

英文版
English Version

SELF-GUARD FIRE PROTECTION GROUPING TASK ALLOCATION



Notification Team

1. Make a report to the fire authority and ensure that the report has been successful.
Report hotline **119**, Report template: Fire! A fire has occurred on __F, No. __ __ Rd., you can see a clear __ landmark nearby, the fire is currently burning and bursting out thick smoke at __ (location) of __F. My name is __, and my telephone number is __.
2. Broadcast to notify the status :
Notify the Self-guard Fire Protection Grouping
Use the telephone, broadcasting equipment or radio, etc. in the Nursing Home to announce (you may also use the secret code), allowing the firefighters to receive the information as soon as possible, and avoiding the residents to get panic.
Press the nearby fire alarm to inform the responsible personnel to know the occurrence of fire.
Notify the residents, etc. - emergency broadcast template (repeated more than twice).
 - Broadcast content after confirming which floor the fire has started: "A fire has occurred on __F, we are now putting out the fire, please follow the instructions of relevant personnel to evacuate as soon as possible, and shut the door of your room while you are excavating" (broadcast repeatedly).
 - Broadcast content to other floors after determining the occurrence of a fire: "A fire has occurred on __F, we are now putting out the fire, please follow the instructions of the relevant personnel and wait for our next announcement."
3. Contact the relevant personnel: As stated in the emergency contact list.



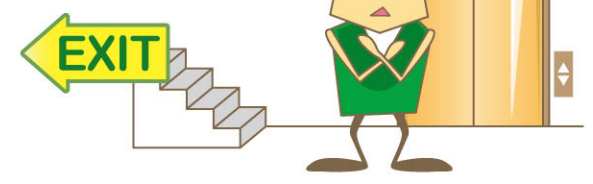
Firefighting Team

1. The timing of extinguishing the initial fire
 - (1) Before the fire has been extended to the ceiling, use fire extinguishers, buckets and other firefighting equipment to extinguish the fire.
 - (2) Before the occurrence of flashover, use the indoor fire hydrants to suppress the fire.
2. Initial firefighting essentials:
 - (1) Use appropriate fire extinguishers (equipment) in accordance with the type of fire (general, oil, electrical), gather them and place near the fire source to favor continuous use.
 - (2) While pointing the nozzle at the fire, pay special attention to use water jet or mist spraying method timely. Do not spray excessively to avoid causing unnecessary serious water damage. In addition, ensure an escape route in case the fire cannot be put out.
3. Initial fire extinguishing: Use fire extinguishers and fire hydrants to perform firefighting.
 - Fire Extinguisher** ①Pull out the safety latch→②Point the nozzle directly at the fire source→③Press the grip firmly
 - Fire Hydrant** ①Remove the fire nozzle→②Connect an extension hose depending on situation →③Open the fire hydrant to release the water



Evacuation Guide Team

1. Yell loudly to guide the evacuation direction to avoid panic.
2. Dispatch a guide in front of the elevator to prevent the residents from using the elevator to escape.
3. The stair exits and safety doors of the evacuation floor should be free from obstructions.
4. Remove all objects that would affect smooth evacuation.
5. If the stairs cannot be used due to the extended (outspread) fire and smoke, guide the residents to the balcony or a safer place where the firefighters can rescue, and wave with a cloth, flashlight (during the night) and other obvious object for help.
6. Pay special attention to ensure that nobody is in the bathroom, recreational area and other places. While evacuating the residents, the guides should tend people with self-evacuation difficulties in first priority.
7. Make confirmation and notification in case the evacuation cannot be carried out timely and there is a need for emergency personnel.
8. Use a rope and other material to outline the warning area.
9. Use evacuation facilities (especially safety ladder, indoor safety ladder) in priority that can help more people to evacuate before using other alternative evacuation equipment and aids.



KEYNOTES

- * Dispatch a guide at each corridor corner and stair exit.
- * Dispatch the guides to the floor of fire scene and the floor above it in top priority.

ESSENTIAL EQUIPMENT

- A master key suitable to open every room and emergency exit
- Portable amplifier
- Rope
- Flashlight
- Other essential equipment



Increase the two following teams if there are more than 50 employees.



Safety Protection Team

1. After ensuring that all residents have been evacuated from the fire scene, close the fire shutter and fire door.
2. Turn off the air conditioning and make the best use of smoke exhaust equipment.
3. Stop using the boiler, electrical facilities, and ensure the applicability of emergency power supply.
4. After ensuring that nobody is taking the elevator, stop the elevator at the evacuation floor as soon as possible (such as 1st floor) to avoid it from becoming a path to spread the fire and smoke.
5. Guide the fire brigade to carry on the firefighting activity.



Rescue Team

1. Set up an emergency shelter.
2. Emergency treatment of injured people.
 - (1) Perform injury treatment at a relatively safe area (such as the stairway behind the fire door) to avoid impeding the early stage of firefighting measures.
 - (2) Perform visual check on the injured people to determine the injured parts or symptoms. If they can be treated, bandage the injured parts or perform cardiopulmonary resuscitation.
 - (3) If the injuries cannot be treated, move the injured people to a temporary emergency shelter with a stretcher or an appropriate manner (the temporary shelter should be set up outside the building as not to affect the rescue activities).
3. Contact the firefighters and provide the latest status.
4. If no injuries are found, help the Evacuation Guide Team to evacuate the residents.



• Make early notification in the event of a fire · Make full effort to prevent further fire hazards
 • Extinguish the fire according to extinguishing principles · Rescue people's lives in first priority
 • Dispatch and utilize manpower appropriately · Act according to changing circumstances



NTFD A Reminder from Fire Department, New Taipei City Government