

Courses for Fire Protection Officers

explanations with Fire Prevention Association slides

Supervisors

Course material

- Self-monitoring of fire protection – Guidance for institutions and companies (Fire Prevention Association 2012)
- Self-monitoring of fire protection – Your benefit, your responsibility (Fire Prevention Association 2012)
- Fire Prevention Association checklist: Monthly monitoring
- Fire Prevention Association checklist: Yearly monitoring
- Slides sent by e-mail with a link to checklists
- Fire Prevention Association poster for staff

Site inspection

At the end of the course, participants are guided through the premises and shown the main fire protection equipment, labelling, fire doors, alarm systems, etc.

Finally, participants receive practical demonstration and training in using firefighting equipment.

Slide 1: Self-monitoring of fire prevention

- Why self-monitoring?
- Billions of ISK of damage every year are suffered by companies, institutions and private homes.
- Impact of fire on operations and services – disruption, inconvenience, soot, water, smell, damage to health, even fatalities – although fatalities are most common in residential property, an event nobody wants to experience.
- Do everything possible to reduce the risk of fire and have the necessary equipment to reduce the risk of damage.
- Experience shows that self-monitoring increases fire protection and safety and makes damage less likely.

Slide 2: Co-operation for better fire protection

- Co-operation agreement signed in April. Self-monitoring of fire prevention adopted by all municipal institutions 1 October. Fire Protection Officers play key role.
- Education on fire protection for all town staff.
- Education on fire protection for people in rental accommodation.

Slide 3: Fire protection at the workplace

- Aim to increase safety for staff, customers and clients, and reduce the likelihood of damage to operations and property.

Slide 4: Fire Prevention Association guidance on self-monitoring of fire protection – guidance followed – everybody should have received guidance

Slide 5: Self-monitoring of fire prevention

- Organised implementation: preparation, introduction and execution, follow-up and improvements.
- Sustained, regular task.

Slide 6: Policy and objectives

Slide 7: Methods

- Various potential consultants, engineering firms, fire protection services, fire brigade.

Slide 8: Responsibility of owners and tenants

- Most municipalities located in own premises, so responsibility not shared. Best for fire protection monitoring to be conducted by the user of the premises.

- The tenant may not use the premises in any other way than is covered by the fire protection arrangements in place.
- The tenant must ensure that escape routes are easy to find and unobstructed.
- The tenant must immediately inform the owner of any deficiency or failure of fire protection arrangements for which the owner is responsible.

Slide 9: Analysing and reducing risk

- Focus on saving lives and protecting health, staff and customers.
- Main focus on evacuation and rescue.
- Are there specific evacuation-related problems, e.g. elderly people, disabled people, children?
- Prevent and minimise damage to property and valuables.
- Are there any specific arson risks which could cause a fire, e.g. rubbish containers near walls? At least 10 metres from building wall.
- Simple things, such as using metal bins rather than plastic ones, can make a big difference.
- Kitchen – check especially risks and fire protection equipment there.
- Flammable and hazardous substances in schools, e.g. in chemistry labs.

Slide 10: Review of fire protection

- Assumption that there are new or recent reports by a fire brigade commander for municipal premises.
- Refer to guidance on page 6 – talk about specific aspects using the following images.

Slide 11: Image: Alarm system in order.

Slide 12: Image: Do not obstruct access to firefighting equipment, fire extinguishers and fire hoses.

Slide 13: Images: Exit lighting should be permanently lit.

Slide 14: Images: Do not obstruct escape routes in any way. No rubbish accumulation in escape routes – lots of food in cardboard boxes and similar. Take particular care not to obstruct escape routes from outside!

Slide 15: Image: Doors in escape routes should open without obstruction when necessary, without a key.

Slide 16: Images: Do not split fire protection doors – this breaches the building's fire compartments. Magnet linked to alarm system if doors need to be kept open.

Slide 17: Images: Orderliness and alertness indoors, check flammable materials, rubbish, etc. Pay close attention to fire risk from electricity, one of the most common causes of fire in companies.

Slide 18: Images: Avoid fire risk from combustible materials outside. Arson is a common cause of fire. Municipalities are particularly prone to be victims of arson.

Slide 19: Good reasons for self-monitoring

- Figures based on 3,000 fire protection inspections by insurance companies.

Slide 20: Educating and training staff

- Fire Protection Officers are responsible for ensuring that staff receive training.
- Pay specific attention to new and temporary staff members.
- Hot work – especially vital to take due care and have firefighting equipment to hand.
- Special care should be taken if fire compartments need to be breached for maintenance or works. Ensure that everything is securely tidied up.

Slide 21: A Fire Protection Association poster should be put up in a visible location where staff will see it on a daily basis.

Slide 22: Hot work

- Show procedures and hot work permits on eldvarnabandalagid.is.
- Electrical welding, flame welding, cut-off wheels, laying roofing felt. Specific risk – appropriate caution measures:
- There should be at least two fire extinguishers to hand.
- Flammable materials should be removed, protected or moistened.
- It is important for the person involved to use the appropriate protective gear.
- Work should not begin until the area is safe and the highest levels of caution have been ensured.
- It is vital for there to be a fire watch during welding and melting of roofing felt and for at least 60 minutes afterwards.

Slide 23: Response and evacuation plan

- Aim is to get everybody safely out.
- How do you get a person in a wheelchair out? Safe place, wait for rescue.
- Name call.
- Meeting point outside – find other shelter.

Slide 24: Role of Fire Protection Officers in evacuation

- Note: Equipment may vary depending on the nature of the operations – schools, offices, sports halls – you need to take account of the circumstances and nature of the operations.

Slide 25: Fire Protection Officer

Slide 26: Fire protection manual

Fire protection manual – folder containing main information on fire protection and monitoring thereof:

- Service agreements for fire protection – fire alarm systems, sprinkler systems and other agreements
- Information on fire protection – drawings, fire protection systems

Slide 27: Monitoring by checklist

- Talk about *Brunavörður* and the possibility of using it.
- Fire brigade commanders should have access to checklists.

Slides 28–29: Fire Prevention Association checklists

- Show checklists – can be found on eldvarnabandalagid.is.
- Go through each checklist in general terms.
- Participants should get a hard copy of the checklists.

Slide 30: Follow-up and improvements

Slide 31: Benefits of self-monitoring

- Examples of benefits from Associated Icelandic Ports – and their fire protection arrangements were not in a bad state even before. What is ahead for municipalities.

Slide 32: Good luck!

- Adopting self-monitoring – when does it begin? Success assessed at the end. Don't hesitate to seek assistance and advice from fire brigade commanders, insurance companies and others!