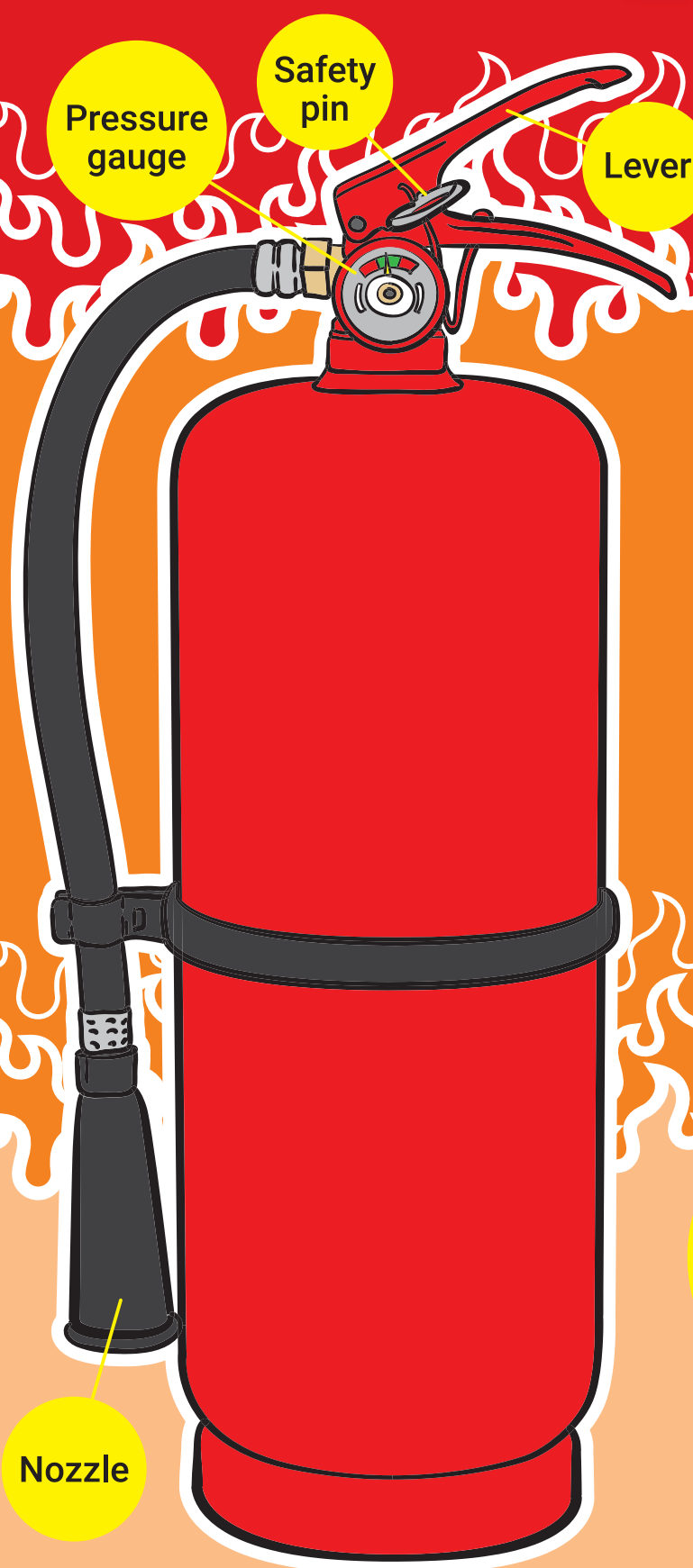


How To Use A Fire Extinguisher

GTWHI
**DISASTER RISK
MANAGEMENT**
**FOR CULTURAL
HERITAGE**



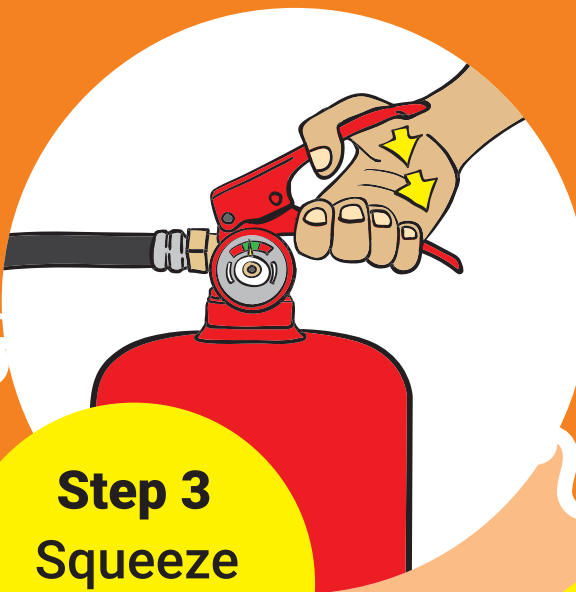
Step 1
Pull the
safety pin in
the handle



Step 2
Aim the
nozzle at the
base of the
fire



Step 3
Squeeze
the lever
slowly



Step 4
Sweep
from side
to side



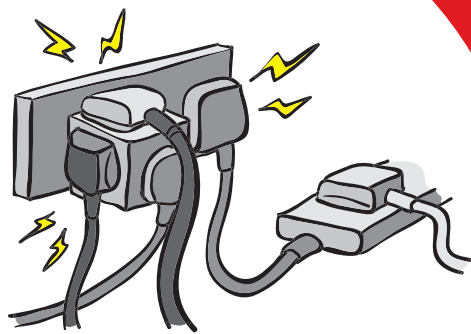
Emergency No.: 999



Reduce Fire Risks!

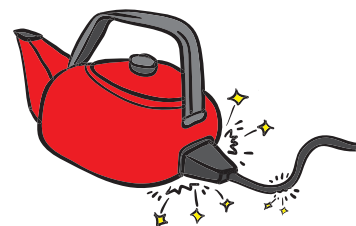
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**Limit
extension
cords**

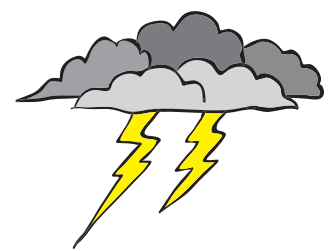


**Overloading
sockets**

**Check
electrical
wiring
regularly**



**Electrical
malfunctions**



Lightning



Cooking



Open fires



Fireworks



Smoking

**Do not
leave open fires
unattended**

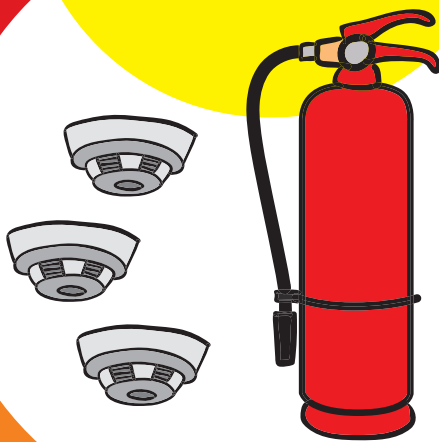
Emergency No.: 999



Be Prepared!

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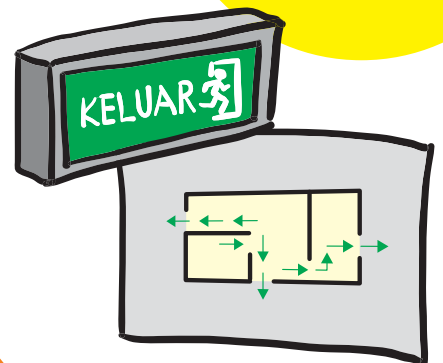
Install smoke detectors and fire extinguishers



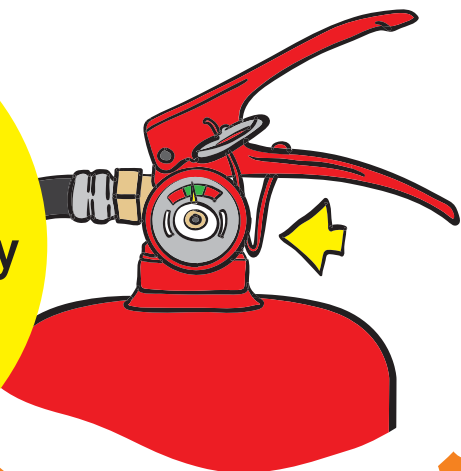
Clear all obstructions within your premises



Prepare an evacuation plan for your premises



Check the pressure gauge and date of expiry on the fire extinguisher



Keep a list of your valuables



Know your neighbours and local fire fighting team



Hold regular and informative drills



Emergency No.: 999



When Fire Happens

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1
Call 999

2
Fight small
fires with a fire
extinguisher

3
Evacuate
immediately
if fire is out
of control

5
Do not
hinder
emergency
operation

4
Alert the
neighbours

Emergency No.: 999



After The Fire

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**FOR CULTURAL
HERITAGE**

1
**File
a police
report**



2
**Seek
professional
help**



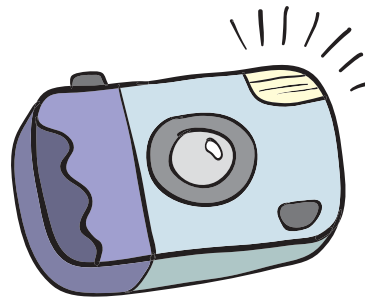
3
**Get clearance
from the authority
before entering
the scene**



4
**Enter the scene
with protective
gear and proper
footwear**



5
**Take
photos for
documentation
or insurance
purposes**



7
**Dispose
damaged
items
properly**



6
**Conduct
clean-up work
and disinfect your
surroundings**



Emergency No.: 999



Flood Emergency Kit

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Whistle

Plastic
container
and
utensils

Torchlight
and extra
batteries

Writing
tools
(paper and
pencil)

Important
contact numbers
and inventory
in hardcopy
(e.g. family, friends,
insurance emergency helpline,
local council, emergency
hotlines, inventory of
valuable items)

Copies
of important
documents in
a sealed bag
(e.g. IC, medical
records, insurance,
land title)

Raincoat
and
umbrella

Clean
plastic bags
(resealable bags,
garbage bags)

Bottled
water
(at least 1L - 1.5L,
smaller bottles
recommended)

Canned
food

***Keep all items
in a waterproof
backpack**

Can
opener
or utility
knife

Masks
and
gloves

First-aid kit,
medicine and
prescription
drugs

Cash

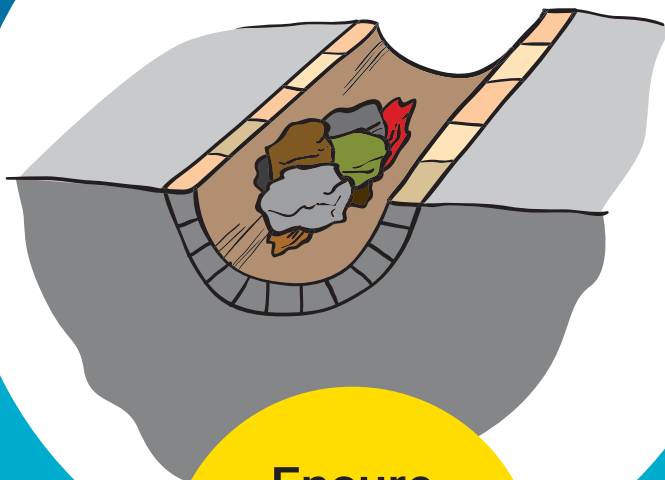
Essential
toiletries
(e.g. toilet paper, wet
wipes, hand sanitizer,
feminine hygiene
products, diapers)

Emergency No.: 999



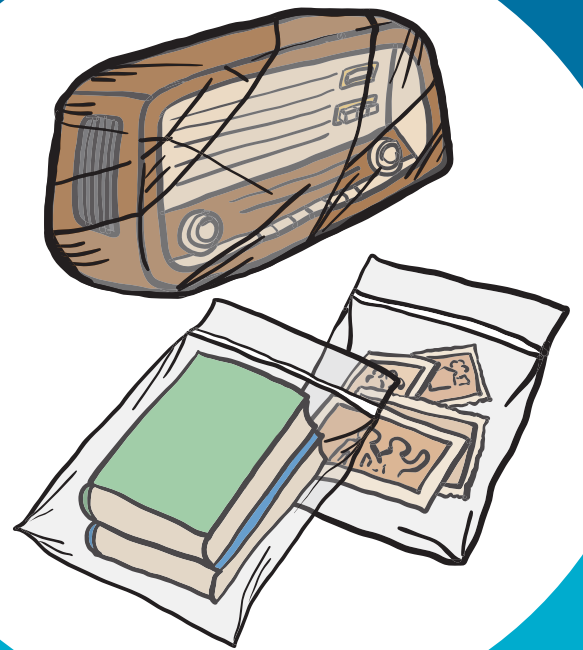
Be Prepared!

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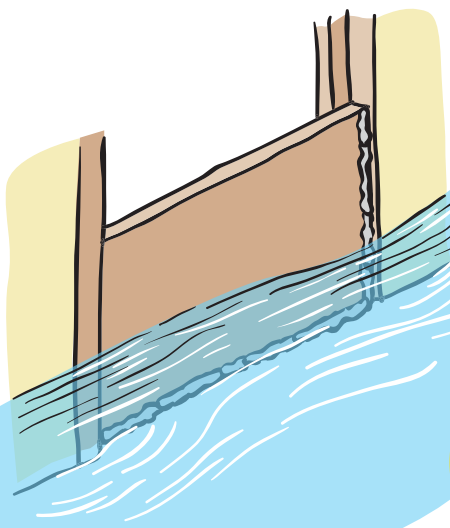


**Ensure
the drain
is not
blocked**

**Protect
important
objects
from water
damage**

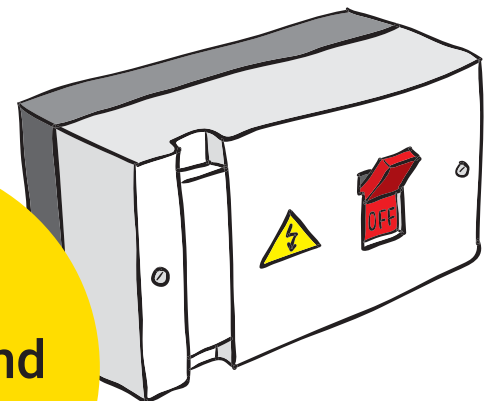


**Stay
calm and
pack your
emergency
kit**



**Set up
a flood
gate**

**Turn off
electrical
switches and
prepare for
evacuation**



Emergency No.: 999



When Flood Happens

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MANAGEMENT
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HERITAGE

1

Follow instructions from authority for evacuate



2

Evacuate with your emergency kit and important documents



3

Be equipped with protective gear and proper footwear



4

Do not touch electrical equipment soaked in water



5

Stay away from lamp posts and electrical items



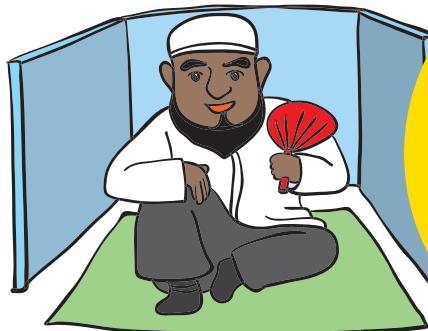
6

Beware of drainage ditches when evacuating in open areas



7

Stay at evacuation centre until further notice



Emergency No.: 999



After The Flood

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**DISASTER RISK
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**FOR CULTURAL
HERITAGE**

1
**File
a police
report**



2
**Seek
professional
help**



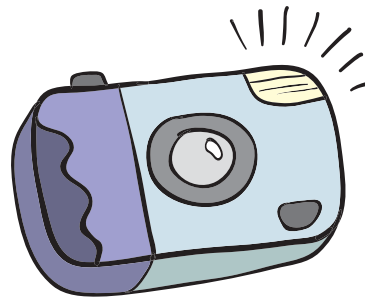
3
**Get clearance
from the authority
before entering
the scene**



4
**Enter the scene
with protective
gear and proper
footwear**



5
**Take
photos for
documentation
or insurance
purposes**



6
**Conduct
clean-up work
and disinfect your
surroundings**



7
**Dispose
damaged
items
properly**

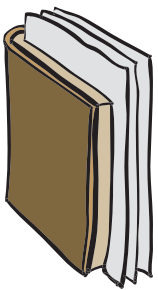


Emergency No.: 999



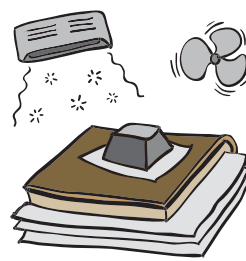
Save Your Wet Documents!

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HERITAGE



Step 1

Place book upright and slip kitchen towels between the pages to absorb moisture. Change kitchen towels frequently for quicker drying.



Step 5

Place wet documents in an air-conditioned room or within proximity of a fan to accelerate drying. Place weights on top of the document after slipping clean kitchen towels in between the pages.



Step 2

Do not forcefully separate documents that are stuck together.



Step 6

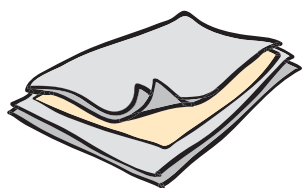
Use a steam iron to dry important documents faster. Take precaution with the following steps:

- I. Place document on a flat surface, with several layers of clean kitchen towels or white paper slipped between the pages.
- II. Place the printed side face-down and cover with another piece of kitchen towel. Do not press the iron directly on the document.
- III. Lightly press the surface of the covered document, evenly and not more than 5 seconds each time.
- IV. Keep the iron temperature at low or medium heat. A high temperature will shrink and wrinkle the document.
- V. Store the documents in a resealable bag once completely dried. Always check the document for signs of mould or moisture.
- VI. Always wash your hands thoroughly after handling the wet documents.
- VII. Refrain from any irreversible action that may cause further damage to the document.



Step 3

Use a plastic ruler or tweezers to separate the pages. Gently lift the corner of the document. Once the page's corner is lifted, use your fingers to separate the paper.



Step 4

Place wet documents onto a kitchen towel on a flat surface. Place more kitchen towels on top of the document. Do not use tissues or toilet paper which are thin and will stick to the document. Replace the wet kitchen towels with new ones from time to time.

Emergency No.: 999

