

BG Fire Safety Training- Quick Reference Guide

WHY IT MATTERS

BG operates offices, hubs, collection centres, and field sites across Nigeria. Generators, fuel stores, cooking areas, and electrical equipment are part of daily life at every location. A fire that starts small becomes catastrophic in seconds. Every team member and visitor on our premises is covered by BG's duty of care. This is not a compliance exercise — it is how we protect each other.

KNOW YOUR FIRE TYPES

Class	What Burns	Common at BG	Extinguisher to Use
A	Solid materials — paper, wood, fabric	Offices, stores, CMP sites	Water or foam
B	Flammable liquids — fuel, diesel, oil	Generator areas, fuel stores	Foam or dry powder
C	Electrical equipment and wiring	Offices, hubs, charging points	CO ₂ only
F/K	Cooking oils and fats	Canteens, field cooking areas	Wet chemical

Never use water on a Class C (electrical) or Class F (cooking oil) fire.

FOUR COMMON CAUSES AT BG LOCATIONS

- **Electrical faults** — Overloaded sockets, faulty wiring, and unattended charging devices
- **Generator use** — Generators placed too close to walls or fuel, left running unattended
- **Fuel storage** — Wrong containers, poor ventilation, no separation from ignition sources
- **Cooking areas** — Open flames unattended, gas cylinder leaks, grease build-up near cooking stations

THE RACE PROTOCOL — FIRST 2 MINUTES

R — Rescue: Move anyone in immediate danger. Only if safe to do so.

A — Alert: Raise the alarm. Notify the HSE Officer or IS Hub Admin at your site. Do not assume someone else has called.

C — Contain: Close (do not lock) all doors and windows as you leave.

E — Extinguish or Evacuate: Only fight a small, contained fire if trained and you have a clear exit. **If in doubt — evacuate.**

FIRE EXTINGUISHER — PASS TECHNIQUE

Pull the safety pin. **Aim** low at the base of the fire, not the flames.

Squeeze the handle to release. **Sweep** side to side until the fire is out.

Stand 2–3 metres back. Keep your back to the exit at all times. Stop immediately if the fire does not respond — evacuate.



EVACUATION & ASSEMBLY

- Follow green exit signs — never use lifts
- Report to your Hub Lead at the designated assembly point
- Do not leave the assembly point until officially cleared
- Assembly point location is posted on your site safety notice board

WHO TO CALL

Contact	When to Call
199 / 112 — Nigerian Fire Service (Different State Fire Services would have unique numbers)	Any fire, immediately — even if contained
HSE Officer / IS Hub Admin	First internal escalation at hub and field sites
P&C Team	Incident reporting and staff welfare
Security / Gate Officer	Direct the fire service to your exact location

HOW TO REPORT AN INCIDENT

- Secure the scene
- Notify the HSE team
- Complete the Incident Report Form
- Submit to P&C within 24 hours — countersigned by your HL or AHL
- Support any root cause investigation — cooperate fully and preserve evidence

Report near misses too. That is how BG prevents the next one.