

On Her Majesty's Service

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NOTICE

STANDING FIRE ORDERS

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IN CASE OF FIRE the senior official or workman present is responsible that the **FIRE BUCKETS AND EXTINGUISHERS** are promptly used, and that the exact locality of the fire (that is (1) Name of building, (2) Traffic number, and (3) Street or Avenue) is at once telephoned to the Headquarters, Royal Arsenal Fire Brigade. If it is difficult to indicate exactly the site in question, the designation of the nearest important building or other well-known landmark should be given. In addition an employee should be sent at once to the outside of the building involved to direct the fire brigade to the scene of the fire.

THE FOLLOWING FIRE PRECAUTIONS ARE TO BE STRICTLY OBSERVED:—

GAS JETS must not be turned up too high nor placed too close to benches or window frames, and must be turned off when the workman leaves his bench.

INDIA-RUBBER TUBING OR CONNECTIONS must not be used for gas. Metallic flexible tubing with soldered connections must be used.

GAS RINGS must be shielded from draught, kept clean, and clear of rubbish of all sorts.

WINDOW CORDS, TOOLS, CLOTHING, ETC., must not be tied to, or hung on, gas brackets or pipes.

WHERE COAL GAS is installed for lighting or industrial purposes care must be taken to see that the gas jets are turned off when not actually in use. At the cessation of work the main cock must also be turned off by the foreman of the shop or person deputed by him.

WHERE ELECTRICITY is used for either lighting or power, care must be taken to see that all electricity is switched off after use. Special care should be taken that the double-pole switch on all motor circuits is opened as soon as the motor is shut down. The main switches for both lighting and power circuits must be cut out when the shop is closed.

ELECTRICAL FIRES.—Should smoke, fire or fusing be noticed in any dynamo, motor, or electrical installation, the power must be immediately switched off by the foreman or his deputy. Dry sand or mould in small quantities may be used to put out the fire. On no account must water be used.

RUBBISH must not be allowed to accumulate. Sweepings, waste material, etc., must be placed in dustbins for removal to destructors or otherwise disposed of as instructed; on no account must they be thrown into bins with ashes.

IN SHOPS WHERE SPECIALLY SERIOUS FIRE RISKS EXIST, metal containers having a tight fitting door or lid must be used for the storage of clothing, fuel or other combustible materials, or as receptacles for litter. Such containers should be kept sufficiently clear of the walls of the building to prevent the formation of odd gaps and corners which render an efficient fire search difficult.

SHOP SWEEPINGS must not be allowed to fall through gratings or holes in the floor.

STEAM PIPES must be kept clear of woodwork and combustible materials.

ASHES must not be placed in wood receptacles, nor kept in shops or offices, but must be removed at once to the bins provided for them.

FIRES IN OFFICES must not be made up within 1½ hours of leaving off work; must not be raked out on the hearth, but allowed to die in the grate.

SPILLED OIL OR INFLAMMABLE SPIRIT must be immediately wiped up and not allowed to lie on the floor or to flow into drains.

TEMPORARY FIRES, INCLUDING SPIRIT AND OIL STOVES (except where such are provided in connection with "Production") must not be lighted without the Superintendent's or his deputy's authority. The Deputy Superintendent Building Works, on being notified by the Department concerned, will, except in the case of temporary fires, etc., in Danger Building Areas, if all is clear, issue O.F. Form 136 to the Superintendent of War Department Constabulary and Chief Fire Brigade Officer.

Temporary fires used by Plumbers and Electricians must not be taken into shops or offices unless previous authority has been obtained.

TEMPORARY FIRES, BLOW LAMPS, ETC., are not to be lighted in **DANGER BUILDING AREAS** without the prior written approval of the manager concerned. The approval will be specific and not general and the special form for the purpose will be used. One copy of the form will be issued to the Inspector, Danger Buildings, and one to the Chief Fire Brigade Officer.

WATER BOTTLES AND MAGNIFYING GLASSES in offices, etc., must be kept out of the sun's rays.

MATCHES, ETC., used for any purpose must be carefully extinguished and put in a safe place, and not thrown away carelessly.

FIRE BUCKETS, HAND PUMPS AND EXTINGUISHERS, ETC., must be kept in the places allocated to them and must be kept clear of any obstructions. Buckets and water containers should be kept filled with clean water, and supplies of sand and sandbags renewed after use.

MOTOR CYCLES must be placed in the sheds provided for them.

The following additional precautions must be observed under War Conditions:—

EMPTY PACKING CASES, loose wood or other inflammable materials must not be stacked within 30 feet of buildings.

STACKS OF BOXES IN THE OPEN should not normally exceed 20 feet by 20 feet in plan or 12 feet in height. The distance between adjacent stacks should be not less than the height of the stack with a minimum of 6 feet. Wherever possible means of access to tops of stacks should be provided, preferably in the construction of the stacks.

STACKS OF INFLAMMABLE MATERIALS INSIDE BUILDINGS should be subdivided by alleyways and be clear from walls and roof to allow access for fire fighting.

FRANCIS CARNEGIE,
Chief Superintendent, Ordnance Factories.