How To Use A Fire Extinguisher

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

Pressure gauge
Safety pin
Lever
Nozzle

Emergency No.: 999
Reduce Fire Risks!

Limit extension cords

Overloading sockets

Check electrical wiring regularly

Electrical malfunctions

Lightning

Cooking

Open fires

Do not leave open fires unattended

Fireworks

Smoking

Emergency No.: 999
Be Prepared!

- 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

1. Call 999
2. Fight small fires with a fire extinguisher
3. Evacuate immediately if fire is out of control
4. Alert the neighbours
5. Do not hinder emergency operation

Emergency No.: 999
After The Fire

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
**Flood Emergency Kit**

**Emergency Kit**

- Whistle
- Plastic container and utensils
- Torchlight and extra batteries
- Important contact numbers and inventory in hardcopy (e.g. family, friends, insurance emergency helpline, local council, emergency hotlines, inventory of valuable items)
- Raincoat and umbrella
- Bottled water (at least 1L - 1.5L, smaller bottles recommended)
- Canned food
- 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)

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

Clean plastic bags (resealable bags, garbage bags)

*Keep all items in a waterproof backpack*

**Emergency No.: 999**
Be Prepared!

- 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

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

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!

Step 1
Place book upright and slip kitchen towels between the pages to absorb moisture. Change kitchen towels frequently for quicker drying.

Step 2
Do not forcefully separate documents that are stuck together.

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.

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 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.

Emergency No.: 999