

## **FIRE PREVENTATIVE MEASURES**

- Ensure that smoke alarms and fire suppression systems are in top working condition
- Conduct regular fire drills and training
- Ensure no egress windows are nailed shut
- Never use flammable chemicals such as gasoline, benzene, or naphtha indoors
- Store flammable chemicals in approved containers in well-ventilated storage areas
- Discard all rags soaked in flammable liquids in exterior metal garbage containers
- Ensure electrical wiring is up to code
- Inspect extension cords for damage
- Do not overload extension cords or outlets

### **REMEMBER**

Small flames can become severe in just 30 seconds, and reach temperatures as high as 600 degrees F!

### **IF SMOKE IS DETECTED**

- Notify management immediately and begin a calm, orderly evacuation; If a cause cannot be ascertained, or the smoke is severe, call 911

### **IN CASE OF FIRE AT YOUR FACILITY**

1. Remain calm, call 911 and pull a fire alarm
2. If it is safe to do so and you have more than one escape route, use a fire extinguisher
3. If the fire is inside your structure, there is considerable smoke, or lives are at risk,

### **EVACUATE THE BUILDING**

- DO NOT open any doors with hot handles
- In smoke filled areas, crawl low to the ground to avoid smoke or fumes
- If clothes catch fire, STOP, DROP & ROLL

4. Turn off all gas valves or pumps if applicable

### **ONCE THE FIRE HAS BEEN EXTINGUISHED**

1. Immediately see to the medical treatment of any burn victims, call 911 if necessary
2. The fire department will remove the smoke
3. Assess the impact to your operations
4. Clean up water, mindful of electrical hazards
5. Report the incident to your insurer, documenting the incident as directed

Do not throw anything away unless you are authorized to do so by your insurance company