

**General Management
Civil Defence Eastern Province
Al-Khober Civil Defence Dept.
General Department**

SAFETY INSRUCTIONS

INTRODUCTION

Dear Reader:

“Prevention is better than cure”, that’s what the proved says, and your safety is our target, that we want to achieve, your safety is the only thing that we can not done without cooperation between you & Civil Defence.

So, you are the first one responsible & we are always with you, for abiding by instruction & preventive guide lines may ensure a happy life for you & your negligence, ignorance or violations my endanger yourself & your family & will cost you a lot.

So, we are here presenting the most preventive instructions, in English & Arabic, and we hope that will be a motivation for abiding with them.

With our best wishes with safety for all.

How to make use of the fire extinguisher?

1. Go ahead to the accident location taking with you the suitable fire extinguisher.
2. Pull off the safety screw of the extinguisher.
3. Press the handle of the hose, while directing the substances of extinguisher towards the fire.
4. Stand by the wind direction while fighting the fire.
5. Throw the substances of the extinguisher while you are standing 3 feet away.

.()

What would you do in case of fire?

1. Be sure that everyone has left the house.
2. Call the civil defence immediately (998).
3. Try to fight the fire, if it is a small one, while waiting for help.
4. Open the windows for ventilation & smoke escape.
5. Be closer to the door, so as to escape if you fail to stop the fire.
6. Try to bow and be closer to earth, so as to avoid extreme heat and smoke.
7. Make a survive plan, check your house, make two exits for every room and agree with your family on a certain place to gather. Try to creep to the minimum level and if your cloths caught fire stop walking and lay down on the ground and roll, so as to stop the fire.
8. If you were in a high building use the stairs instead of the lift & use emergency stairs when fire breaks out.

What would you do if you recognize a gas leakage?

1. Put off all sources that can cause fire such as lighter, cigarettes and lighters.
2. Close all cylinders valves & put off all electric devices and equipment.
3. Ventilate the room by opening the doors and windows.
4. Let every person leave the house till the gas vanishes.
5. Locate the source of leakage & have a skilled technician fix it.

Damages of water heaters

1. Adjust a degree, less than 100°C, to heat water, 70°C is appropriate.
2. Watch the heater & pull out the electric Socket if it reached 70°C.
3. In case of leaving the electric plug fixes all day, that may lead to great dangers & the water heaters thermostat may be damaged immediately, & the water inside the heater may change into vapour after 100 C° & that will lead to the explosion of the heater.
4. You should maintain water heaters every year. For salt locks the water pipes and this causes many damages like fire.

Electricity Hazards

1. All electric wires should be isolated in tubes.
2. All electric wires should be checked, from time to time, by an authorized person.
3. Wires should not be over loaded.
4. Electric wires should be away of damp places, water inlets and extreme heat.
5. Grounding should be done by putting a third copper wire in every socket with an end buried under the ground in a damp place, So as to reduce electric shocks.
6. Do not extend wires under your bed.
7. Do not extend wires in the halls or behind doors.
8. An authorized person should do extending wires and installation, and it is worth mentioning that electric fires should be fitted only by using extinguisher, dry powder or CO₂ extinguisher.

()

How to deal with fires caused by cooking in the kitchen

1. All family members should rapidly leave the area and use fire extinguisher.
2. Do not try to move the kitchen pans.
3. Put off the heat source.
4. Do not try to use water for fighting fire.
5. Put off flame by covering it.
6. Let the cover on the container till the oil cools.
7. Call the civil defence (998) if you are not able to stop the fire.
8. Be ready to leave the area.

:

:

:

.

.

.

.

.

.

.

.

.

.

:

:

.

.

.

.

.

.

:

:

.

.

.

.

.

.

.

.

.

.

First Aid for the burnt person

To make first Aid, do the following:

First Aid for the burnt person

1. Call for help for him.
2. Spray the burnt place with water and do not take off the clothes from the burnt person.
3. Don't use oil or powder to cure the wounds.
4. Give the burnt person some water, tea or juice; if he is thirsty.
5. Warm him with a blanket.

Secondly: In case of injury:

1. Make sure of the injured man's situation, & observe any other wounds that he may have.
2. Bring a piece cloth & put it on both of the wound & press for 15 minutes till the bleeding stops.
3. Let the injured lie on his back & putting his legs higher than head level & putting the wounded part in a position that is higher than his heart level & continue pressing on the wound.

Thirdly: In case of fractures:

1. You shouldn't move the broken part.
2. You must put the suitable splint on the broken part.
3. You must fix splint by using bonds.
4. You must hang the broken part & make it stable so as to reduce the pain.
5. Take the injured to the nearest or hospital.

()

GENERAL INSTRUCTIONS

1. Make sure you have a fire extinguisher in your house, shop, factory and car.
2. Be sure of safety exits where ever you are.
3. Teach your children safety rules.
4. Do not let fire matchbox with your children.
5. Do not neglect your child even for one minute.
6. Ask if you do not know (the rules of safety).
7. Make sure you have a firs-aid kit at hand.
8. Remember that fire is a merciless enemy.
9. Civil defence is your friend in war and peace.
10. Do not forget (998) it's your friend during emergency.



ALWAYS THINK ABOUT SAFETY

- One minute is enough for writing safety rules.
- Half an hour is enough for having a meeting about safety.
- One week is enough for preparing a safety program.
- One month is enough for executing a safety program.
- One year is enough for gaining reward of safety.
- And the whole of life is needed to abide by the rules of safety.
- But only one second can destroy all that, by a small incident of your negligence for safety rules.