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1. PURPOSE

Fire in a building is a real danger and can result in loss of lives; the purpose of this policy is to ensure that all employees know of the company's emergency evacuation procedure in the event of a fire.

2. SCOPE

This policy applies to all permanent and contract employees of Maha Agriculture Public Co. Ltd. and includes visitors to the company's premises.

3. GUIDELINES

3.1 When discovering a fire

Upon discovering a fire, the employee should:

- Warn others by shouting "Fire, Fire, Fire" and raise the alarm.
- Decide if you can put the fire out. If you are not sure, do not attempt to.
- If you can put out the fire then do so, if not proceed to evacuate the building and help others to do the same.
- Contact the Fire Warden and Fire Command Centre as necessary.

3.2 Upon hearing the fire alarm

Employees must immediately:

- Switch off all computers, printers and electrical appliances.
- Follow the instructions of the Fire Warden and proceed to the nearest emergency exits leading to the escape staircase. The emergency evacuation plans for Maha are also displayed throughout the office premise. All employees must familiarize yourself with the escape routes.
- Where necessary assist the Fire Warden to help others evacuate the building.

3.3 Evacuating the building

When evacuating the building, employees must observe the following:

- Move at a quick walk, do not run
- If you have to move through a closed door that you cannot see through
 - feel the door to see if it is hot
 - look for smoke coming under the door
 - open the door slowly and look around it to see if there is a fire behind it
- Move to the Building Assembly Area as quickly as possible once you are out of the building.
- Report to your Warden that you/your group is there and if you know of anyone trapped in the building.
- Remain in the Assembly Area until you are informed that you may leave by either the Building Warden or a member of the emergency services.

3.4 Contacts in the event of a fire

Department	Contacts	
Maha	Fire Warden Myint Zin Oo (Assistant Admin Manager) Ext: 1011(M) 09 798308920	(1) Asst Fire Warden Zin Min Htun Ext: 1170 (M) 09 420149905 (2) Asst Fire Warden Thaug Htike (MD) Ext: 1074 (M) 09 450066901

Fire Command Centre : Internal – 01 662867
 : External – 191
 : 01 519 578 and 01 661501 (Mayangone Township fire brigade office)
 : Central Fire Station
 Yangon region: 01 254 000, 01 252011
 Mandalay region: 02 60739
 Delta region: 042 70139, 042 25361

Emergency Services

Police : 199

Ambulance : 192

3.5 Fire Drills

Fire drills are a most important part of ensuring readiness and familiarize employees with the fire evacuation procedures. All employees are to participate and comply with the procedures whenever such drills are conducted.

3.6 Role of the Fire Warden (FW) & Assistant Fire Warden (AFW)

Fire risk assessment: The fire warden must ensure that all situations that are potential fire hazards are to be reported to the Building Fire Safety Manager. These would include:

- Blockages in escape routes are not blocked,
- Potential fire hazards in the workplace,
- Malfunctioned fire extinguishers or sprinklers

On hearing the fire alarm, the FW and AFW are:

- To conduct physical checks on their respective floor for sign of fire.
- If it is confirmed that the fire is on his floor, the FW shall inform the Fire Command Centre (FCC) and initiate immediate evacuation for his floor, at the same time trying to extinguish the fire if possible, without taking any personal risk.
- If the fire is not on his floor, the FW and AFW shall alert all occupants on his floor to be ready for evacuation.
- Evacuate staff and visitors from the building or area involved in a quick and orderly manner.
- Work with the AFW or an assigned employee to ensure a rapid, methodical search to ensure that no-one remains in storerooms, toilets and similar areas.
- FW and AFW are to bring along their “Grab Bag” and ensure that disabled, children, pregnant woman, injured staff, if any, are given particular attention during evacuation.
- During fire evacuation, if the fire exit doors are not able to open for escape, FW and AFW must break the “break glass” for emergency door release.
- The FW, with the help of other staff, will bring injured staff under his/her charge to a

- designated area for injured staff.
- On reaching the assembly point, conduct the roll call procedure and report to the Fire Command Centre.
- Ensure that no-one re-enters before the Fire Command Centre gives permission.