

# Fire Drill

When we were at school it was not uncommon for that particularly loud beeping to ring down the halls with the announcement of a fire drill taking place. Yet in the work place this does not happen as often as it did in school. The goal of this quarterly training is to brush up on what we are supposed to do in case of a fire.

Take a moment to think about **high risk areas for a fire** at your work place. Where are the **Fire Extinguishers**? Am I supposed to try and **put it out or evacuate** the building?

These are great questions that are good to think of and play the “What If” game. The “What If” game is a good practice to use when it comes to preparedness. What if a fire starts in my office? What do I do? Then take the time to assess what you would do before that actual event happens.

## High Risk Areas for Fires

Where are some of the high-risk fire areas for your office? Some can be the kitchen, the server room, really anyplace that has continual heat for amounts of time. Even a computer on a desk can be a risk area. Be sure to not block off air from getting to your computer so it can breathe. Also, now is a good time to think about where the high-risk areas in your home are. Whenever there is a fire, usually smoke can be smelled or seen. If that is happening, it's time to look for your extinguisher.

## Fire Extinguishers

Where are they? How do I use an extinguisher? These can be common questions in the event of a fire. Let's refresh on how to use a Fire Extinguisher:

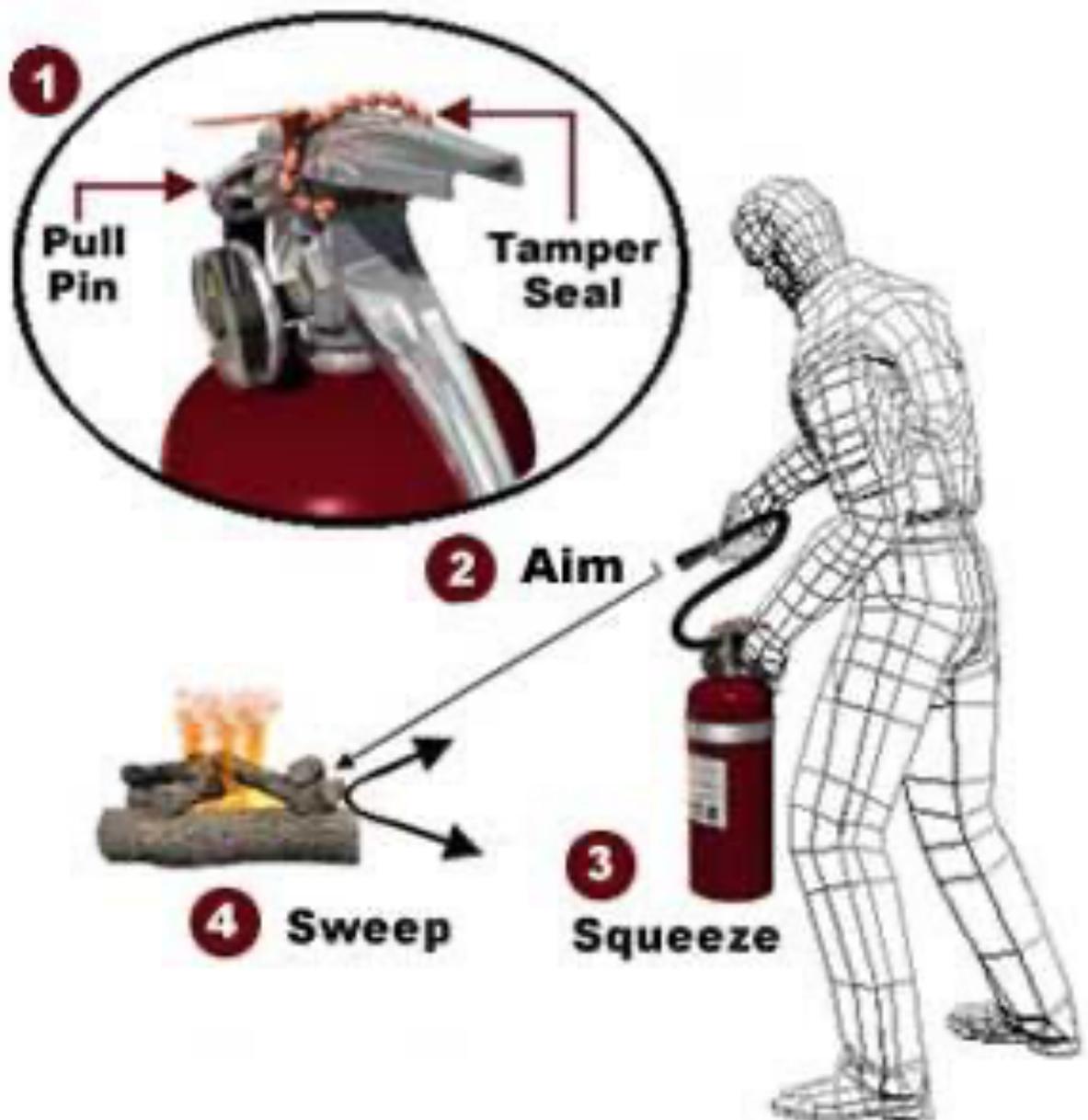
Most fire extinguishers operate using the following P.A.S.S. technique:

1. *PULL*... Pull the pin. This will also break the tamper seal.
2. *AIM*... Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

*NOTE:* Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.

3. *SQUEEZE*... Squeeze the handle to release the extinguishing agent.
4. *SWEEP*... Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.

**If you have the slightest doubt about your ability to fight a fire.... EVACUATE IMMEDIATELY!**



## Put out the Fire or Evacuate

Alright we have tried to use the extinguisher and it didn't work, now what? Now it's time to leave the building. Do you know where the assembly point is for your home or office? If not, now is a great time to go over it again with your family. If you haven't designated an assembly point, choose a point now and work with your family so you all know where to meet if you have to evacuate.

Watch the following video as part of this training:

<https://www.youtube.com/watch?v=fkQdmsgyHLo&t=738s>

Name \_\_\_\_\_

1. Where might a fire break out at my work?

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2. How many fire extinguishers are at my home?

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3. What is step 2 in PASS?

- a. Armed
- b. Aim
- c. Around
- d. Air

4. Where is your assembly point for your family?

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5. If a fire happens always use the elevator.

- a. True
- b. False

6. How many Fire exits are there at your work?

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Please submit the test with the names of everyone who participated.