

What To Do In Case of Fire

SOUND THE ALARM: Do not underestimate any fire. Sound the fire alarm and call the local fire department immediately if a fire breaks out. Choose a safe location to make the call. It will be helpful for emergency responders to know the size and location of the fire and the general hazards in the area (such as chemicals, compressed gases etc). Follow your own company's procedures in responding to fires.

USE YOUR JUDGEMENT: When you see smoke or fire, you should use your own good judgment before you decide to extinguish the blaze. Attempt to fight the fire only if

1. You know the type of combustible material burning.
2. You have been trained to use the fire extinguisher correctly
3. The fire is still in the incipient (beginning) stage
4. The fire cannot block your exit if you fail to put it out.

COMMUNICATE: Once you have decided to extinguish the blaze, make every reasonable attempt to tell at least one other person what you are doing. This person should report your activity to emergency responders when they arrive on the scene.

USE THE CORRECT EXTINGUISHER: Different fire extinguishers are recommended for each type of fire. NEVER use a water-type extinguisher on live electrical equipment. The electrical current following the water stream to your body can electrocute you instantly. NEVER throw a stream of water on a CLASS B fire. You can splatter flaming liquids over a wide area, spreading the fire out of control. Also be sure that the fire extinguisher is large enough to put out the entire fire. If the fire threatens your escape path, your extinguisher runs out of agent or is ineffective, or if the fire gets too large or out of control, evacuate immediately.

EVACUATION: Follow your company's emergency action plan. This plan should include procedures to warn other building occupants, and designated locations to gather outside of the building so that head count can be taken. Make sure that the designated area is a safe distance from the fire. The last person out of the room with the fire should close, but not lock the door. Proceed to the exit using stairways instead of elevators. Remain available to give vital information to professional firefighters about location, size, occupants, and shut off valves.

PREVENTION: is the key when it comes to firefighting. Know where the general use fire extinguishers are throughout your facility or work area. Don't hang your coat over them, or stack material in front of them. Extinguishers are never needed until they are needed NOW. Keeping them easily visible and easily accessible at all times helps ensure that when a fire emergency occurs, a fire extinguisher can be easily and quickly reached.

Keeping storage and working areas free of trash and placing oily rags in covered containers help prevent many fires from occurring. Help prevent flammable liquid fires by storing flammable liquids away from spark producing sources in tightly closed spill-proof containers. Use only what you need in a well ventilated area. Don't refuel gasoline-

powered equipment while it is hot and don't refuel gasoline-powered equipment in a restricted area in the presence of an open flame such as a furnace, water heater, or lighted cigarette.

Help prevent electrical fires by looking for old wiring, worn insulation and broken electrical fittings and getting them repaired immediately. Investigate any appliance or electrical equipment that smells strange. Unusual odors can be the first sign of fire. Don't overload wall outlets. Utility lights should always have some type of wire guard over them. Heat from an uncovered light bulb can easily ignite ordinary combustibles.

Review your company's emergency action plan. When an emergency arises, you will not have time to find it and read it then.