

# FIRE AND LIFE SAFETY TRAINING



# Objectives

- **General Information**
- **Emergency Evacuation Plans / Regulatory Requirements**
- **Notification Systems**
- **Emergency Exits and Fire Doors**
- **Electrical Safety**
- **Fire Prevention**
- **Types of Portable Fire Extinguishers**
- **Use of Portable Fire Extinguishers**

# The Elements of a Fire



- Oxygen to Sustain Combustion
- Heat above Combustion Point
- Fuel to Sustain the Fire

**DHHS Policy On Fire is to**

**EVACUATE THE BUILDING**

**“DO NOT GO BACK INTO THE BUILDING  
FOR ANYTHING, NOT EVEN TO ATTEMPT  
A RESCUE”.**

# There Is A **Fire** What Do I Do?

- Upon discovering a fire, immediately sound the building fire alarm and/or alert other occupants.
- From outside of the building dial 9-911.
- Provide your name, which building you are in, and the location of the fire.

# FIRE!

- When you evacuate, do not stop for personal belongings. Leave immediately using the nearest exit. Do not use the elevators.
- Evacuate to the designated meeting location for the building and out of the way of emergency personnel.

# Regulatory Requirement

- The Occupational Safety and Health Administration (OSHA) requires emergency evacuation plans under 29 CFR 1910.38

# Emergency Evacuation Plans

- Emergency Evacuation Plans for all buildings must be updated annually.
- This plan must include:
  - Approved primary and secondary meeting locations
  - Notification method
  - Building Evacuation Routes
  - Designation of a Safety Representative and Floor Monitors.





# Training

All DHHS employees must be trained annually on the following subjects:

- How to use a Fire Extinguisher
- Emergency Evacuation Plans
- Participate in Fire Drills & Evacuations



# Notification Methods

All campus buildings must have some sort of notification system to warn occupants. This may include one or more of the following:

- Voice – yell  
help/fire/Code Red.
- Public Address system (PA)
- Alarm Pull Stations



# Alarm Systems

Many DHHS buildings have an alarm system of one kind or the other.

- Clear protective covers do not activate the alarm
- Pull stations are typically located near the exits.



# Fire Alarm Panels

Only authorized persons are allowed to access fire alarm panels. Panels should remain LOCKED at all times.

Never silence an alarm without the approval of the fire department or after clearance of the building by appropriate authorities.



# RACE Method of Evacuation

- **R** Remove all persons in danger!
- **A** Always pull the alarm and notify Emergency Services.
- **C** Contain the fire by closing the windows and doors.
- **E** Extinguish the fire only if you are trained and confident.

# Means of Egress

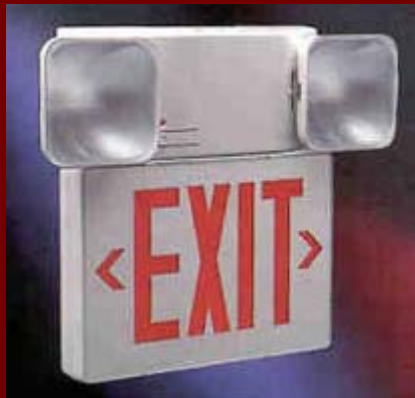
A continuous and unobstructed way of exit travel from a building or structure.

- ✓ Egress must be unobstructed and unlocked while the structure is occupied.
- ✓ Stairwells should remain clear also – items should not be stored in these areas.



# Exits

- Exit access must be clearly indicated so building occupants know the direction of escape.
- Artificial illumination must have backup
- Emergency lights must be checked monthly for 30 seconds & annually for 90 minutes.



# Exits

- All exits must be clearly visible – no mirrors, curtains, or other camouflage.
- All exits must be clearly illuminated with at least 5 candlepower.
- Doors which may be mistaken as exits must be clearly labeled as “**Not an Exit**”.





# Fire Doors

- Door stops, wedges and other unapproved hold-open devices are prohibited on fire doors
- Swinging fire doors shall close from the full-open position and shall latch automatically



# Building Evacuation

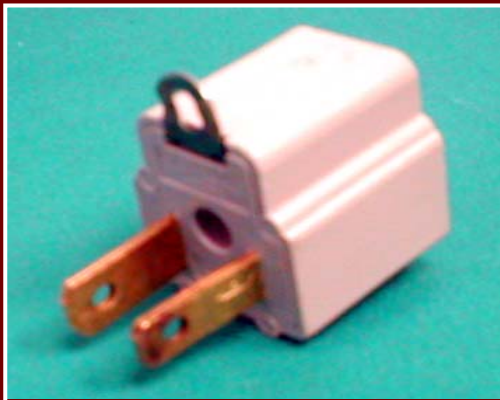


- Proceed to nearest exit in an orderly fashion.
- Assemble at least 300 feet from the building at your designated meeting location. Provide emergency crews with information about people still in the building.
- Never re-enter a building until instructed to by the police department, fire department, or Designated staff.



# Precautions Against Fire

- Clearance of not less than 36 inches shall be provide between all electrical service equipment (electrical panels) and storage.
- Multiplug adaptors, such as cube adaptors, unfused plug strips or any other device not complying with NFPA 70 are prohibited.



# Electrical Safety



- UL listed transient voltage surge protectors may be used to protect computer equipment.
- Surge protectors **MAY NOT** be
  - Daisy-chained together
  - Used as extension cords
  - Used with heaters



# Electrical Safety

- Extension cords and flexible cords cannot be a substitute for permanent wiring.
- These cords cannot be nailed, stapled, run under carpet, wrapped around furniture, run across the ceiling, or attached to any surface by any other creative means.
- All cords should be in good condition.



# Open Flames

- Open flames are not allowed in DHHS buildings.
- Candles and burning incense are not permitted.



# Portable Space Heaters



- Require Dr's. Note
- Director Approval
- Approved type
- Electrical Inspection prior to installation



# Incipient Stage Fires

Fires in the initial or beginning stage and can be controlled or extinguished by portable fire extinguishers.



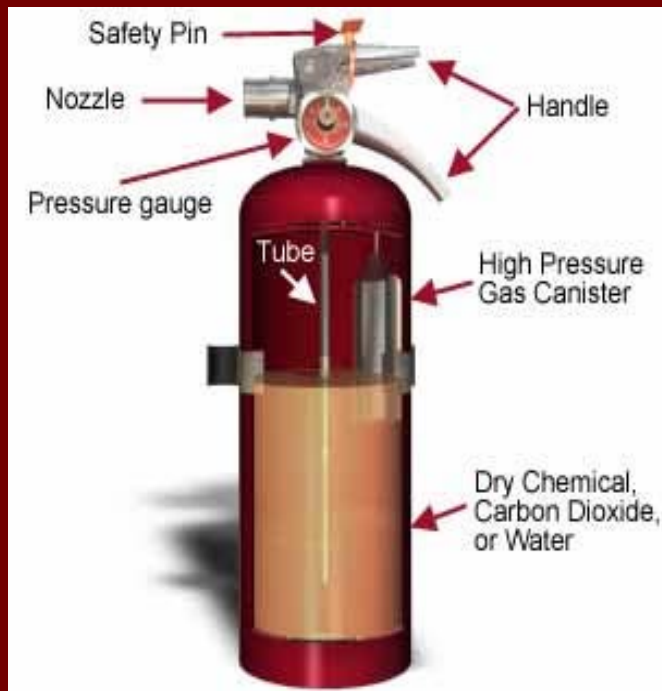


# Fire Extinguisher Basics

- Do not endanger yourself.
- Only use extinguishers if the fire is manageable and you know how to use the extinguisher.
- Sound the alarm, dial 9-911 and get out!!!
- Notify State Facility Services or Landlord of leased building



# How a Fire Extinguisher Works



- Pressure Gauge indicates charge status
- Safety Pin releases the handle
- Depressing the Handle activates the Gas Canister
- Extinguishing Agent rises thru draw tube
- Nozzle directs Agent to fire

# How to Use a Fire Extinguisher

- Pull pin
- Aim
- Squeeze
- Sweep



# Additional Information...

 **U.S. Department of Labor**  
Occupational Safety & Health Administration

[www.osha.gov](http://www.osha.gov) MyOSHA Search  GO [Advanced Search](#) | [A-Z Index](#)

**eTOOLS**

eTools Home : [Evacuation Plans and Procedures](#) [Viewing / Printing Instructions](#) | [Credits](#)

## Evacuation Plans and Procedures

eTool


[Home](#) | [Emergency Action Plan \(EAP\)](#) | [Workplace Evaluation](#) | [Expert Systems](#) | [Additional Assistance](#) | [Site Map](#)

### Fire Extinguisher Basics

[Fight or Flee?](#) | [Extinguisher Basics](#) | [Extinguisher Use](#) | [Extinguisher Placement and Spacing](#)  
[Hydrostatic Testing](#) | [OSHA Requirements](#) | [Test Your Knowledge](#)

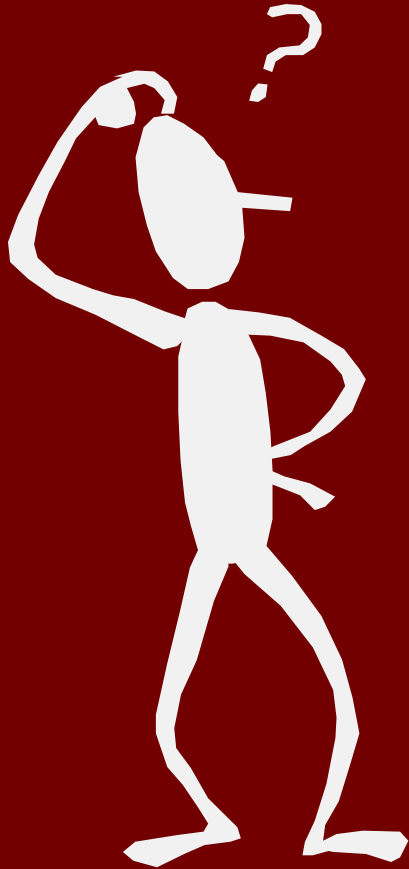
This section contains basic information on fire and fire extinguishers. It is broken into the following modules:

- [Fire and extinguisher operation](#)
- [Types of fire extinguishers:](#)
  - [Air-pressurized water extinguishers](#)
  - [Carbon dioxide extinguishers](#)
  - [Dry chemical extinguishers](#)



[http://www.osha.gov/SLTC/etools/evacuation/portable\\_about.html](http://www.osha.gov/SLTC/etools/evacuation/portable_about.html)

# Do You Know???



- Where is the nearest fire alarm station?
- Where is the nearest fire extinguisher?
- Where is the primary exit?
- Where is the secondary exit?
- Where is your emergency procedures manual?