

# **Fire Fighting Training Programme**

## **Introduction**

Fire incidents remain one of the most serious risks in workplaces, especially in factories, warehouses, offices, construction sites, and high-occupancy facilities. Most fires escalate not because of lack of equipment, but due to delayed response, panic, or incorrect use of fire-fighting tools. Early and proper action can prevent injuries, loss of life, property damage, and business disruption.

This Fire Fighting Training Programme is designed to provide participants with essential knowledge and practical skills to respond effectively during fire emergencies. The training focuses on fire prevention, correct use of fire extinguishers, safe evacuation procedures, and coordinated response, ensuring participants act safely without putting themselves or others at risk.

## **Program Objectives**

The programme aims to:

1. Increase awareness of fire risks and common causes of workplace fires
2. Equip participants with basic knowledge of fire prevention and fire control
3. Train participants to identify different classes of fire and suitable extinguishing methods
4. Develop confidence in using fire extinguishers correctly and safely
5. Prepare participants to respond calmly and appropriately during fire emergencies

## **Learning Outcomes**

Upon completion of the programme, participants will be able to:

1. Identify common fire hazards and basic fire prevention measures
2. Explain the fire triangle and how fires spread
3. Recognise different classes of fire and select the correct fire extinguisher
4. Demonstrate proper techniques in using portable fire extinguishers
5. Follow correct evacuation procedures and emergency response actions

## **Who Should Attend**

This training is suitable for:

1. Employees working in offices, factories, warehouses, and commercial premises
2. Members of the Emergency Response Team or Fire Warden team
3. Supervisors and managers responsible for workplace safety
4. Maintenance and operations personnel exposed to fire risks
5. New employees as part of safety induction or refresher training

## **Day 1: Fire Safety Knowledge and Emergency Preparedness**

### **Module 1: Fire Safety Awareness and Prevention**

This module introduces participants to the nature and impact of workplace fire incidents. It covers common causes of fire such as electrical faults, poor housekeeping, improper storage of flammable materials, hot works, and human error. Participants will learn how daily work practices influence fire risk and how simple preventive measures can significantly reduce the likelihood of fire. Real workplace scenarios are discussed to help participants recognise early warning signs and unsafe conditions.

### **Module 2: Basic Fire Science and Fire Behaviour**

Participants are guided through the fundamentals of fire science, including the fire triangle and the conditions required for a fire to start and spread. The session explains how different materials react to heat, how smoke behaves, and why fires escalate rapidly if not controlled early. Understanding fire behaviour enables participants to make safer decisions on whether to fight a fire or evacuate immediately.

### **Module 3: Classes of Fire and Fire-Fighting Equipment**

This module explains the different classes of fire and the appropriate methods to extinguish them. Participants learn the functions, limitations, and correct applications of various fire-fighting equipment, including portable fire extinguishers, hose reels, and fire blankets. Emphasis is placed on selecting the correct extinguisher to avoid worsening the fire or causing personal injury.

### **Module 4: Fire Emergency Procedures and Evacuation Planning**

Participants learn how to respond systematically during a fire emergency. The module covers alarm activation, communication flow, evacuation procedures, and roles such as fire wardens and floor marshals. It also explains how to assist colleagues safely, manage assembly points, and coordinate with emergency

services. The importance of calm leadership and clear communication during emergencies is emphasised.

## **Day 2: Practical Fire Fighting Skills and Emergency Response**

### **Module 5: Fire Extinguisher Handling and Safety Precautions**

This module focuses on safe handling of fire extinguishers before, during, and after use. Participants learn how to inspect extinguishers, assess fire size and conditions, maintain safe escape routes, and protect themselves from smoke and heat. The limitations of first-aid fire fighting are clearly explained to prevent overconfidence and unsafe actions.

### **Module 6: Hands-On Fire Extinguisher Practical Session**

Participants take part in supervised practical exercises using fire extinguishers on controlled fire simulations. They practise correct approach techniques, aiming, discharge control, and withdrawal procedures. Trainers provide real-time guidance and corrective feedback to build confidence and proper muscle memory.

### **Module 7: Fire Incident Response and Coordination**

This module focuses on managing real-life fire situations beyond extinguisher use. Topics include controlling panic, guiding evacuations, assisting injured persons within safe limits, and managing near-miss situations. Participants also learn post-incident responsibilities such as reporting, securing the area, and supporting investigations.

### **Module 8: Review, Assessment, and Emergency Readiness**

The final module consolidates learning through discussion, scenario-based questions, and practical assessment. Key lessons are reinforced to ensure participants are confident and ready to respond during fire emergencies. The session concludes with feedback, clarification of doubts, and reinforcement of individual and organisational responsibilities in maintaining fire safety.