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prepared by M. E. Evans

STANLEY TOWN COUNCIL FIRE BRIGADE

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Please hang in a suitable place where all may read

FIRE BRIGADE

Even with the closest co-ordination and the greatest human and mechanical speed, there must be a time lag between the occurrence of a fire and the time at which the Brigade can arrive.

During this time lag all occupants of buildings should take whatever steps are necessary.

A PLAN OF ACTION

All concerned should, if an outbreak of fire occurs, know the means of escape; where the building's own fire appliances are, if any; how to use them; where the nearest fire hydrant or water supply is located.

WHAT CAUSES FIRE ?

Fires can occur in every class of building or property.

No type of building is immune from the danger of fire.

It must be remembered that it is the contents of a building which generally constitute its most dangerous fire risk. Even what is known as a "fire-proof" or "fire-resisting" building may be the scene of a most disastrous fire involving loss of life as well as the building's contents.

Carelessness of one kind or another causes fires. It is a very human failing, impossible to eliminate entirely from the average individual.

Waste paper, rags — particularly oily rags, and litter of every kind should be placed in a proper receptacle and cleared away regularly.

In modern times the increased use of highly inflammable liquids for transport, and oil firing, have greatly increased the danger of fire.

Extreme care is needed in the handling of these substances.

Furthermore, familiarity still breeds contempt, even among those handling petrol and other dangerously inflammable materials.

WHAT FIRE IS

Fire is a chemical process.

Oxygen is a constant factor in our atmosphere constituting one-fifth of its bulk, therefore where air is present so is there danger of fire and combustion.

This danger, although well recognised and notwithstanding all precautions is ever present with the many materials in use to-day.

The heat of a match or even a tiny spark is quite sufficient to ignite many everyday materials, and what was in the first place a tiny glow may quickly become a serious fire.

THE HOSE REEL

The simplest and undoubtedly the most effective form of "water-line" fire protection in the hands of the amateur is the first-aid Hose Reel. In its most modern form, this Reel enables anyone without experience to attack a fire very effectively. It is only necessary to open one valve, while taking the nozzle from its bracket, walk as near as is practical to the scene of the fire, and open the nozzle. Only as much hose as is necessary need be drawn off the reel, confusion is avoided, and as soon as the fire is extinguished, unnecessary water damage can be obviated simply by closing the nozzle cock.

HINTS ON FIRE PREVENTION

1. Properly extinguish lighted matches before throwing them away. It is a good plan to break the match in half after use.
2. Use an electric torch or wander-lead instead of a naked light in lofts, cupboards, etc.
3. Never allow smoking in the vicinity of highly inflammable substances or packing materials. Do not smoke in bed, in cupboards under stairs, attics or other places not frequently entered.
4. Put out cigarette ends, cigar ends and pipes before throwing them away, even when depositing them in ash-trays. Never go away and leave alight a partly smoked cigar, cigarette or pipe.
5. Keep roofs and gutterings free from paper, dry leaves, birds' nests, etc., as these may easily be ignited by sparks and burn for some time without being noticed.
6. Keep buildings clear of litter and rubbish; never allow accumulations near stoves; place all waste paper, rubbish, etc., in metal receptacles with lids and have them emptied regularly.
7. Use the greatest care in the handling and storing of petrol. Do not keep petrol in the house. Use warning notices against smoking wherever petrol is stored. Prohibit the use of petrol for kindling fires. Never use petrol or highly inflammable liquid for cleaning purposes.
8. After using a portable electric radiator, electric iron or other domestic appliance, be careful to switch off at the wall switch and disconnect the plug. Use properly the correct fuse wire when replacing blown fuses. Never permit electric wire to remain uncased or to be left severed with ends unbutted. When electric faults develop notify the Power and Electric Department.

9. Have all chimneys and flues cleaned frequently and keep them and also hearths in good repair. Keep smoke pipes well away from combustible material. Use only metal containers for the removal of ashes. Never rake out a fire before leaving for the night; use a guard or dampen down if there is too much fire to be left.

10. When leaving the RAYBURN Cooker for any period of time, make sure the doors are well secured. If the fire door catch is worn a repair should be made without delay. Never leave dampers open, especially on the modern type of room heater, such as Esse's, Courtier's, etc., when leaving the room.

11. When frying food in boiling fat, avoid intense flame and keep the level of the fat well down the pan. Should fire occur, never apply water; a useful expedient is to cover the pan with a larger lid or other cover. If necessary to remove a pan of burning fat, take care to walk backwards or sideways to avoid flame coming into contact with the person or clothing, and wrap the hand holding the pan in a dampened cloth.

12. Keep matches out of the reach of children, and always store them where they will be safe from mice.

13. Never leave clothes or bedding to dry or air before a fire unless you intend to remain in the building.

14. Keep floors of all oil stores as free from oil as possible.

15. Have all oily waste and polishing rags put into metal containers. These should be cleared regularly, as such materials are liable to ignite spontaneously.

16. If a person's clothing catches fire, get him to lie down immediately and wrap a rug or blanket round him. Use woollen material for this purpose wherever practicable.

17. See that everyone knows the best means of escape in an emergency. Keep all fire exits free from obstruction.

18. If it is necessary to pass through a smoke-laden atmosphere, remember the smoke is less dense near the floor. Move on hands and knees or crawl if necessary, to avoid suffocation.

These fire prevention measures along with other notes are to safeguard you and yours against the awful hazard of FIRE, "MAN'S WORST ENEMY". Please read carefully and hang in a suitable place where all may read.

M. E. EVANS,
Superintendent Fire Service.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity.

The second part of the document provides a detailed breakdown of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts.

The third part of the document discusses the various types of accounts used in accounting. It categorizes accounts into assets, liabilities, equity, revenue, and expense accounts. It also explains how these accounts are used to record and summarize financial transactions.

The fourth part of the document covers the process of journalizing and posting. It explains how transactions are recorded in the journal and then posted to the ledger. It also discusses the importance of double-entry accounting and how it helps to ensure the accuracy of the financial records.

The fifth part of the document discusses the process of adjusting entries. It explains how adjusting entries are used to record accruals, deferrals, and other adjustments that are necessary to ensure that the financial statements are accurate and complete.

The sixth part of the document discusses the process of preparing financial statements. It explains how the adjusted ledger is used to prepare the balance sheet, income statement, and statement of owner's equity. It also discusses the importance of providing a clear and concise summary of the company's financial performance.

The seventh part of the document discusses the process of closing the books. It explains how the temporary accounts are closed to the permanent accounts and how the closing process helps to reset the accounting system for the next period.

The eighth part of the document discusses the importance of internal controls. It explains how internal controls are used to prevent and detect errors and fraud, and how they help to ensure the accuracy and reliability of the financial information.

The ninth part of the document discusses the role of the accountant. It explains the various responsibilities of an accountant, including recording transactions, preparing financial statements, and providing financial advice to management.

The tenth part of the document discusses the future of accounting. It discusses the impact of technology on the accounting profession and the need for accountants to stay current in their skills and knowledge.