

Fire Safety In The Office

Fire can happen anywhere. Fire Safety in Office building involves:

- Planning escape routes before a fire occurs
- Knowing what safety actions to be taken during a fire
- Reporting fire hazards immediately
- Doing your part to prevent fire in your workplace

FIRE ESCAPE PLANNING SAVES LIVE! You should know this LIFE SAVING INFORMATION ahead of time:

- The location of two (2) escape exists (no elevators)
- How to sound the alarm and call the Fire Department
- What is the alarm in your building sounds like
- How many doors there are between exits and your office
- What the evacuation plan is, and know where fire extinguisher are located

IN CASE OF FIRE, ACT FAST

- Report fire or smoke immediately
- Call the Fire Department by dialing 911, if you are in the hallway, pull the nearest alarm
- If fire is small, fight. Get out if it gets too big and close any doors to keep it from spreading
- Remember your worst enemies in a fire are smoke and panic. Smoke flows quickly through a building and can blind and suffocate you
- Deadly products of combination gases can overcome you in seconds
- Do not ignore any alarm day or night, get out right away
- Remain calm and do not panic. Panic can make you act foolishly and lead you in to danger. Keep your cool around fire
- If there is smoke, drop to your hands and knees and crawl to the door. (Air is usually fresher at floor level)

DETERMINE A COURSE OF ACTION

- Feel the door. If it is hot, do not open it. If it is cool, open it a crack, then look into the hallway. Be ready to close the door quickly if you find smoke or flames
- If the door is hot or the corridor seems unsafe, stay where you are

WHEN YOU LEAVE YOUR OFFICE:

- Close the door behind you
- Yell or knock on doors to warn others
- If there is smoke or if it is dark, crawl to the exit
- Never try to go through thick smoke it can kill you
- Be cautious, move quickly on the stairway, proceed calmly and hold on to a rail
- Never use an elevator in a fire, it is a death trap

IN CASE OF FIRE

1. IF YOU SEE SMOKE, FLAMES, OR SMELL BURNING, IMMEDIATELY:

- Isolate the fire by closing the door, if possible
- Call the Fire Department Dial 110
- Activate the Fire Alarm pull station
- Evacuate using the Emergency exit stairs
- Never use elevator
- Never assume someone else has called the Fire Department

2. IF YOU SMELL SOMETHING THAT MIGHT BE SMOKE, BUT YOU ARE UNSURE, IMMEDIATELY:

- Call your Building Services Office

3. IF YOU HEAR THE FIRE ALARM, IMMEDIATELY:

- If you are a fire Director or Assistant, direct the occupants to the emergency exit door
- If you are an occupant, evacuate immediately by, using the emergency exit door