

FIRE EMERGENCY AND EVACUATION PROCEDURES

FIRE PHILOSOPHY

The CTICC has a comprehensive Fire and Safety philosophy document that ensures the specifications for safety requirements that according to the design and layout of the building afford a satisfactory level of safety for the employees in the building.

It is achieved by the following:

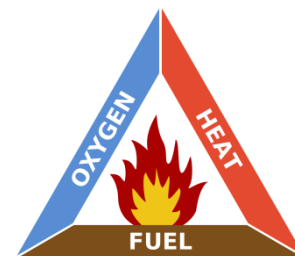
- Ensuring that the requirements as set by the national and local legislation regulations and standards are met.
- Evaluation of the layout of the building in collaboration with the mechanical and electrical equipment to ensure that possible incidents do not endanger the staff and the facilities.
- Conduct yearly Fire Risk Assessments and ensure this remain as low risk.
- Specifies minimum requirements for emergency facilities such as, for example, alarms and warning systems as well as the serviceability of all firefighting and mitigation equipment.
- Ensures that building occupants can work in a healthy and safe environment at all times.

All fire equipment and systems are tested on a regular basis and compliance with the above philosophy regarding fire mitigation and detection serviced periodically.

In order to deal with the phenomenon of fires and the extinguishing of such fires it is imperative to understand the nature of combustion.

The following three factors are necessary for combustion:

1. Fuel (combustible material?)
2. Oxygen
3. Heat



This is also known as the triangle of combustion.

Fires can be divided up into different categories. The following categories are, however, accepted as norm:

- | | |
|---------|--|
| CLASS A | : Ordinary solid, inflammable material (Wood, Paper, Plastic) |
| CLASS B | : Inflammable oils and fluids (Petrol, Oil, Benzene, Paraffin) |
| CLASS C | : Any type of fire where electrical equipment is present. |
| CLASS D | : Inflammable gases (Methane, Propane, Butane and Acetylene) |

FIRE EMERGENCY

Upon **discovering a fire**, close the door to the area affected and immediately sound the Centre's fire alarm by breaking the closest break glass unit. The break glass unit can be located on route to a fire exit door or where firefighting equipment is visible.

A signal will be sent to the fire panel in the CTICC Control Room that will activate a response from the emergency fire team.

You can also trigger an alarm by shouting 'FIRE!' or calling the emergency telephone on **extension 5252 or 021410 5252**

Please provide your name, your number, your LOCATION and the location of the fire.



Use of Fire Extinguishers

Malicious tampering and normal wear and tear can cause a fire extinguisher to become a great danger to the user. Before using any extinguisher, the following should be done:

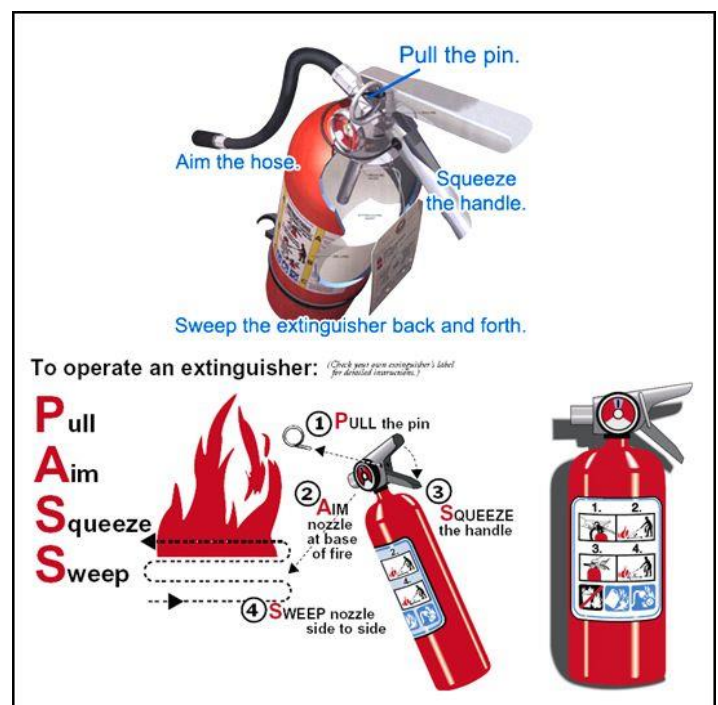
- Inspect for any damage. (The lid of the extinguisher is unscrewed until it is held in position by only one thread. This lid can blow off and cause injury the user).
- If damaged, do not use.
- Ensure that the extinguisher is the correct one for the fire.
- Ensure that the contents are as stated on the label.
- When activating the extinguisher kneel next to it with the face turned away.

Do's and Don'ts of Firefighting

The Do's and Don'ts relating to the general principles that should be adopted when engaging in basic fire-fighting.

Do's

- Ensure that back-up assistance is available before tackling a fire.
- Ensure that an escape route is accessible before committing yourself to tackling the fire.
- Follow instructions on the extinguisher's label.
- Break the seal and remove the safety device.
- Check the operation of the unit by briefly activating the control mechanism before approaching the fire.
- Apply the extinguishing medium at the base of the flames and move the nozzle with a rapid side-to-side action.
- Drive the flames away from you.



- For vertical fires start at the base of the flames and move upwards.
- If the fire is outdoors, approach it from the windward side.
- When approaching the fire adopt a crouching attitude that provides some protection against heat and smoke.
- Be alert to any changes in the fire pattern.
- When tackling a fire that involves electrical equipment isolate the power as soon as possible to prevent re-ignition.
- Ensure that the fire has been completely extinguished and that no sparks remain.

Don'ts

- Do not put yourself at risk. If the fire is too big or starts to spread, evacuate the area immediately.
- Never tilt or invert any extinguisher while operating it unless it is the type that you turn over.
- When extinguishing the fire that arose from a flammable spillage, never walk on the spillage area in case the flames flash back.
- When tackling flammable liquid fires use a controllable discharge type of extinguisher medium until the fire is completely extinguished.
- When the fire has been extinguished, back off slowly and never turn your back on it.

Elementary Elements to Starve the Fire

On discovering the fire, you must do everything possible to starve it by removing the oxygen and/or combustible material.

- Close doors and windows.
- "Blanket" (smother) a small fire with a bag.
- Throw sand on the fire.
- Hose down hot walls and floors or the base of the fire itself.
- Saturate with appropriate extinguishing medium.
- Drag combustible articles away or cool them with water.
- If possible, switch off all electricity mains.
- Keep bystanders away.
- Clear gates and paths for the arrival of the Fire Brigade.
- When Fire Brigade arrives indicate location of fire.
- Give all possible assistance to the protection of people and property.



Evacuation

If the fire is large, very smoky, or rapidly spreading, leave the area immediately. Evacuate the building through the closest and safest evacuation route as indicated by the green running man sign.



- WALK, DO NOT RUN, to the nearest fire exit stairway if not on ground level.
- Do not use any lifts or escalators. It may become inoperable and a trap!
- Give assistance to persons in need. People that are wheel chair users should be taken to the refuge point from where they will be evacuated by use of a fireman's lift.
- Evacuate to applicable indicated assembly points. DO NOT RETURN to the building until instructed to do so by the security or fire personnel.
- Notify either the CTICC security or fire personnel on the scene if you suspect that someone may be trapped inside the building.

The alarm may not sound continuously. If the alarm stops, continue the evacuation. Warn others who may enter the building after the alarm stops.

The CTICC's Emergency Management Team (EMT) will be in charge of all the communications and instructions in the event of an emergency, and will decide whether the fire brigade and other emergency services must be summoned. They will decide whether evacuation of staff is necessary and, if so, the extent thereof.

Incidents involving injured and disabled persons should be reported to the EMT Coordinator and Medic on duty who will arrange for their evacuation from the premises.

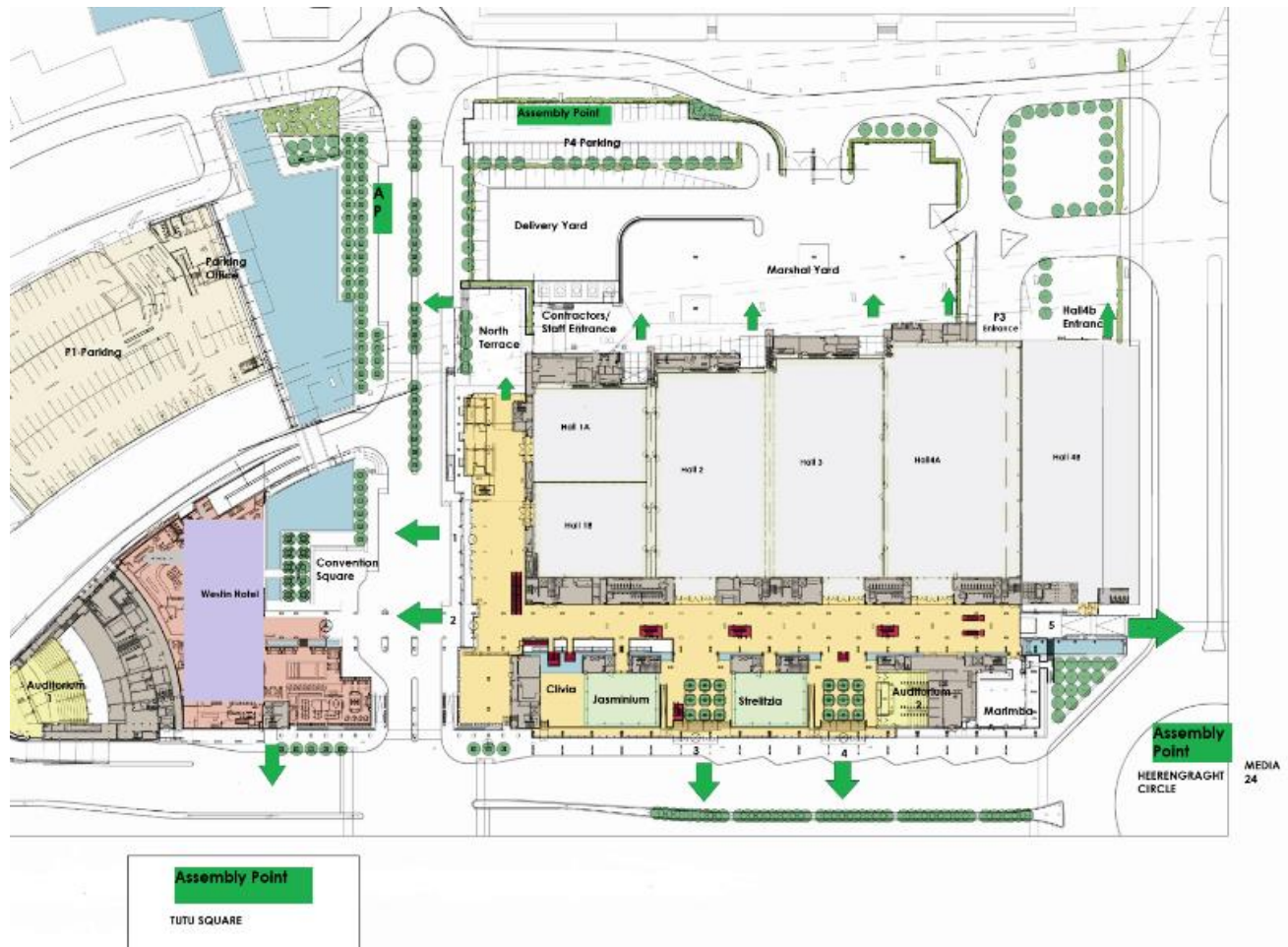
The fire department will take the decision as to whether the building may be re-occupied.

Note: better safe to evacuate than ask the question 'why'.

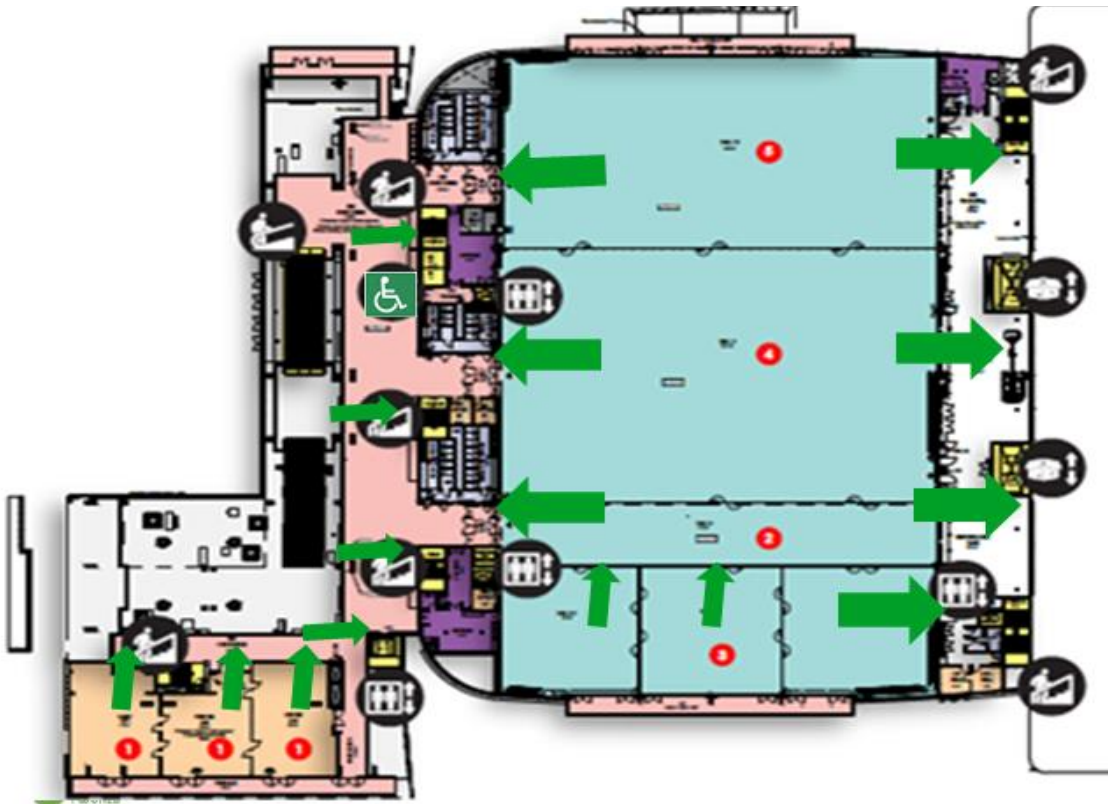
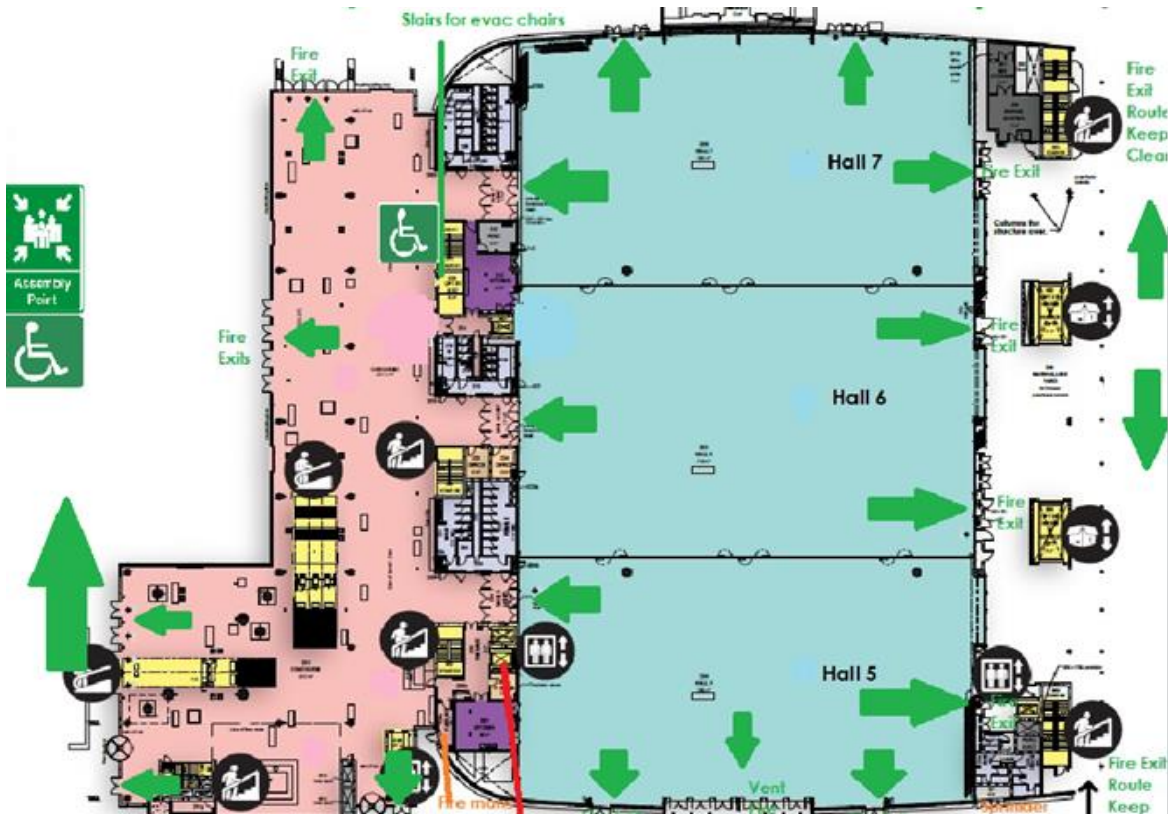
ASSEMBLY POINTS CTICC 1 (West)

The following assembly points have been identified:

- P4 – Marshalling Yard (main)
- Desmond Tutu Piece Centre Site (Lawn opposite the Coleman Hotel)
- Big 5 statue on Lower Long Street (Opposite Canal)
- Heerengracht Circle



ASSEMBLY POINT CTICC 2 (East): Outside in front of the building



M Hendricks
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