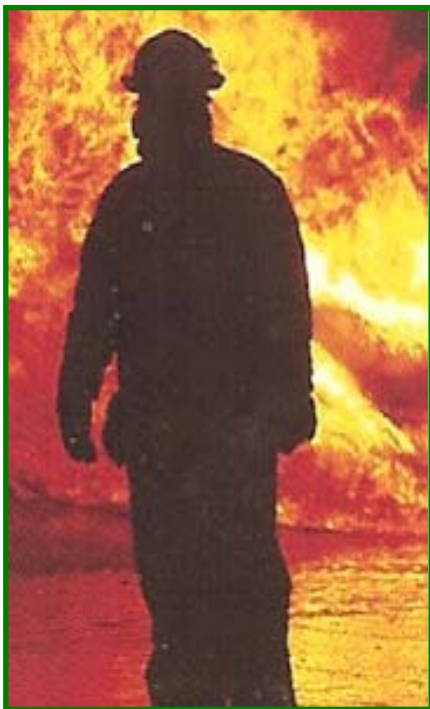


**Fire Response – Preparedness:**

Being prepared to respond quickly to an emergency situation such as a fire has a number of benefits. Most fires start out small but after a few minutes they can be out of control. It's important to know in advance what to do and to think fast and act with caution. When you first discover a fire determine what to do immediately. If the fire is small and you are confident that it is controllable and your safety is ensured, attempt to PUT IT OUT. Employees should know in advance of a fire erupting where the fire extinguishers are located and how to use them correctly so that they can find them quickly when needed. Do not underestimate any fire. If the fire is too much for you to handle safely, report it immediately and initiate the alarm/emergency response system that is used in your department including the immediate notification of the local fire department. The alarm system used may consist of voice communication on the intercom, hand-held or CB radios or sound signals such as bells, whistles or horns. It is best to have the fire department respond and not be needed than to have them arrive too late and be unable to control a fire or make a rescue. Designate an employee to meet and direct the firefighters to the fire.



Warn all people in the area immediately so they can exit to designated gathering points safely and quickly. Employees should be familiar with multiple exits to get out of the building safely in case the primary exits are blocked. Assist any person in immediate danger to safety if it can be accomplished without risk to yourself. The first priority in a fire situation is ensuring your own safety.

**Don't Attempt To Fight A Fire If These Conditions Exist:**

- You don't know what is burning.
- You can't see what is burning.
- The fire is spreading rapidly.
- The fire might block your escape routes if you don't exit immediately.
- You don't have the proper equipment or knowledge to safely extinguish the fire.
- You might inhale toxic smoke.
- Your instincts tell you not to do so.

If any of these conditions exist, it is best to just evacuate the building immediately and proceed to a designated gathering area where head counts can be taken. Never reenter a building that you have evacuated due to a fire without permission from the fire department.

**Remember To Be Aware That You Should Stay A Safe Distance Away From The Fire:**

If an untrained person tries to extinguish a fire, some serious mistakes can happen. Any of these mistakes can cause the fire to become worse, or injure or kill an individual. Heat from a fire can incapacitate you. Smoke can overcome you. Toxic vapors from chemicals or gases stored in the building can suffocate you. Explosions can send debris flying which can strike you or land on you. You can unintentionally come in contact with electrical lines. Stay back and out of the way unless you are asked to help by the firefighters.

**Help Protect All Of Our Livelihoods – Take Steps To Prevent Fires At Our Workplace:**

The key to any successful fire prevention program involves making all employees aware of the devastating effects of fire at our workplace. Keep your work area free of grease, flammable chemicals/solvents or oil and accumulations of flammable wood fiber. Report to maintenance any equipment with frayed or damaged electrical cords or other such hazards that could result in the accidental ignition of a fire. Commit to following proper wet down procedures when performing hot work such as cutting and welding. Protect your livelihoods by being vigilant in identifying potential sources of ignition and helping to control them.

**If you have specific questions or concerns related to Fire Protection and Prevention in your department, please contact your supervisor or lead person immediately.**