

Company Name: _____ Dept: _____ Location: _____ Date: _____

#006

OFFICE SAFETY – FIRE DRILL ESSENTIALS

Identify the individuals responsible for various aspects of the plan (chain of command) so that in an emergency confusion will be minimized and employees will have no doubt about who has authority for making decisions.

Identify the method of communication that will be used to alert employees that an evacuation or some other action is required as well as how employees can report emergencies (such as manual pull stations, public address systems, or telephones).

Identify the evacuation routes from the building and locations where employees will gather. If you discover a fire or see/smell smoke, immediately follow these procedures:

- a. Notify the local Fire Department
- b. Activate the building alarm (fire pull station). If not available or operational, verbally notify people in the building.
- c. Isolate the area by closing windows and doors and evacuate the building, if you can do so safely.
- d. If possible and if you have received appropriate training, use a portable fire extinguisher to assist oneself to evacuate; assist another to evacuate; and control a small fire.
- e. You should provide the fire/police teams with the details of the problem upon their arrival.
- f. If the fire alarms are ringing in the building, evacuate the building and stay out until notified to return. Move to your designated meeting location and report any missing persons to the emergency personnel at the scene.

If an individual is overexposed to smoke or chemical vapors, remove the person to an uncontaminated area and treat for shock. Do not enter the area if you suspect that a life threatening condition still exists (such as heavy smoke or toxic gases). If CPR certified, follow standard CPR protocols. Get medical attention promptly.

If clothing catches fire, extinguish the clothing by the drop-and-roll technique, wrap victim in a fire blanket or douse victim with cold water (use an emergency shower if it is immediately available). Carefully remove contaminated clothing; avoid further damage to the burned area and cover injured person to prevent shock. Get medical attention promptly.

Meeting Conducted By:

Print Name

Signature

Meeting Attended By:

Notes & Suggestions

Document Filing Reference