

(Dr.'s name)

Evacuation Plans and Procedures

Fire is the most common type of emergency a business may face. A critical decision in planning for this emergency situation is whether or not employees should fight a fire with a portable fire extinguisher. Small fires can often be put out by a well-trained employee with a fire extinguisher but, to do this safely, the employee must understand the uses and limitation of a portable fire extinguisher and the hazards associated with fighting fires, according to OSHA.

Should employees evacuate or be prepared to fight a small fire?

(Write here what when your office will have their fire drill and where your meeting place is. Remember, your meeting place should be further then the fire trucks, but not across a busy street.)

Risk Assessment

Prior to fighting any fire with a portable fire extinguisher, those involved must perform a risk assessment that evaluates the size of the fire, the evacuation route the fire extinguisher users will use and the atmosphere in vicinity of the fire.

Characteristics of fires that CAN BE extinguished with portable fire extinguishers:

- * The fire is limited to the original materials ignited
() All staff, () Selected Staff () Dr. Only () No one to fight.
- * It is contained in a wastebasket other receptacle
() All staff, () Selected Staff () Dr. Only () No one to fight.
- * The flames are no higher than the fire fighter's head
() All staff, () Selected Staff () Dr. Only () No one to fight.
- * The fire has not depleted the oxygen in the room
() All staff, () Selected Staff () Dr. Only () No one to fight.
- * Heat is being generated but the room temperature is only slightly increased
() All staff, () Selected Staff () Dr. Only () No one to fight.
- * Smoke may be accumulated on the ceiling but visibility is good
() All staff, () Selected Staff () Dr. Only () No one to fight.
- * There is a clear evacuation path behind the fire fighter as he uses the extinguisher
() All staff, () Selected Staff () Dr. Only () No one to fight.

Characteristics of fires that SHOULD NOT be extinguished with portable fire extinguishers:

- * The fire involves flammable solvents and has spread over more than 60 square feet
- * It cannot be reached from a standing position
- * It is partially hidden behind a wall or ceiling
- * The fire cannot be fought without respiratory protection
- * The radiated heat is easily felt on exposed skin making it difficult to approach to within 10-15 feet of the fire
- * Smoke is filling the room very quickly decreasing visibility
- * Fire, heat or smoke may block the evacuation path