

## **Fire safety in the warehouse**

- Fire safety procedures should include clearly marked fire exits and escape routes marked with the sign used in the country of operation.
- A fire assembly point must be clearly identified.
- The fire safety procedure instructions must be clearly posted around the warehouse and all staff (including National Society volunteers) must be trained on what to do in the event of a fire. The information should be represented in pictures or in the local language as well as in English.
- Fire safety equipment must be present in all warehouses, and a maintenance plan must be in place for each type of equipment. The equipment must be checked by staff on a weekly basis.
- All inflammable materials like oils, lubricants and fuels should be stored together and away from the fire escape routes. This should ideally be outside in a covered and caged area, so that in the event of a fire these items can be extinguished without risk to the main warehouse stock.
- Any fire alarms and smoke detectors must be regularly tested – ideally weekly.
- A fire evacuation drill must be conducted once per rotation of International staff.
- Where possible, it is advisable to liaise with the local fire brigade, to make them aware of the Red Cross activities in the warehouse.