

FIRE SAFETY PRACTICES AND PROCEDURES

One of the most costly and destructive causes for loss of life and property that the City could experience would be from a major fire.



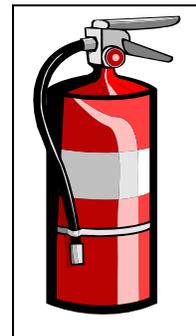
Reporting Fires

All employees should:

- Report fires **immediately** to 9-1-1 and follow the procedures outlined in your Emergency Fire Plan. **NOTE: From a ROLM Telephone System, Dial “9-1-1.” All other telephone systems require you dial “9-9-1-1;”**
- Know your department’s Emergency Fire Plan;
- Know the location of the exits; and,
- Know the location, correct operation and usage of the nearest fire extinguisher.

Portable Fire Extinguishers

- Know the location of the closest and correct fire extinguisher;
- A fire extinguisher should be used only on a small fire;
- Use a fire extinguisher only if trained to use it;
- Most portable fire extinguishers are classified as:
 - **A:** For fires involving combustibles like wood or paper
 - **B:** For flammable liquids
 - **C:** For electrical wiring and equipment
 - **ABC:** For combination fires
 - **D:** For combustible metals like magnesium and sodium



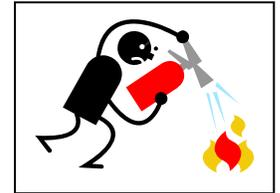
NOTE: Additionally, portable Halon fire extinguishers should be used to extinguish fires involving computers or other sensitive electrical equipment.

- Before fighting a fire, be sure that:
 - You have been trained to operate the extinguisher;
 - Everyone not designated to use the extinguisher leaves the area and someone has sounded the alarm and called the fire department;

- You have an unobstructed escape route in case you can't put out the fire;
- The fire is small, confined and not spreading; and,
- You know what's burning and your extinguisher is right for the fire.

- Using portable fire extinguishers – PASS

- Keep your back to a clear exit and stand six to eight feet away from the fire and remember the acronym PASS;
- **Pull** the pin that unlocks the operating lever;
- **Aim low** – point the nozzle or hose at the base of the fire;
- **Squeeze** the lever above the handle to discharge the extinguishing agent. To stop the discharge, release the lever;
- **Sweep** the nozzle or hose from side to side. Keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out;
- Watch the fire area. If the fire re-ignites, repeat the process;
- Have the fire department inspect the fire site, even if you think you've extinguished the fire;
- If the fire does not go out, get to a safe area;



- Fire extinguishers should be installed within easy reach so employees can access them quickly while the fire is still small and near doors so anyone using them will have a safe escape route.
- **Used fire extinguishers shall be replaced or recharged as soon as possible after use.**



Fixed Fire Suppression Equipment

- *Automatic Sprinklers:* Materials must not be piled within eighteen **(18) inches** of sprinkler heads. **(No high storage.)** There must not be any storage above the

sprinkler protection. **Do not store materials above the suspended ceiling.** Sprinkler heads must be in good condition, with no accumulation of dirt, dust or grease and free from paint.

- *Dry Chemical Systems:* In the event of a fire, the fire protection system should automatically activate. If it fails to activate, there is an emergency manual pull. Employees who work in the areas protected by a dry chemical system should know where the manual pull station is located. The manual pull must be located in an exit pathway and is to be activated as you leave the area in the event of a fire.
- *Halon:* Halon 1301/1211 is a gas and is usually used to protect sensitive electrical equipment such as computer and telephone rooms. A typical Halon system is triggered by either ion, smoke or flame detectors, or manual control. Since the detectors are sensitive to the byproducts of combustion, the devices register an alarm condition well before ceiling temperatures reach 130 degrees. There is a timing device delay of **20** seconds to allow personnel to evacuate and seal the room before the Halon is discharged. Combustible materials shall not be stored in a Halon protected area.

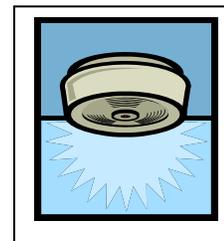
If work is done in an area that is protected by a Halon system, the employee should know:

- What the fire alarm sounds like;
- Emergency procedures for evacuating and sealing the room; and,
- The location and how to use the **ABORT BUTTON** to stop the activation of the system, if required.

Fire/Smoke Alarm Systems

In the event an alarm rings, employees should:

- Know what the smoke detector alarm sounds like;
- Read and follow your department's Emergency Fire Plan;
- Prepare to evacuate, according to your emergency fire plan;
- Know at least two ways out of your work area and participate in regular fire drills;
- Know where the fire alarms are located and learn how to use them;



- Post the fire department's number by your phone; and,
- Be sure that special needs for employees with physical disabilities are included in all evacuation plans.

Fire Doors

A fire door and its assemblies is a special door designed to contain the spread of fire and smoke within a building. Some models of fire doors will operate automatically in case of fire.

- Do not "**prop**" open self-closing doors;
- Keep self-closing fire doors closed, but not locked at all times;
- Check that nothing blocks or will prevent full closure of a fire door.

General Fire Prevention Practices

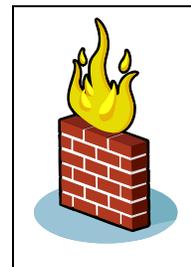
- Exit doors must be unlocked during normal working hours and free passage to and through these exits must be maintained at all times.
- Exit signs and directional exit signs, where required, must be visible and properly indicate the direction and location of the exits. Doors other than exit doors and passageways that could be confused as exits must be properly marked as "**NO EXIT.**"
- Do not overload the electrical outlets. Check that electric wires and plugs are in good condition—no frayed or worn areas. Turn off unused electrical equipment at the end of the work day.
- Report and replace frayed electrical cords.
- Don't stack papers on top of computer monitors and give heat-producing equipment room to breathe.
- Keep stairways and exits clear of trash, cleaning supplies, and other combustibles.
- Report blocked exits as well as problems with alarms, sprinklers, and emergency lighting.

- Mechanical rooms, housekeeping closets, workshops, and all other areas shall be kept free and clear of unnecessary storage, deposits, or accumulations of combustible waste and rubbish of any kind.
- Only rags shall be stored in a metal can with a lid and removed for cleaning or discarded daily.
- Smoking and other open flames are prohibited around LP gas, oxygen, and acetylene cylinders, flammable liquids, chlorine, and combustible dusts.

Fire Protection of City Facilities

The proper protection of City facilities against losses due to fire is a priority concern. Most facilities contain fire suppression systems to the public, employees, and buildings against such losses.

Fire codes and insurance company loss prevention procedures require a high level of inspection, maintenance, testing, and monitoring of all fire suppression and alarm systems within our buildings.



Please review your respective systems to ensure the following:

- Any fire alarm system should be equipped with a signaling device to automatically notify the **Fire Department** or **911** in the event of a fire;
- All fire suppression systems should be **inspected** and **tested at least monthly**;
- **Accurate** records should be maintained at each site to document testing and maintenance and those records should be available for inspection upon request;
- The impairment of any system should be **reported immediately** to the Fire Department;
- Repairs to any impaired system must be handled as **PRIORITY**, as a non-functioning system poses a threat to life and property;
- The activity of any maintenance or repair contractor must be monitored closely to ensure the immediate restoration of the system; and,
- Immediately notify the Fire Department when the repairs have been completed by submitting certification from the contractor.

- Fire protection features in buildings such as fire walls, wired glass, fire doors, fire alarms, dampers, sprinklers, egress hardware, electrical in hazardous locations, etc., must be maintained during ALL maintenance and renovation work. For example, holes must be sealed in fire walls, wired glass must be replaced with wired glass, sprinklers must be replaced with exact replacements, etc. The City-wide Safety Unit must be contacted whenever maintenance will affect fire protection in a building.

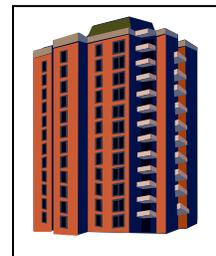
If a Fire Strikes

- Sound the alarm—even for a small fire;
- Leave immediately and close doors behind you;
- If you encounter smoke, try another escape route;
- If you have to escape through smoke, crawl on your hands and knees keeping your head one to two feet (30 to 60 centimeters) above the floor, where the air will be cleanest;
- Test the doorknob and spaces around the door with the back of your hand. If the door is warm, try another escape route. If it's cool, open it slowly. Close it quickly if smoke pours through;
- Always use the stairs—never use elevators unless directed by the Fire Department;
- Once you're out, tell the Fire Department if anyone is trapped in the building. Do not go back inside.



High-Rise Evacuation

- If you work in a high-rise building, you may be asked to stay inside, away from the fire, and wait to be rescued. You may be asked to go to a central safe area;
- Learn your building's site emergency plan and follow it unless doing so puts you in danger;
- Follow instructions sometimes given over your building's public-address system;
- If there is no fire in your area, go to your building's safe area or close all fire doors and stay put;





- If there is a fire or smoke in your area, go to a lower floor and wait, or leave the building. Use the stairs;
- If you have a portable phone, keep it with you. Call the fire department if you are trapped.

