



Lead, Serve, Support

November 13, 2018

# SAFETY MATTERS

## IF A FIRE BROKE OUT, COULD YOU GET OUT?

- **EVERY SECOND COUNTS.** Know two (2) ways out of every room! Use windows while on the ground floor if necessary.
- Inspect ALL emergency exits daily to ensure they are accessible and working properly and routes are clear of debris.
- Inspect all fire extinguishers monthly and record the inspection on the attached tag. Remember fire extinguishers in District buses and support vehicles.
- **Get out, stay out!** Know your evacuation location and once you have safely evacuated the area, stay out! Never go back into a burning building to look for or attempt to rescue others.
- Search and rescue operations are best performed by firefighters.



## BE PREPARED BY LEARNING HOW TO FIGHT A FIRE SAFELY

- Only attempt to fight a fire if it's small, not spreading, and won't block your exit.
- Know when to go... get out quickly if the fire cannot be controlled or the room is filling with smoke.
- Remember the acronym **PASS...**



**P = PULL** the pin

**A = AIM** at the base of the fire to cover and cut off the fuel supply

**S = SQUEEZE** the top of the handle evenly to release the extinguishing agent

**S = SWEEP** from side to side until the fire is completely out, starting a safe distance away from the fire's base and moving forward as the flames are extinguished

**NEVER plug space heaters into power strips – this could be the result...**

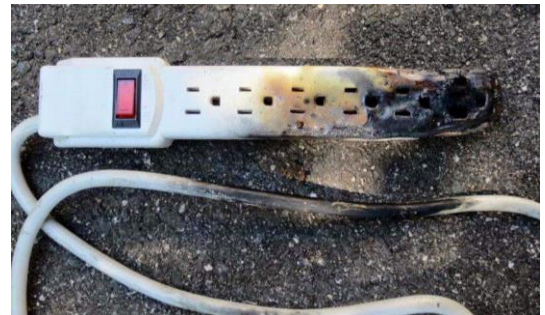
## HOW SAFE IS YOUR SPACE?

**Electrical cords can cause fires when:**

- Outlets and/or power strips are overloaded
- Cords and/or receptacles are damaged
- Multiple cords are "Daisy-Chained" together

### TAKE ACTION:

- Inspect electrical cords and power strips often to ensure they are not frayed, cracked, or damaged.
- Don't overload outlets or power strips.
- Turn off electrical equipment at the end of the day to save energy and minimize the risk of fire.



Burnt power strip (Courtesy photo – VIRIN: 160120-F-ZZ999.223.JPG)

**ALWAYS plug high load devices such as heaters, laminators, copiers, etc., directly into a wall outlet; not a power strip.**

**Combustible items left on top or too close to heat-generating appliances/equipment can start fires**

### TAKE ACTION:

- Practice good housekeeping.
- Keep portable electric heaters at least 3 feet away from any combustibles.
- Ensure heaters have automatic shut-offs if tipped over.