



Loss Prevention's 防损措施之

10-Minute Safety Trainer 10分钟安全培训员

Fire Extinguishers 灭火器

Leaders Guide 负责人指南

Target Audience 目标对象

■ **All Employees 全体员工**

1. In addition to knowing what your responsibilities are in an emergency, you should also know where your fire fighting equipment is located and what types of fire it can and cannot be used upon. 除了知道紧急事件发生时你的责任之外，你还应当知道消防设备放置的地方及其能够和不能用于的火灾类型。
2. Hand-held extinguishers are provided throughout the hotel, including service areas. Usually you will find extinguishers of a type appropriate to their environment (for example CO₂ near electrical switch panels, fire blankets in kitchens, and so on). 在整个酒店内放置手提式灭火器，包括服务区。通常灭火器的类型都适合其放置的周围环境（例如，二氧化碳灭火器靠近电气开关放置，灭火毯放在厨房等等）。
3. Your hotel ensures that hand-held extinguishers are properly maintained and have a valid maintenance tag. The maximum travel distance between you and a fire extinguisher must not exceed 25m (75ft). 你们的酒店应保证手提式灭火器的正确维护并配有有效的维护标签。从你到灭火器之间的最远距离必须不能超过25米（75英尺）。
4. The fire extinguishers that are most commonly used are water or foam AFFF fire extinguishers, or hose reels throughout the hotel. 酒店内最常用的灭火器是水灭火器或泡沫AFFF灭火器，或消防卷盘。
5. Other fire extinguishers for specific fire risks are as follows: 其他用于特殊火灾的灭火器类型如下：
 - Foam AFFF or multipurpose foam for areas where there is a risk of flammable liquid fires, such as oil, paint or petrol 抗溶性泡沫或多用途泡沫灭火器用于放置有易燃液体燃烧剂的区域，如油、油漆或汽油
 - Carbon dioxide for areas where there is a risk of fires involving electricity 二氧化碳灭火器用于涉及电气火灾的区域
 - Dry powder for use on all types of fire 干粉灭火器可用于各种火灾
 - Fire blankets for smothering a fire in areas such as kitchens 灭火毯用于熄灭，如厨房等区域内的大火
 - □'F' type wet chemical for fires involving high temperature cooking oils found in deep fat fryers 'F'型湿式化学灭火器用于涉及高温热油炸锅内的烹饪用油引起的火灾



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6. General instructions for use: 使用说明:

- Read the instructions on the side of the extinguisher to ensure the correct one has been selected 阅读灭火器侧面的说明，确保选择使用正确的灭火器
- Ensure that you are positioned between the fire and the escape route 确保你处于火灾与逃生路线之间的位置
- Pull out the safety pin firmly (this will be secured by an anti-tamper device) 用力拉出安全别针（有一个防止损坏的装置保护）
- Apply to the base of the fire in short bursts, keeping clear of smoke 迅速喷向大火的底部并避开烟雾
- If the fire is not out by the time the extinguisher is empty, leave, closing all the doors 如果灭火器用尽时大火仍未被扑灭，则离开现场并关闭所有的房门。

7. Safety – always put yourself first. If you have not been trained on how to extinguish a fire using a hand-held extinguisher and you are unsure of what to do, remember the most important thing is to raise the alarm if you discover a fire. You must leave the area, closing doors and windows behind you. We can always get a new carpet or curtains but we can't get a new you. 安全——始终首先安置自己。如果你没有接受过如何使用手提式灭火器灭火，并且不确定做什么，切记如果你发现火情，最重要的是报警。你必须离开现场并关闭你身后的门窗。我们还可以得到一条新地毯或窗帘，但是我们无法再有一个新的你。

8. If an emergency occurs at this property, it is likely that the representatives from the media will arrive to cover the event. If you are ever approached by the media while at work, and asked to answer a few questions or provide a statement, you must politely decline to answer and inform them that you are not authorised to make any statements. 如果酒店内发生紧急事件，媒体代表就有可能来到酒店进行报道。如果你在工作时受到媒体询问并要求回答几个问题或进行描述，你必须礼貌的回绝并告诉他们你无权发表任何陈述。

Try our Quiz below to see how much you know about 完成以下测验，检查你掌握的情况。



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The Quiz 测验	True 正确	False 错误
1. You should know where your fire fighting equipment is located and what types of fire it can and cannot be used for. 你应当知道消防设备放置的地方及其能够和不能用于的火灾类型。		
2. Usually you will find extinguishers of a type appropriate to their environment (for example CO2 near electrical switch panels, fire blankets in kitchens and so on). 通常灭火器的类型都适合其放置的周围环境（例如，二氧化碳灭火器靠近电气开关放置，灭火毯放在厨房等等）。		
3. You must respond to all alarms as if they are real. 你必须对所有真实的警报作出反应。		
4. Fire extinguishers are located so that you are always within 25 metres (75 feet) of one. 灭火器始终放置在距离你 25 米以内（75 英尺）。		
5. Dry Powder is the most common type of fire extinguisher. 干粉式灭火器是最常用的灭火器类型。		
6. Always ensure you read the instructions on the side of the fire extinguisher so that you are sure you are using the correct one for the type of fire. 始终保证阅读灭火器侧面的说明，以确保使用正确的灭火器用于火灾的类型。		
7. If you are unsure what to do if you discover a fire – the first thing to do is always to raise the alarm. 如果你发现火灾而不确定做什么——要做的第一件事是始终要报警。		

When you have completed this quiz, turn it in to your supervisor.
当你完成本测验后，请将其交给你的主管。

Name 姓名: _____

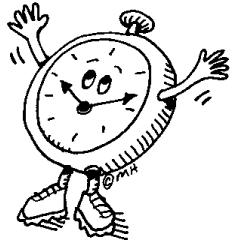
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QUIZ ANSWERS 测验答案

1. True. 正确。
2. True. 正确。
3. True. 正确。
4. True. 正确。
5. False. The fire extinguishers that are most commonly used are water or foam AFFF fire extinguishers, or hose reels throughout the hotel. However, dry powder for use on all types of fire. 错误。酒店内最常用的灭火器是水灭火器或泡沫灭火器，或消防卷盘。然而，干粉灭火器可用于各种火灾。
6. True. 正确。
7. True. 正确。



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Employee Sign-Off 员工签名

_____ Date 日期

_____ Hotel 酒店

_____ Training Facilitator 培训师

Today I participated in a Fire Extinguishers training program. I agree to observe and follow the safe work practices described to me in this training. I understand that should I have any further questions regarding this program or any safety issue, I should ask my supervisor. 今天我参加了灭火器培训课程。我同意遵守并遵循本培训中所描述的安全工作准则。我明白如果自己对本课程或任何安全事宜有任何问题，我都应咨询我的主管。

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