

# Fire Safety

**Llyfrgell Maindee Library  
79 Chepstow Road  
Newport NP19 8BY**

Wales  
&  
The Welsh

fyfield

ALAN FUR

WELSH GENEALOGY

# What to do if you discover or suspect a large fire

- Activate the fire alarm.
- Telephone 999 to call the fire and rescue service
- Start evacuating the building - assist people who are frail.
- Close doors to confine the fire.
- Move to the assembly area on Chepstow Road (or Police Station car park if fire is blocking main entrance). Stay upwind of the fire
- Have someone who knows the location of the fire help emergency crew when they arrive.

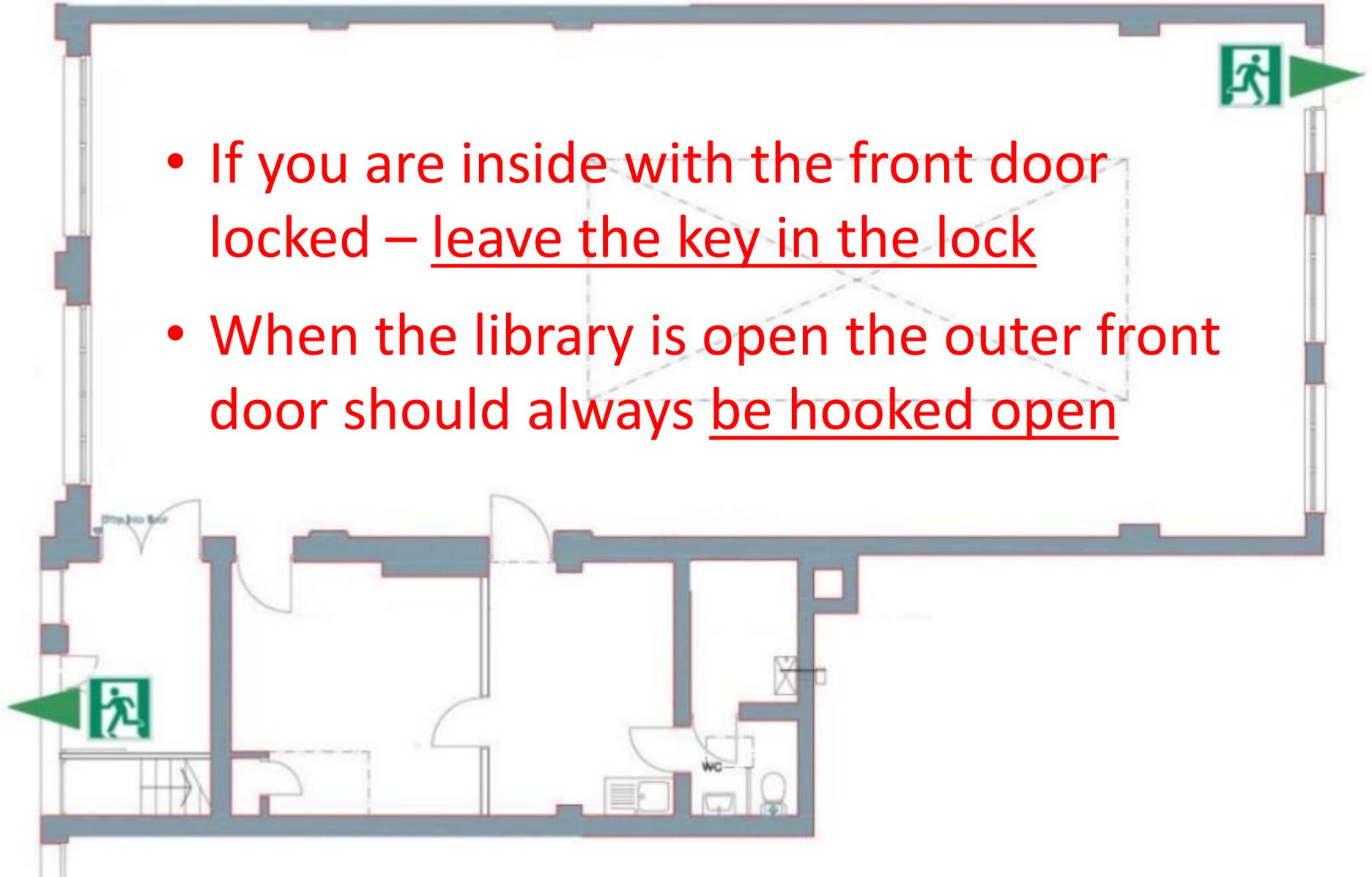
# FIRE EXITS

(1) out onto  
Chepstow Rd

(2) into police  
car park

Use (1) unless  
blocked

- If you are inside with the front door locked – leave the key in the lock
- When the library is open the outer front door should always be hooked open



# FIRE EXITS

Always keep these main routes to exits clear

Nothing should block a safe exit from the building



## Calling the Fire and Rescue Service – dial 999

- Don't be afraid to dial the fire service even if you're not sure if there is a fire
- Call 999 from the library phone or your mobile
- Don't think that someone else must have already rung
- Call 999, no matter how small the fire

## What to do if you discover a small fire

- Activate the fire alarm.
- Telephone 999 to call the fire and rescue service
- Start evacuating the building - assist people who are frail
- If you know how to use a fire extinguisher, and have a clear exit path behind you, bring the extinguisher to 10 feet from the fire.
- Use the P-A-S-S procedure to use a fire extinguisher.

# HOW TO USE A FIRE EXTINGUISHER

# P A S S



**Pull** the pin  
in the handle



**Aim** the nozzle  
at the base  
of the fire



**Squeeze** the  
lever slowly



**Sweep** from  
side to side

# Fire Extinguisher Tips

- The ring pulls can be stiff - you may need to pull hard
- Stand between the fire and your fire exit – not the other way round or you might get trapped by the fire.
- Do not stand over the fire when using an extinguisher - 10 ft (3 metres) away is a better and safer distance to work from.
- Don't use water on an electrical fire – water is a conductor!
- Never hold the nozzle of a CO2 extinguisher – it's freezing!



**Fire Blanket**

**FOR SMOTHERING FIRES**

SAFE FOR USE  
ON CHIP PAN FIRES  
DEEP FAT FIRES  
WASTE BIN FIRES

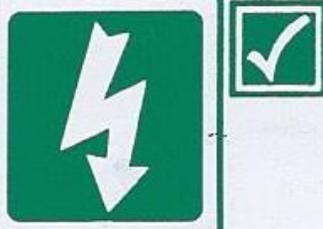
SAFE AND  
SUITABLE FOR  
WRAPPING AROUND  
SOMEONE WHOSE  
CLOTHES ARE  
BURNING





**CO<sub>2</sub> CARBON DIOXIDE**

 **SAFE FOR USE ON FLAMMABLE LIQUID FIRES**

 **SAFE FOR USE ON ELECTRICAL FIRES**

 **DO NOT USE ON WOOD, PAPER, TEXTILES ETC**

 **DO NOT HOLD HORN WHEN OPERATING**

**WHY**



✓ **USE ON:**  
Wood, Paper  
and Textiles



**DO NOT USE ON:**  
Live Electrical  
Equipment



**DO NOT USE ON:**  
Flammable  
Liquids

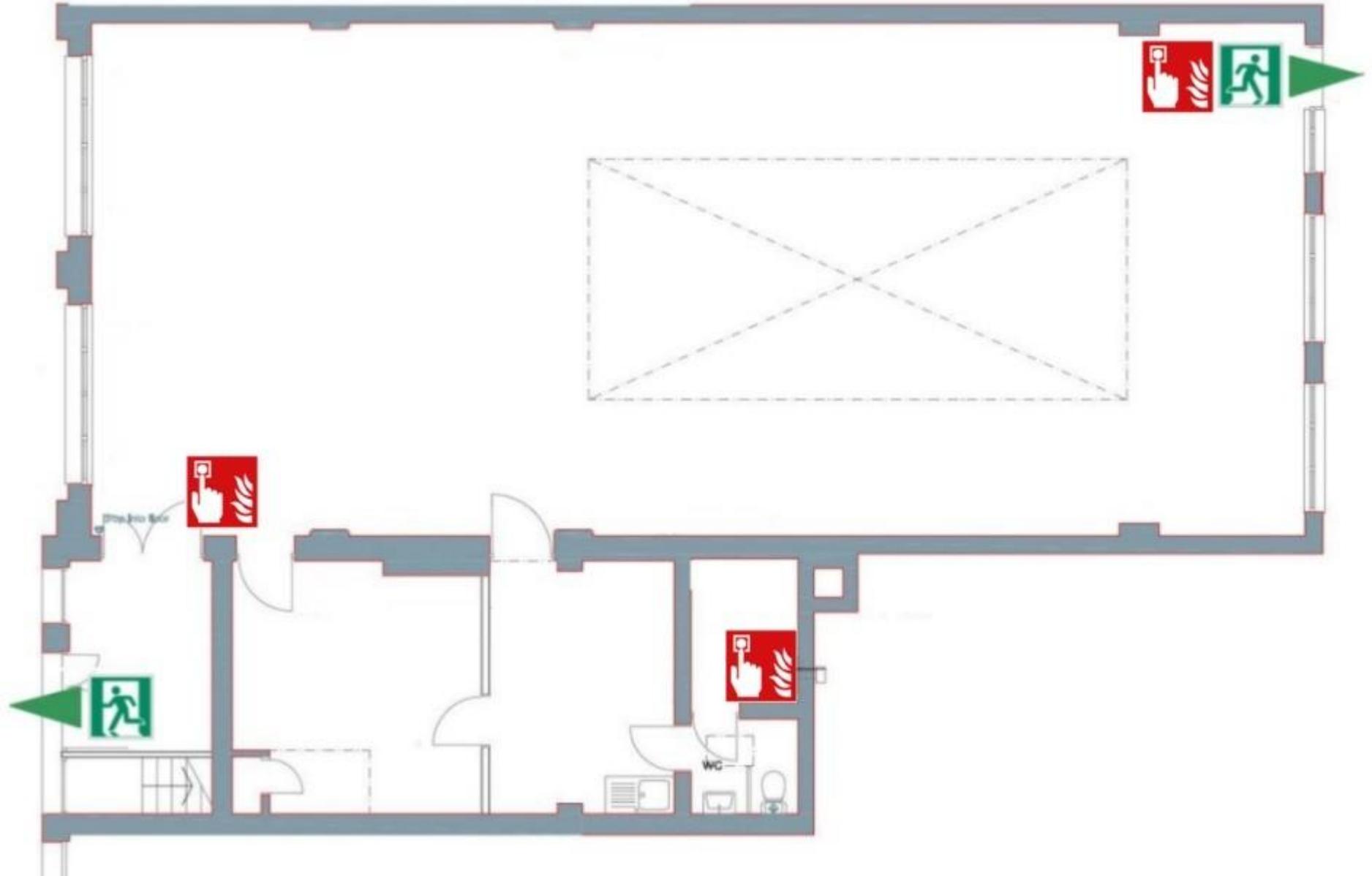


**DO NOT USE ON:**  
Flammable Metal  
Fires

# ALARMS

There are three “break glass” points.

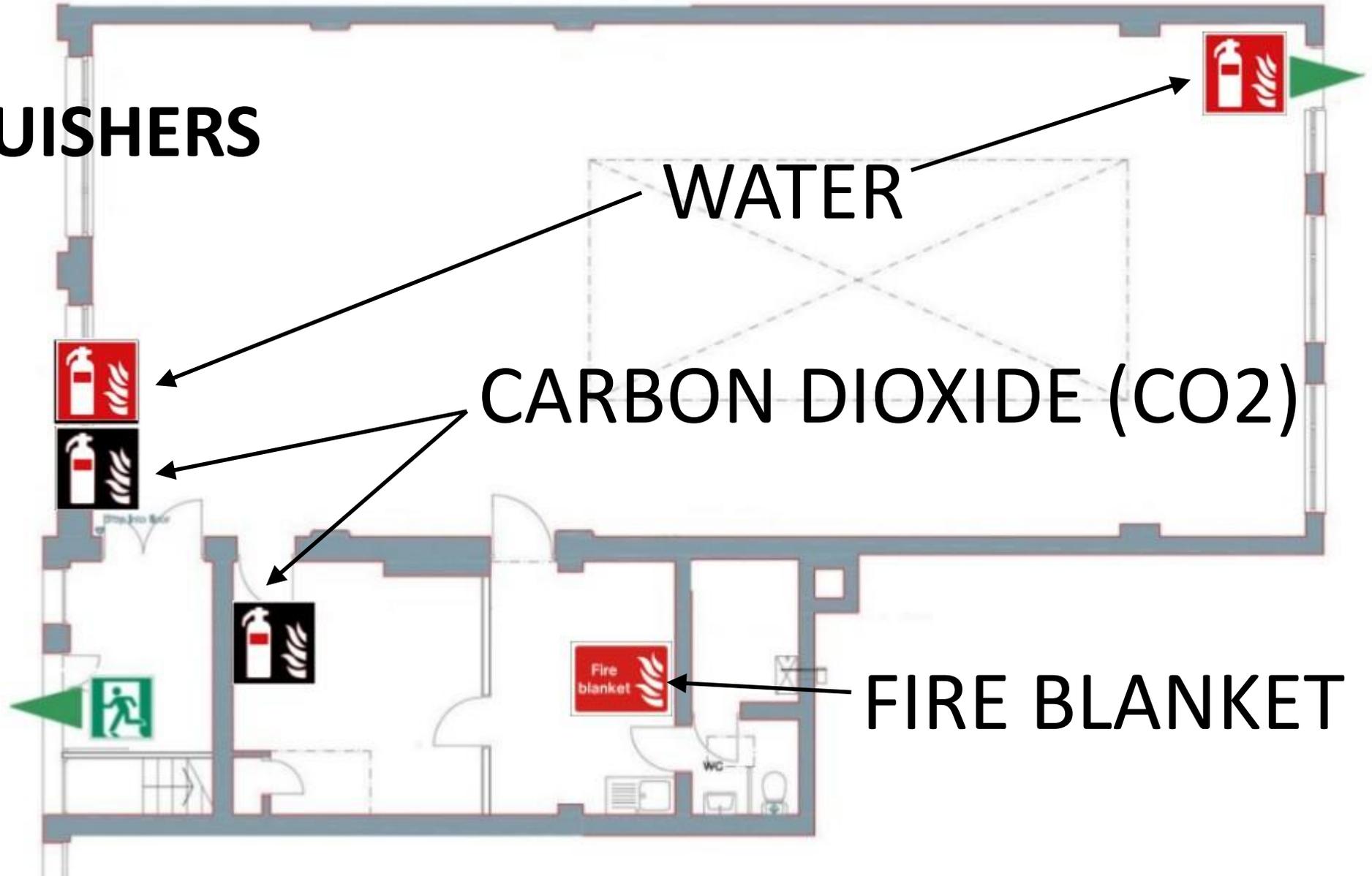
Press glass firmly to set off fire alarm



# FIRE EXTINGUISHERS

There are three types of extinguishers...

...for different types of fires

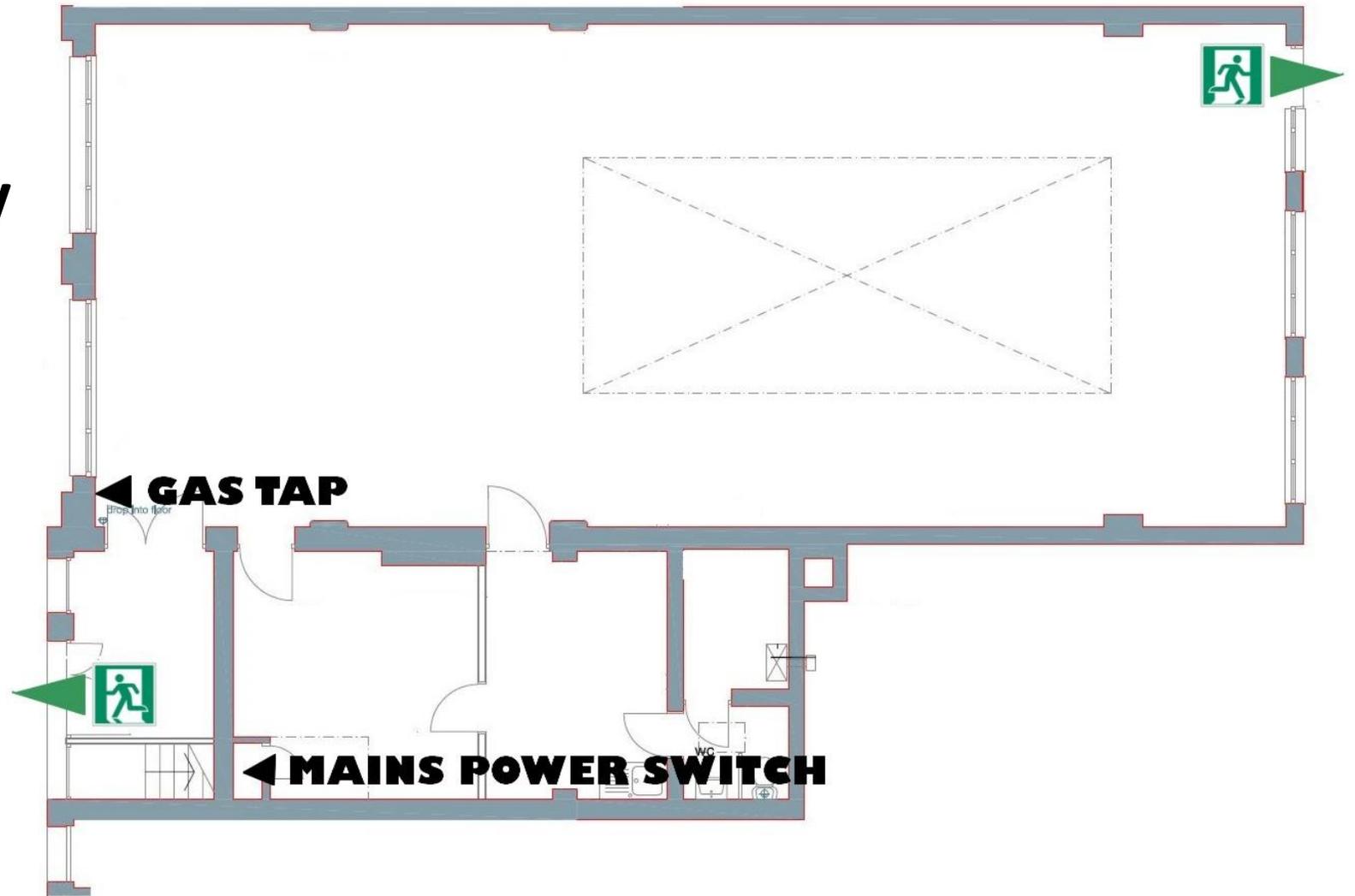


## GAS

The gas tap is in a wall cupboard in the corner of the library by the door to the lobby

## ELECTRICITY

The mains switch is in the cupboard in the corner of the small Meeting room



# Fire safety awareness

- Never allow smoking in the library
- Keep fire exit routes clear
- Empty waste paper bins each day
- Report any risks or near misses and record them in the incident book.