
Locate and clearly mark the locations of controls for: Oil Supply, Gas Supply and the Main Electrical Switch.

Remove backyard trash.

c) Firefighting Tools

Home-type firefighting tools are very effective against small fires. Brooms or mops soaked in water, blankets, rugs, buckets and garden hoses are good examples. A threaded hose connection on each floor of the house (in bathroom, kitchen and basement) and a good length of garden hose properly coiled is good fire protection.

Read the instructions on the fire extinguishers provided in the staff quarter and be sure that everyone in the house knows how to use them and all other fire fighting equipment as well. Mission Administration arranges for the maintenance of extinguishers on an annual basis.

DO NOT RISK YOUR LIFE.

d) In Case of Fire

Shout "FIRE" to arouse persons nearby if you see fire, or smell smoke or gas. If you believe the fire to be in a room, a cupboard or in a basement section, keep the doors closed. Quickly shut any doors and windows that will help confine the fire, cut down the draft to prevent the spread of deadly gases. This will give everyone more time to escape.

GET OUT - If you can, save lives by getting everyone out of the building as quickly as possible.

- Don't wait to dress yourself or children - wrap them in blankets.
- If you have to go upstairs or away from exits to rescue members of your family and are unable to return to the ground floor or are otherwise trapped, go to a room with a window, quickly shut the door between you and the fire, and shout for help.
- Should you have to escape through a window, NEVER open it before the door is closed behind you. This cuts down the draft which would likely spread the fire into your area of escape.
- Remember, the air is usually better near the floor in a smoke-filled building.
- Never go back into a burning building.

e) Instruct your Childcare person

During your absence, the childcare person is responsible for the safety of your children and your property. Impress upon him/her that in the event of fire, the first and most important thing to do is to **GET THE CHILDREN OUT QUICKLY AND STAY WITH THEM.**