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| **Policy** |
| ⬜ | SMOKING and COOKING in or around the warehouse are prohibited. |
| ⬜ | Flammable materials (such as fumigants or petrol) are never stored in the same warehouse as commodities. |
| **Recommended Standard Operating Procedures** |
| ⬜ | Post clearly visible NO SMOKING signs on exterior and interior warehouse walls. |
| ⬜ | Install smoke detectors/alarms in every warehouse. |
| ⬜ | Assign responsibilities, and establish steps, so that each staff member knows what to do in case of fire. |
| ⬜ | Establish evacuation plans and escape routes for all warehouses for emergency purpose. |
| ⬜ | Clearly signpost evacuation route(s). |
| ⬜ | Make fire extinguishers, sand/water buckets, shovels, and (if a water source is available) hoses readily available and accessible, both inside and outside the warehouse.  |
| ⬜ | Train all warehouse staff on how to operate fire extinguishers. |
| ⬜ | Regularly inspect fire extinguishers for proper functioning, and recharge as needed (or at least once per year). Labels attached to each fire extinguisher should indicate the expiry date and the next servicing date. **Note: Please seek advice from service providers before buying fire extinguishers, for their recommendation based on the type of warehouse being used**. |
| ⬜ | Make first-aid supplies readily available and accessible, and replenished on a regular basis. |
| ⬜ | Train staff in the use of first-aid supplies and equipment. |
| ⬜ | Report all fires to management as soon as possible. |
| ⬜ | Make telephone numbers for fire brigades (as appropriate), key staff members, and applicable government officials readily available to warehouse staff.  |

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| **For a complete discussion of fire prevention and** **fire extinguisher use, please see:** **Chapter 4 of the *Warehouse Staff Safety Guide***[www.fsnnetwork.org/warehouse-staff-safety-guide](http://www.fsnnetwork.org/warehouse-staff-safety-guide)  |