

Preparation for emergency

9 Do you know the appropriate actions when a fire breaks out?

The measures to be taken when a fire breaks out

- 1 If a fire is small, carry out the appropriate procedures and methods to extinguish the fire without panic.
- 2 Cut off gas sources and power sources as far away from the fire as possible.
- 3 Remove all combustible materials from the area in order to cut off all sources of the fire.
- 4 If your clothes catch fire, call someone to help extinguish the fire without panic. Or if there is a shower nearby, use it immediately.

How to use a fire extinguisher

Take the most effective and appropriate extinguishing method for extinguishing the fire depending on the type and size of the fire. There is no fire extinguishing agent that is effective on all types of fire. Always have full knowledge of the whereabouts of fire extinguishers, the different types, and how to use them.

1 The types of fire extinguishers

	Ordinary fire	Oil fire	Electrical fire
Colors of indication	white	Yellow	Blue
Powder fire extinguishers	○	○	○
Loaded stream fire extinguishers	○	○	○
Foam fire extinguishers	○	○	×

In addition, there are fire extinguishers of carbon acid gas (effective for putting out fires caused by organic solvents, oil, and electricity), and fire extinguisher sand (effective for putting out fires caused by metals, especially metallic sodium and metallic potassium).

2 How to use a fire extinguisher

- (1) Pull the safety pin upwards.
- (2) Hold the hose and aim at the fire. (aim at the base of the fire, not at the flames)
- (3) Grip the levers tightly during spraying.

Caution: A fire extinguisher is capable to put out a fire less than human's height.

Evacuation

- 1 When a fire or gas cannot be controlled by the above mentioned procedures (If the fire reaches human's height or the ceiling), seek refuge outdoors right away.
Always have full knowledge of the whereabouts of escape chutes and emergency slow-descent machines as well as how to use them.
- 2 After handling as much as possible the gas source, heat source and hazardous materials, check to see if there is people failed to escape. Then, inform the all department using the method described below.

Report and contact

Weekdays From 8:30 a.m. To 5:15 p.m.

- 1 Inform others of the fire quickly, at the same time, activate the fire alarms installed in each hall way. (The fire alarm will sound and the fire hydrant pumps will be activated)
- 2 Automatic fire alarms are installed in almost all places in each department. Therefore, if a fire occurs somewhere, the alarm located on the same floor of the department will be activated and at the same time this signal will be received by a fire detector installed in a designated place. In this way, the location of the fire will be known right away.
- 3 The emergency contact person (the person in charge for the affected site) should assess the size of the fire and decide whether evacuation is necessary or not. In the meantime, dial 119 to report the incident.
* The person in charge of accident prevention (who is also the person responsible for fires) in each room is also the contact person for that room.
- 4 The emergency contact person must inform the fire defense controller (a chief of division) and the person responsible for fires in other rooms of where the fire is and of the situation. Inform the entire building through the use of a megaphone or telephone.
- 5 Anyone who hears the fire alarm or who is informed of the fire should immediately pick up the nearest fire extinguisher, proceeds to the site of the fire, and help to put out the fire. However, people who are not familiar with the positions of hazardous materials (Example: metallic sodium) surrounding the site of the fire should proceed with extinguishing the fire carefully so as not to make the fire worse.

If the fire becomes larger, people who are not familiar with the situation of the fire must evacuate quickly. People who know the situation cooperate with fire fighters to give information of fire sources.

Weekday nights after 5:15 p.m., weekends, and holidays

- 1 Press a fire alarm located in any hallway.
- 2 Signal received by fire detector. (same as during the daytime)
- 3 As necessary, the emergency contact person (the person responsible for the affected site) should dial 119 right away to report the fire.
- 4 Go to each room to let people left behind know the fire situation with a megaphone.
- 5 Report the fire to the fire defense controller (a chief of division).
- 6 Report the fire to the dean of the department and to relevant teaching staff.

When a fire breaks out, put out a fire immediately without panic.
If the fire reaches human's height or the ceiling, seek refuge.