

APPENDIX O: TRAINING GUIDE - FIRE SAFETY

Effective dissemination of safety information is an integral part of the Injury and Illness Prevention Program. This document was created to facilitate worker safety training. Training must be completed before the use of any tool or piece of equipment, exposure to any hazardous conditions, and/or when new hazards are identified.

In Preparation for this meeting (items needed):

- Training Documentation Form
- Campus Evacuation Map

Be Prepared

Fire safety is everyone's responsibility. Fire safety training is required annually to prepare all employees for a fire emergency. The following measures can help to be better prepared to handle a fire:

- Know the exit routes from your shop, floor, and building. Study these in advance. It is easy to become disoriented during an actual emergency.
- Know the locations of fire extinguishers and know how to use them via the PASS method. Take the time to read the instructions. Report any missing extinguishers immediately.
- Make sure that emergency numbers are posted on your telephone. Include your room number.
- Report any unsafe conditions to the Campus EH&S Office immediately.

Discussion Topic: What has your workplace done in preparation for a fire?

Fire Do's and Don'ts

Most fires start out small, but after a few minutes they can be out of control. It's important to act fast to sound the alarm and just as important to know what to do. Here are a few do's and don'ts that will help you stay safe during a fire:

- **DO:** Close all doors on your way out of the shop. This will slow the spread of fire and smoke. Activate the nearest fire alarm pull station.
- **DO:** Report the fire; don't assume someone else will do it. Call the campus police at 911.
- **DO:** Use stairs to vacate the building. Assemble outside.
- **DON'T:** Use an elevator. Elevators can be very dangerous in a fire, even when they appear to be safe.
- **DON'T:** Arbitrarily break windows. Falling glass is a serious threat to pedestrians and fire fighters or rescue personnel below.
- **DON'T:** Exit until you have felt the top of exit door. If the door is hot, or if excessive smoke prevents your exit, keep the door closed.
- **DON'T:** Go back for your personal belongings if ordered to leave the building.

Types of Fires and Extinguishers

Fire extinguishers can be classified into four classes depending on the type of fire they extinguish.

Class A-Ordinary combustibles fires such as paper, rags, wood

Class B-Flammable liquid fires such as oil, solvents, gasoline, grease

Class C-Electrical fires

Class D-Combustible metals

Here are the **most common types of fire extinguishers**:

- **Pressurized water extinguisher** - Use only on Class A fires. Do not use on Class B or C fires. (This could cause fire spread or electrical shock.)
- **Carbon Dioxide** - Use on Class B or C fires
- **Dry chemical/Combination A, B, C**-Use on Class A, Class B and Class C fires.

Discussion Topic: What types of fire extinguishers are used in your workplace?

How to use a *Fire Extinguisher*

If a fire extinguisher is used, remember the **“PASS” acronym**:

Pull ring from extinguisher handle

Aim nozzle at base of fire

Squeeze Handle

Sweep nozzle back and forth as you advance

Fire extinguisher training is available. Contact the EH&S Office for further information.

Discussion Topic: Does everyone understand the PASS method?

Fire Prevention

- Do not store items in corridors, aisles, exit routes, stairwells, fan rooms, equipment rooms, or electrical rooms. Keep these areas clear.
- Try to avoid using extension cords for various small appliances. Do not use ungrounded plugs or multiple outlet adapters. These are not permitted and tend to overload electrical circuits, causing fires to occur.
- Always keep fire rated doors closed. These doors are designed to slow the spread of fire and protect egress routes.
- Store and handle chemicals and flammable liquids properly. Flammable liquids must be stored in limited quantities and be kept in approved flammable liquids storage cabinets.

Discussion Topic: What other fire prevention measures have been instituted in your workplace?

In the Event of a Fire

Use the nearest emergency shower or stop, drop, and roll! If it is safe to do so, attempt to extinguish the fire using a fire extinguisher.

Discussion Topic: Identify the nearest emergency showers and practice stop, drop, and roll.

Key Takeaway Points

- Know the evacuation routes and meeting location for the shop.
- Prepare for and know what to do in the event of a fire.
- Know how to use a fire extinguisher.
- Know fire prevention measures.

See Also

- Fire Extinguisher Training – contact the EH&S Office for further information.