- General Responsibility
- Internal Communication
- Notification to emergency services
- Assisting people to evacuate
- Assisting people with difficulties
- Preventing re-entry until clearance
- Accounting for all employees, contractors and visitors
- Assisting in back to work when facility is declared safe
Facilitator needs to know:

The role of Security Guards during Emergency and Goal

Ultimate goal of minimize the number of incidents and “Zero” loss of lives in RMG sector Bangladesh. Work towards this goal security guards have to play a vital role in the garment factories

Changing the Role / Duty

Normal Duty in day to day operations: Attend in the main gate (gate open / close), maintain registers of visitors, late comer’s details, new comers screening, material in/out, gate passes, handling keys, ID card issue, vehicle entry / exit

Sub internal gates / locations (workers in and out, material issues, vehicle parking, body check, container check, maintain the exits and evacuation routes un-obstructed, etc.

Patrol (visit factory rounds in given frequency to observe C-TPAT requirements, identify abnormalities,

Ensuring aisles, Evacuation paths and Exit routes are clear

The emergency escape routes and exits must always be clear, if the security guard notices that an escape route or exit is blocked by smoke, fire or debris, information needs to be rapidly communicated to the evacuation warden that the secondary escape route needs to be used.

Duties during Emergency – In accordance with priority: Support evacuation, communication, identifying people, reassuring evacuees, assisting people with difficulties, accounting people, prevent reentry, protection using fire extinguishers, hose reels if you train to do so.

Internal Communication

The first role is to make sure the alarm has been transmitted to all locations and that the external emergency services have been notified.

This is more important than making certain there is a fire.

Ensure adequate on going communication to all (workers & management)

The security guards must also make sure that communications are kept open during the emergency. If a communications system fails, then a back-up communications needs to be initiated.

Notification to emergency services and Amader Kotha (Helpline)

The roles and responsibilities of the security guard are closely linked with those of the evacuation warden and the internal fire team.
The earlier the communication, the more time for protection & escape.

Notifying the fire service and other external emergency services (police, nearest hospital, ambulance services, water supply board, etc.) as well as Amader Kotha (Helpline) 09666771177 (old) and 0800 666 666 6 (new).

Re assuring Evacuees to be calm & not to panic

Security guards, evacuation wardens and the internal fire fighters need to continually reassure the evacuees and insist that they calmly moved through the exit to an area of safety.

Yelling fire, fire and running during evacuation, obstructs the whole process & should be strictly avoided.

If workers blocked in any place, help them out during evacuation

Knowledge of escape routes by studying evacuation maps in advance helps the wardens and security guards know the location of people at work in hidden locations, but also other areas where people may stay at the time of alarm such as the toilet, canteen, prayer room, locker room or a sub-store.

Assisting people with difficulties

In concert with evacuation wardens and the fire brigade, people with disabilities or other problems should be assigned an individual that can help get them to an area of safety during the evacuation. The identification of individuals with disability should be done during pre-fire planning as part of the emergency process.

Accounting for all employees, contractors and visitors

A system needs to be in place to be able to account for all employees, contractors and visitors at the external emergency assembly area. It may be an electronic system or it may be as simple as removing the card racks and taking roll call for those who have punched in. The security may be called upon to bring the card rack to the external emergency assembly area and transmit the names of missing persons to the fire ground commander.

Preventing re-entry until clearance

Re-entry can be very dangerous. An important task of the security services is to prevent non-emergency personnel from re-entering the building until the all-clear signal is given by the incident commander.

Assist the fire brigade team as soon as they arrive on the spot

Immediately assist the fire brigade team as soon as they arrive on the spot

Assisting in back to work when facility is declared safe

Assist in recall when it is determined that it is safe to return to work.

6.1 Duties during Non-Operational Time

**Objective:** By the end of this segment the participant will be able to describe three different ways a company may choose to organize the in-plant response to fire and for each modality describe the role of the security guard during a drill or during an actual fire.

**Time:** 15 min

**Material:** Flipchart # 12

- Be more vigilant
- Patrolling and ensure duties of different post
- Switching off unnecessary electronic devices
- Communication to Head of Security
- Communication to Internal Factory Management
- Communication to Emergency Services & Amader Kotha (Helpline)
- Request neighboring factory support if necessary
- Fight the fire only if you are trained
Facilitator needs to know: Non-operational time duty

- During the non-operational time most of the factories available only security staff.
- Therefore they have to do all the above activities (rescue, first aid and fight the fire in incipient stage if you train to do so) in addition to their emergency roles in operational time

Non-operational time duty emergencies

- Frequent inspection of the factory premises (night patrol) in critical areas not only security, risk of fire safety
- Prevention: Switch off the unnecessarily running machinery / Lights / AC / hot air blower / heaters / hot plates – which leads to a overheat and generate heat for ignition
- Be a fire watcher for construction work / welding / garbage burning / cooking and other fire hazard operations
- Be more vigilant due to less number of head count for observation in the facility
- Special days like celebrations, festivals, etc. - need to be more vigilant on crackers, fireworks and fire related activities in the community
- Special days like Hartal, Strikes, Blockade, etc. - need to increase strength and be prepared for the unexpected incidents.

Communication to Head of Security (Internal or External)

- The leading groups and outsource security services have confidence managerial staff with ex force background.
- They also can involve to handle emergency better way by their experience to minimize damage
- They can communicate over the phone to factory security staff for guide them
- Finally this is their (security organization) responsibility to protect the premises.

Communication to Internal Factory Management

- The earlier the communication, the more time for protection & escape.
- Notifying the fire service and other external emergency services (police, nearest hospital, ambulance services, water supply board, etc.)

Communication to Emergency Services and Amader Kotha (Helpline)

- The management needs to be onsite ASAP for desertion making, control and manage the incident
- Support request from other emergency services and Amader Kotha (Helpline) 09666771177 (old) and 0800 666 666 6 (new) for property protection.
- The management can communication to emergency response team in the factory
- Worker notification &
- Owner notification
Request neighboring factory support if necessary

- In the emergency situation the management or external emergency services will need necessary time to reach the location.
- Sometimes you may have skill people, fire protection equipment (Hydrants/hose reels) in the neighborhood factory whom can reach imminently to your location.
- Pre negotiations and the arrangements with them will be helpful to get their contribution easily.

Fight the fire only if you are trained

- Evacuation only where, on alarm all employees evacuate, supplemented with evacuation wardens.
- Selected employees are trained and kept up-to-date on how to use extinguishers in support of an evacuation.
- Selected employees are organized into an internal incipient stage fire brigade. These employees respond to a small fire (at its beginning stage only) with a view to suppress the fire before it reaches a structural stage. If the fire cannot be controlled in its incipient stage the incipient stage fire brigade abandons its fire-fighting role and supports evacuation of all employees.
6.2 Dos & Don’ts for Security Guard – Activity

Objective: At the end of the session each of the security guards will clearly know their do’s and don’ts which will also be agreed by individual and all the participants.

Time: 15 min

Materials: 24 Green & 24 Red Cards (size one fourth of A4 paper) which will represent do’s & don’ts respectively.

All 30 do’s & don’ts printed in A4 size hard paper card (10 prevention cards, 10 protection cards & 10 Evacuation cards)

Activity:
Step 1: Facilitator will distribute two color cards (one green and one red card) to each of the participants. Also the do’s and don’ts cards (as pair – total 15 pairs) with picture will be distributed to the participants.

Step 2: Facilitator will give 5 minutes time for the groups to discuss internally & determine the dos and don’ts and select the presenters from each group.

Step 3: Facilitator will ask all the participants to hold the green color card in right hand and red color card in the left hand.

Step 4: The facilitator will invite the presenters from each table to come up with one pair pictures. The presenter will show first don’ts picture and later on do’s picture in front of the participants. The presenter will ask the class at the same time whether they will do it or not.

Step 5: All the participants will give their opinion by saying Yes or No loud and at the same time raising their hand with green or red card by similariting with their opinion; as do’s and don’ts respectively with represent the right / wrong or Green and Red card.

Step 6: The facilitator will monitor the answer of the participants right or wrong. If anyone gives wrong answer he will justify his answer and the facilitator will get the opinion from the class. In this process all the dos & don’ts will be clarified.

Transition: Now that team recognize what are the key roles in fire prevention, fire protection and supporting evacuation. They get clear about their do’s and don’ts.
<table>
<thead>
<tr>
<th>Prevention</th>
<th>Do</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep regular inspections to prevent any fire risk</td>
<td>Do not allow storing combustible materials disorganized way</td>
<td></td>
</tr>
<tr>
<td>Ensure ventilated chemical area with secondary containments</td>
<td>Do not allow store chemicals un attended</td>
<td></td>
</tr>
<tr>
<td>Keep the electrical connections safe to prevent fire risk</td>
<td>Do not allow electrical system un attended</td>
<td></td>
</tr>
<tr>
<td>Keep the left over chemical containers closed and secure place</td>
<td>Do not allow leftover chemical containers un-attended</td>
<td></td>
</tr>
<tr>
<td>Maintain the factory neat and clean</td>
<td>Do not allow factory premises to be untidy</td>
<td></td>
</tr>
<tr>
<td>Protection</td>
<td>Do</td>
<td>Don’t</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Keep fire alarm control panel functional</td>
<td>Do not allow fire alarm control panel malfunction</td>
<td></td>
</tr>
<tr>
<td>Keep fire extinguisher points free from any obstruction</td>
<td>Do not allow obstruct your fire extinguisher points</td>
<td></td>
</tr>
<tr>
<td>Inspect, service and maintain hose reels</td>
<td>Do not allow failure of fire protection equipment</td>
<td></td>
</tr>
<tr>
<td>Inspect, service and maintain fire pumps</td>
<td>Do not allow fire pump to malfunction</td>
<td></td>
</tr>
<tr>
<td>Build up and train an emergency response team</td>
<td>Do not limit emergency response team only to a individual group</td>
<td></td>
</tr>
<tr>
<td>Evacuation</td>
<td>Do</td>
<td>Don’t</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Keep the aisles and exit paths free from obstruction</td>
<td>Do not allow obstruct aisles and exit routes.</td>
<td></td>
</tr>
<tr>
<td>Keep your exits free from obstructions</td>
<td>Do not lock the door during working time.</td>
<td></td>
</tr>
<tr>
<td>Keep your exit routes free from obstructions</td>
<td>Do not allow to block exit routes to assembly area.</td>
<td></td>
</tr>
<tr>
<td>Keep free space for assembly during emergency</td>
<td>Do not allow to block / occupy the assembly area.</td>
<td></td>
</tr>
<tr>
<td>Help to Line up in order to counting</td>
<td>Do not allow to create a chaos in assembly point.</td>
<td></td>
</tr>
</tbody>
</table>

Page 41
Post-test:

**Objective:** To measure the level of understanding and knowledge gained from the training in comparison to the Pre-test taken in the beginning of the session.

**Material:** One page printed version of Post-test (same as the pre test).

**Time:** 10 min

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Security Guard’s Training on Basic Fire Safety & Duties

<table>
<thead>
<tr>
<th>Name 1</th>
<th>Company / Organization 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The most frequent source of heat causing ignition of fire at work is?</td>
<td>![Image]</td>
</tr>
<tr>
<td>2. When on patrol, which is the first thing you should do if fire is detected?</td>
<td>![Image]</td>
</tr>
<tr>
<td>3. Which is the safest exit door to open in an emergency situation?</td>
<td>![Image]</td>
</tr>
<tr>
<td>4. Which is the right way to ensure firefighting equipment is readily accessible?</td>
<td>![Image]</td>
</tr>
<tr>
<td>5. Which is the most effective way to communicate that there is emergency / fire?</td>
<td>![Image]</td>
</tr>
<tr>
<td>6. Who has the responsibility to assist the evacuation of workers?</td>
<td>![Image]</td>
</tr>
<tr>
<td>7. Factors that slows down the evacuation time?</td>
<td>![Image]</td>
</tr>
<tr>
<td>8. Which is the safest external emergency assembly area?</td>
<td>![Image]</td>
</tr>
</tbody>
</table>

---

Question & Answer Session at the end!

Distributions of the Leaflet - Key take away Messages - Do’s & Don’ts among the participants.

Thanks!!!