

FIRE SAFETY IN THE WORKPLACE



SEATTLE FIRE DEPARTMENT - PUBLIC AFFAIRS
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WORKPLACE FIRE SAFETY



An Overview of this Presentation

Workplace fire safety prevention

- What is fire really like?
- Common fire hazards
- Fire and Life Safety

Fire code requirements

- Fire evacuation plans
- Fire drills
- Fire extinguishers

A resource list for Group B (business) occupancies.

WHAT IS REAL FIRE LIKE?



Real fire is fast.

Once a fire begins to flame it can double in size every 30 seconds. At this rate, a room can become fully involved in minutes.

Real fire is dark.

Fires produce large amounts of thick, black smoke that obscures vision, causes nausea and may even lead to unconsciousness or death.

Real fire is hot.

A fire can cause the temperature at ceiling level to reach more than 1200 degrees Fahrenheit. At just 5 feet it can be more than 800 degrees.

Real fire is unpredictable.

Each fire is unique. Some fires may smolder, others will burn at exceedingly high temperatures consuming everything with flames.

SMOKE IS THE REAL DANGER



Most deaths and injuries in fires are caused by inhalation of smoke and gases.

All fires produce carbon monoxide and other toxic gases in large quantities.

When the smoke alarm sounds, get out quick and crawl low under smoke!



FIRE HAZARDS



Electrical Hazards

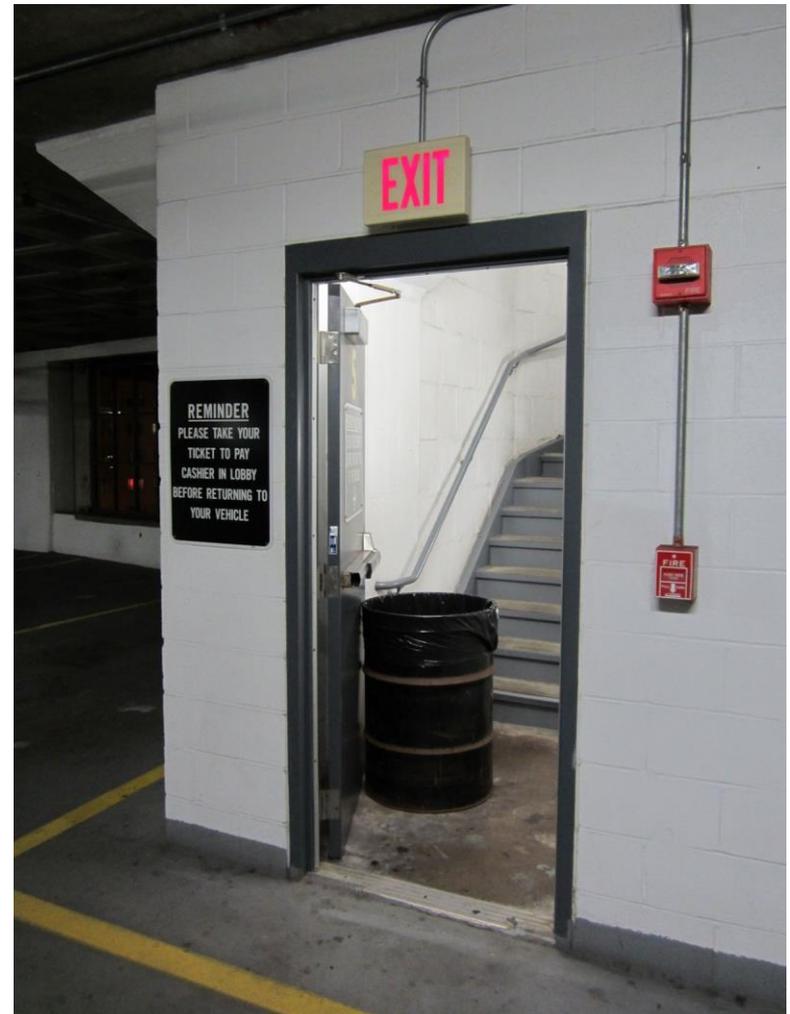
- Do not overload outlets.
- Replace extension cords with surge protectors.
- Routinely check your electrical appliances and wiring and replace all damaged appliance cords.
- If an appliance generates heat (like toasters, kettles, space heaters, irons, etc.) unplug it when not in use.





FIRE PREVENTION

- Make sure exit doors are not propped open or blocked.
- Keep stairways and storage areas clutter free.
- Empty garbage and recycling bins regularly.
- Avoid Arson: clean up dry vegetation outside of building and make sure lighting is good outside.



FIRE AND LIFE SAFETY



Be Prepared. Have a Plan.

Chapter 4 of the 2012 [Seattle Fire Code](#) requires that fire safety and evacuation plans be developed for a variety of occupancies, including Group B (businesses) which are occupancies having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

For more information review [Client Assistance Memo 5051](#)



GETTING STARTED

This information will provide a starting point for the development of an emergency plan.

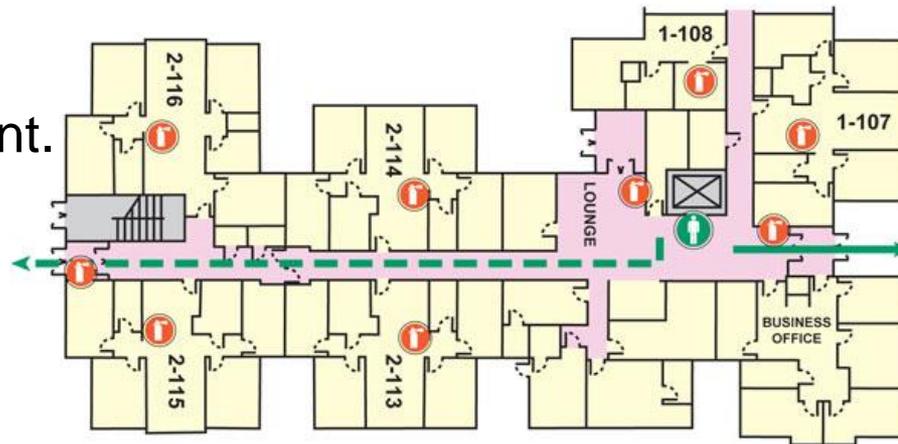
- Identify the fire and life safety systems present—including fire alarm system, smoke detectors, voice alarm system, sprinklers, fire extinguishers, manual pull alarms, and fire doors.
- Consider the building occupants. Are they familiar with the facility or is it a changing population, as in a retail store or restaurant?
- Note any special needs that individuals may have, such as language proficiency or physical disabilities. Make a list of concerns regarding evacuation routes, guests, and special hazards associated with the business.



CREATE A MAP

- ❑ Design a basic plan for each floor.
- ❑ Indicate the location of all fire exits, manual pull stations, and extinguishing equipment.

Evacuation Plan Floor 1



**IN CASE OF EMERGENCY DO NOT USE ELEVATORS - USE EXIT STAIRWAYS
HORN WILL SOUND - STROBES WILL FLASH
FIRE DEPT. EMERGENCY TELEPHONE NUMBER - CALL 911**



EVACUATION PLAN

Develop evacuation procedures.

- Train employees to stop what they are doing and evacuate the building immediately when the fire alarm sounds.
- If there is an elevator in the building, employees should be trained to use the stairs during an emergency evacuation.



WHEN THE ALARM SOUNDS

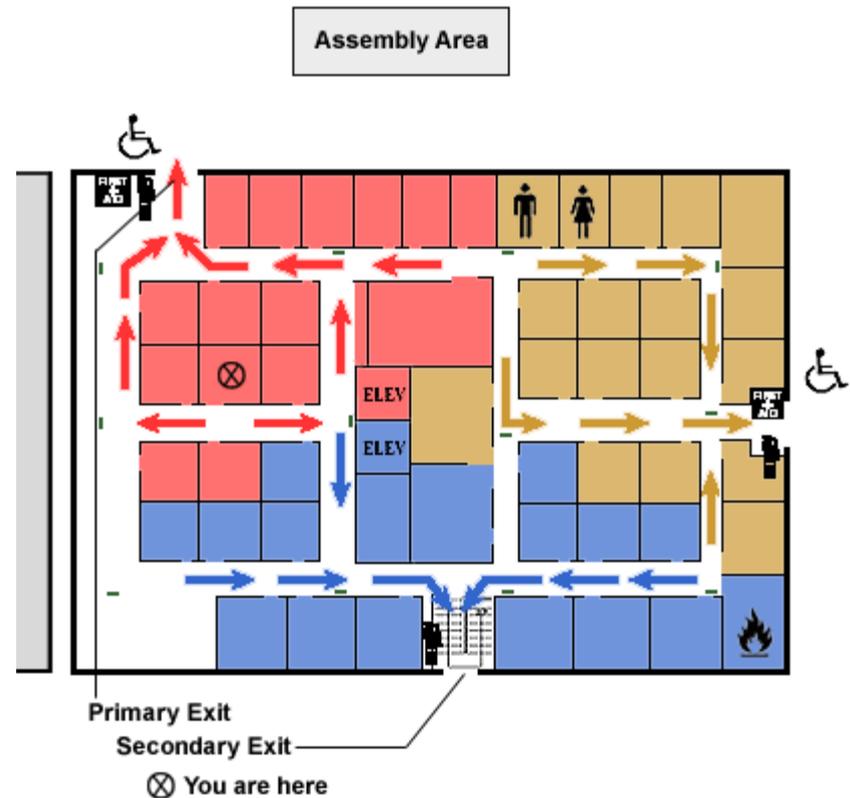


- Every alarm should be taken seriously and not assumed to be a false alarm.
- If safe to do so, quickly leave your work area and walk to the nearest exit.
- Use the stairs. Do not use elevators.
- Close all doors behind you as you exit.
- Call 911 after safely evacuating.
- Go to your assigned outside meeting place and stay there until you get the okay from the fire department.



MEETING PLACE

- ❑ It is important that evacuating employees move away from the building to the designated meeting place (assembly area).
- ❑ The meeting place should be far enough away from the building to keep employees out of the way of firefighting activities and away from falling glass and debris.





IF YOU CAN'T ESCAPE

- Find an area of refuge on the floor you are on.
- An ideal area of refuge would be an enclosed room near an exit stairwell that has a door, a window and a telephone. An enclosed stairwell landing can also be used as an area of refuge as a secondary option.
- Keep the door(s) and windows closed, use a towel or clothing to block openings around the doors or vents where smoke might enter.
- If smoke enters your room, call 911 to report your location so that firefighters can assist you.



FIRE DRILLS

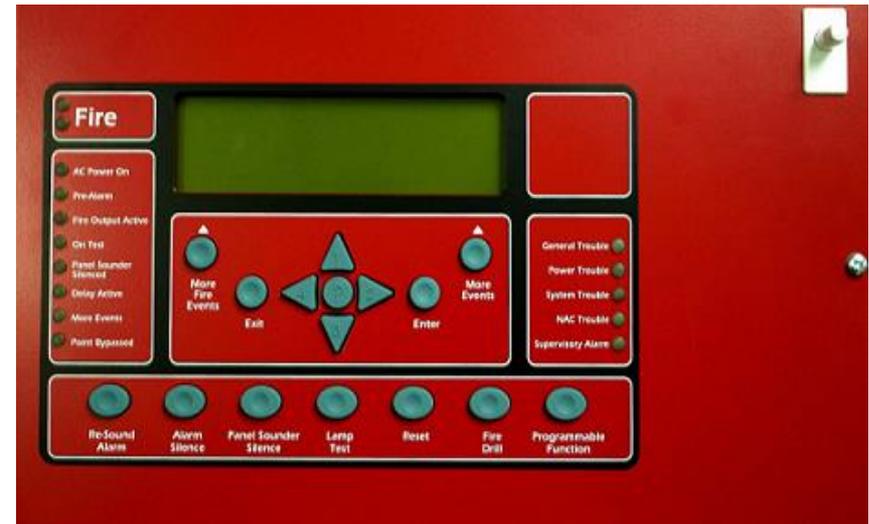
- Group B occupancies require employees to participate in drills annually. The Seattle Fire Department does not need to be notified of evacuation drills.
- Fire drills should be scheduled and conducted for all shifts and employees. Fire drills may be pre-announced or unannounced.
- Employees should duplicate as closely as possible the actions they would take if a fire occurred. Fire drills are the best indicator that during a fire emergency, evacuation will go smoothly and successfully.

FIRE AND LIFE SAFETY



Systems Testing and Reporting:

- ❑ Seattle Fire Code requires building owners maintain and test fire protection systems.
- ❑ Schedule all required semi-annual, annual and five-year systems tests with a certified technician.
- ❑ Planned or emergency impairment taking the system out of service for 8 hours or more requires notification of the Seattle Fire Department.



FIRE AND LIFE SAFETY



Fire Extinguisher Requirements:

The type of fire extinguisher needed is determined by the type of business and the materials found in the building.

- ❑ Retail stores, storage facilities, and parking garages must have a Class 2A fire extinguisher for every 3,000 square feet.
- ❑ Office buildings require one for every 6,000 square feet.
- ❑ There must be at least one extinguisher on every floor. Fire extinguishers must be placed so that people do not have to travel more than 75 feet to reach one.
- ❑ Annual testing/service is required.

[For more information including installation requirements](#)

FIRE EXTINGUISHERS



- ❑ Only use fire extinguishers for small fires, that do not put you at risk, and only after you have called **911**.
- ❑ Make sure you are familiar with the fire extinguisher before you use it.

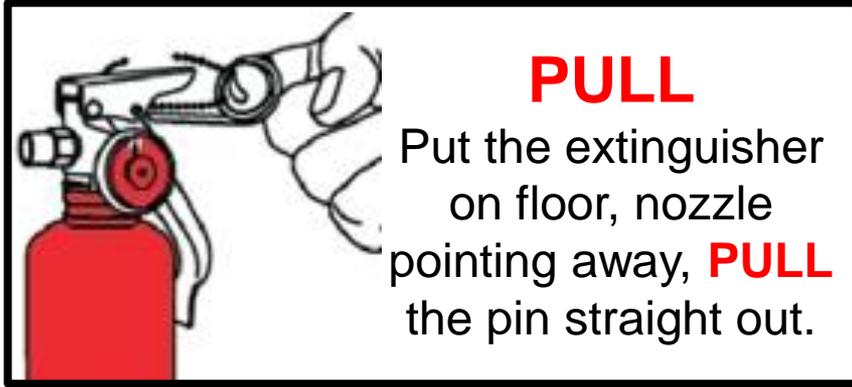


Know when to go!!

Close the door behind you!!

Never fight a fire that puts you at risk!!

FIRE EXTINGUISHERS



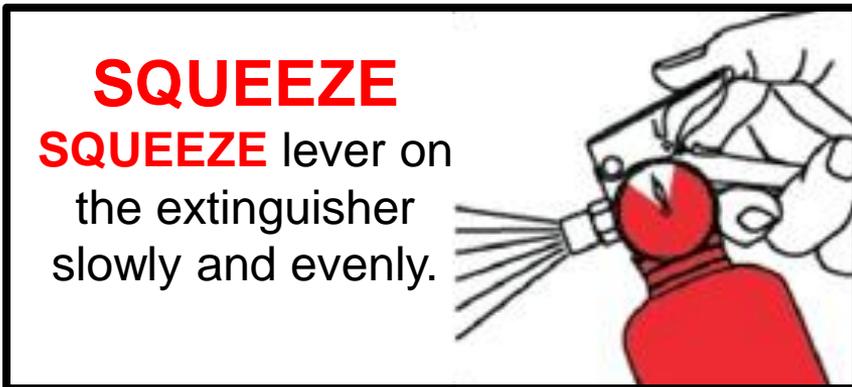
PULL

Put the extinguisher on floor, nozzle pointing away, **PULL** the pin straight out.



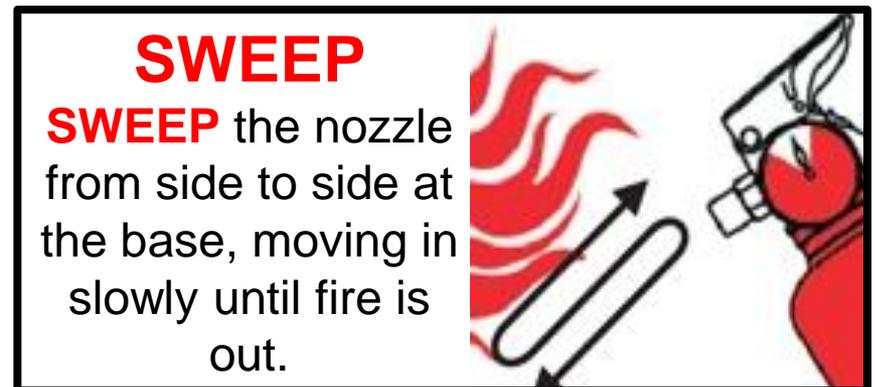
AIM

Start 10 feet back, your back to the exit, **AIM** at the base of the fire



SQUEEZE

SQUEEZE lever on the extinguisher slowly and evenly.



SWEEP

SWEEP the nozzle from side to side at the base, moving in slowly until fire is out.

Keep your exit behind you!!



RESOURCES

[Video-Using a fire extinguisher](#)

[Fire extinguisher fact sheet](#)

[Fire Extinguisher Client Assistance Memo](#)

[Seattle Fire Code](#)

[Administrative Rules](#)

[Business Fire Safety](#)

[Client Assistance Memos](#)



MORE RESOURCES

Evacuation Plans

[Fire Safety and Evacuation Plan](#)

[High Rise Planning Fire Emergency Requirements](#)

[High Rise Emergency Evacuation Drills](#)

[High Rise Evacuation FAQs](#)

Disaster Training

[Disaster skills training, online and in person, from Seattle Office of Emergency Management](#)

AED (automated external defibrillator) resources:

[King County AED Registration](#)

[More info on AEDs](#)