



# Fire Prevention Plan - Know Where to Go

# Overview

The basic objective of fire protection is to prevent personal injury and loss of life. The most important factors to consider in providing adequate employee safety in a fire situation are:

- ✓ the availability of proper exit facilities to assure ready access to safe areas and
- ✓ employee training as to what to do in the event of a fire.

## Evacuation procedures

Once the fire alarm sounds, proceed to the nearest exit in an orderly fashion. If the fire is near you, be especially aware of smoke and noxious fumes. These fumes enter the lungs and leave a person unconscious. All fires consume oxygen to burn. Most victims of a fire suffocate from lack of oxygen. They are already unconscious or dead before the flames reach them.

When inside a burning building, shut all doors within reach. If you can make your way to an exit, get to your hands and knees and crawl. This is important because smoke and heat rise rapidly, and you will inhale less smoke near the floor. As a rule, elevators should not be used during a fire or fire drill. Outside, get upwind of the fire to avoid inhaling smoke and fumes.

When escaping a fire, using any type of shield, heavy blankets, or tarps will help you get out of the building with less risk of injury. A wet cloth or handkerchief over your nose will help cut down the smoke intake.

## Employee training

OSHA regulations contain specific training requirements for fire prevention plans. At 29 CFR 1910.38(b)(4), the rule says that you must make the employees aware of the fire hazards of the materials and processes to which they are exposed.

You must review with each employee those parts of the fire prevention plan that the employee must know in the event of an emergency.

## Training tips

Cover specific elements of your fire evacuation procedure.



Inform employees of the location of exits in your facility and the areas where they should gather to account for everyone after an evacuation.

Be specific about the kinds of fires likely to be encountered at your facility. Chemical fires are of special concern because of their high toxicity and high volatility. Make sure employees understand that a chemical fire may quickly spread out of control, and only trained people should combat such fires.

### **Where to go for more information**

OSHA regulations 29 CFR 1910.38, Employee emergency plans and fire prevention plans.



# Sample Safety Meeting Agenda

## 1. Accidents, injuries, near-misses, discuss:

- Incidents that have occurred in your company since the last meeting.
- Any follow-up that has been done as a result of investigations into incidents.
- Incidents that have happened in other companies.
- Updates to the company's Accident Prevention Plan from "lessons learned."

## 2. Results of safety inspections.

- Discuss the results of recent safety inspections.
- Follow up on assignments for eliminating or controlling identified hazards.
- Encourage employees to identify any unsafe conditions or tasks.
- Discuss ways to eliminate or control the hazards.
- When appropriate, assign responsibilities for eliminating or controlling identified hazards.

## 3. Training.

- Discuss any new safe work procedures or other policies and procedures that need to be implemented.
- Safety Topic of the Month: a presentation and discussion on the chosen topic.

## 4. Open forum.

- Any one who has a concern about safety and health should bring it up for discussion.

## 5. Next meeting.

- Set the time, date, and place for the next meeting.
- Select a Safety Topic and designate the presenter/discussion leader.



## Employee Sign-in Sheet

Persons attending this meeting:


Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

