

**DEPARTMENT OF VETERANS AFFAIRS
MARYLAND HEALTH CARE SYSTEM**

Fire Safety Training



FIRE SAFETY, FIRE REPORTING, AND FIRE EVACUATION

Definitions:

Fire Prevention – refers to measures directed primarily toward avoiding the inception of fire.

Examples: Inspections, proper housekeeping/storage practices, fire and emergency drills.

Fire Protection – refers to the methods of providing for fire control and extinguishment.

Examples: Non-combustible construction materials, sprinkler systems, fire and smoke walls, water supplies, non-combustible interior finish materials.

Responsibilities:

Supervisor:

- * Know where fire hazards may exist in the work area
- * Conduct periodic inspections of work areas to identify and correct fire hazards
- * Follow-up on employee reports of fire hazards
- * Train employees on fire safety procedures

Responsibilities (Cont.)

Employee:

- * Follow fire safe work practices
- * Report potential fire hazards to supervisor
- * Know the fire plan, procedures for reporting fires and the location of all exits, fire alarm pull stations and fire extinguishers

Fire Safe Work Practices:

Do not store things on top of lockers. Keep storage on shelves at least 18 inches below sprinkler heads. Never hang objects from sprinkler heads.

Keep flammable liquids in approved containers and inside of approved flammable liquid storage cabinets when not in use. Use only the smallest practicable quantities in the work area. Keep working quantities away from sparks and open flames.

Do not block open or tie back automatic closing fire and smoke doors. These doors are necessary for controlling the spread of fire and must be able to close automatically upon activation of the fire alarm system or upon detection of smoke.

Keep all corridors and stairways free from storage. Keep access to stairways and exits unobstructed and keep stairwell doors completely closed.

Frequently inspect cords on portable electrical equipment for fraying or other damage. Do not overload electrical outlets or circuits.

Do not block access to fire extinguishers, fire alarm pull stations and other fire equipment.

Smoke in "authorized" areas only. Never smoke in attics, elevators, storage areas or in the vicinity of flammable liquids.

Use seasonal and holiday decorations sparingly and use only those items approved by Underwriters Laboratories (UL) or Factory Mutual (FM), marked "fire resistant" or "flame proof".

Immediately notify your supervisor of damaged or missing fire extinguishers and other features of fire protection such as smoke detectors, sprinklers, etc.

In Case of Fire:

R. A. C. E. (*Rescue, Alarm, Confine, Extinguish*)

R – *Rescue* all occupants from the room or area of fire origin.

A – *Alarm*, activate the nearest fire alarm pull station, have someone call the fire reporting number giving full details of the fire.

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C – *Confine* the fire by closing the door to the room of fire origin and then all other doors.

E – *Extinguish* the fire using the correct fire extinguisher.
If the fire has grown, close the room's door and exit the area.

Fire Extinguishers:

All fire extinguishers are designed to extinguish a specific "class" or "classes" of fire. The classes of fire are:

Class A – fires involving ordinary combustibles such as wood, paper, plastics, etc.

Class B – fires involving flammable liquids like gasoline, grease, and flammable gases like propane.

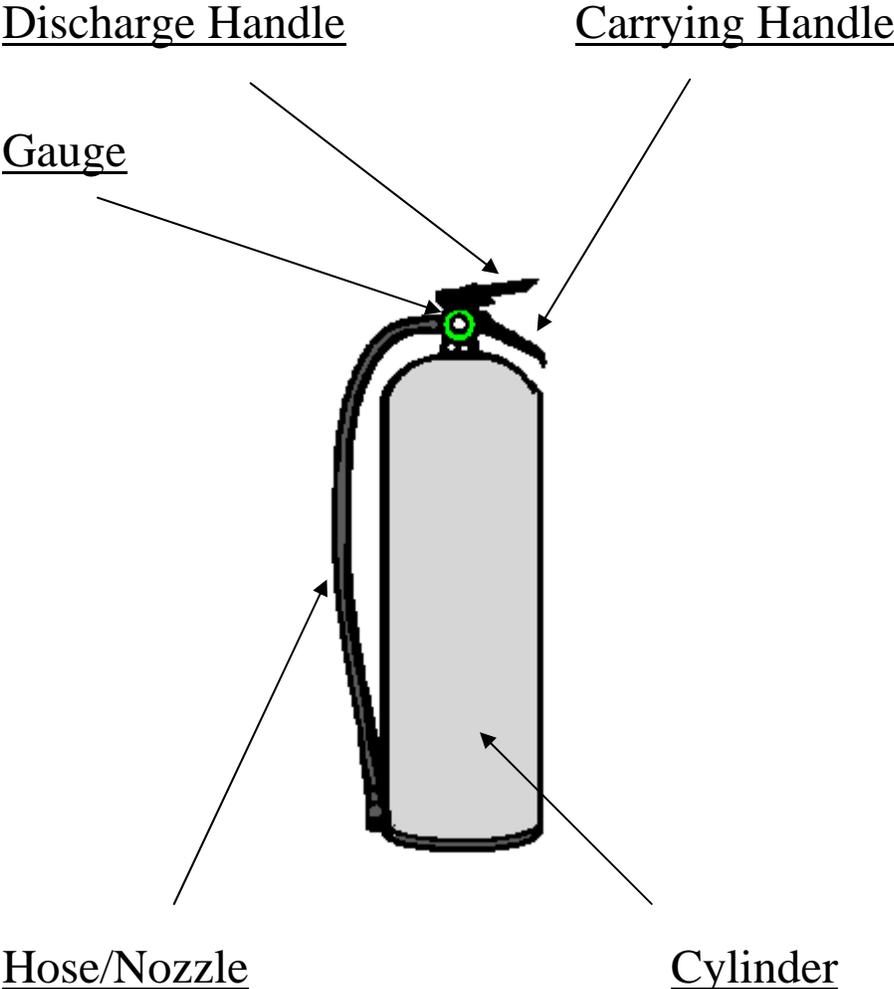
Class C – fires involving energized electrical equipment.

Class D – fires involving combustibles metals such as magnesium, sodium, etc.

Class K – fires involving animal and vegetable cooking oils, i.e., deep frying cooking equipment

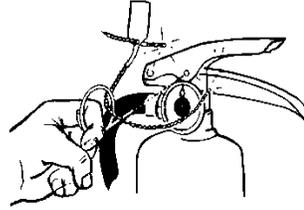
Generally, fire extinguishers consist of only a few simple parts. First there is a cylinder that contains the extinguishing agent (water, dry chemical, carbon dioxide, etc.) At the top of the cylinder there are two handles, a carrying handle on the bottom and a discharge handle on the top. Squeezing the two handles together discharges the extinguishing agent so a pin is provided between the two handles to prevent unwanted operation. Also, some fire extinguishers are provided with a gauge at the top of the cylinder to indicate whether the fire extinguisher is full or empty. The last item is the hose or nozzle that is used to direct the extinguishing agent at the fire.

Fire Extinguisher Component Parts:



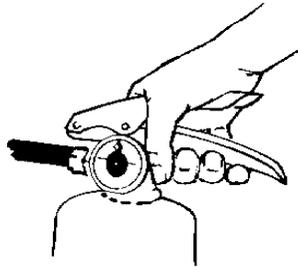
Fire Extinguisher Operation: (Remember P.A.S.S.)

P - Pull the pin



A - Aim the nozzle at the base of the fire

S - Squeeze the handles together to discharge agent



S - Sweep the nozzle at the base of the fire



After a few seconds of initial operation, release the handles to see what effect the extinguishing action has had on the fire. If the fire has not been completely extinguished, squeeze the handles together and continue until the fire is out or the extinguisher is empty.

REMEMBER: Only attempt to extinguish the fire after everyone has been safely evacuated and the Fire Department has been notified. And then, only if the fire is small and you have the correct fire extinguisher.

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