

Fire and Emergency Planning and Preparedness



Developed by the Raleigh Fire Department
Fire Prevention Division
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Overview

- Evacuation Plans and Drills
- Employee Training
- Fire Extinguishers
- Smoke Detectors



Fire Safety and Evacuation Plans

- How will you report fire or other emergency
- How to notify, relocate, and evacuate
- Site Plans
- Floor Plans
- List of major hazards
- List of who is in charge of fire prevention items and hazard sources



Site Plans

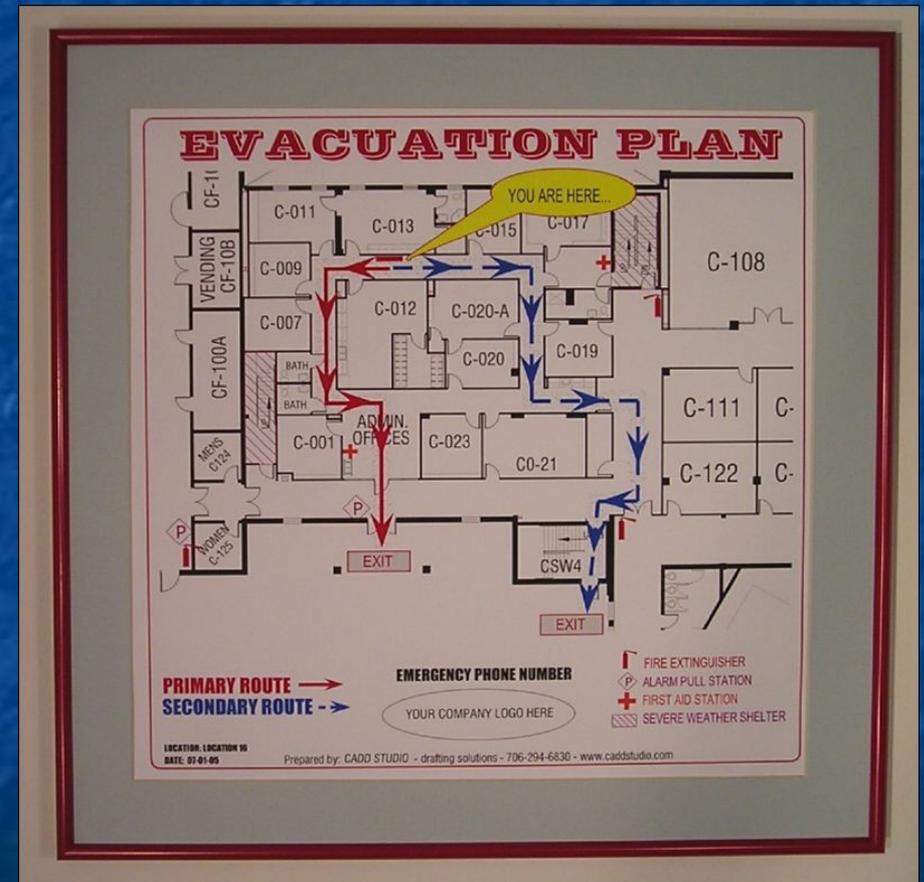
- Must haves
- Occupancy assembly point
- Hydrant locations
- Normal fire department routes
- Can be hand-drawn
- Simple is ok
- Remember to have a key

Evacuation Training

- Section 406.3.2 of NC Fire Code
- Other info

Floor Plans

- Exits
- Primary and Secondary Routes
- Accessible Routes
- Areas of Refuge
- Manual Alarm Boxes
- Portable Extinguishers
- Occupant Use Hose Stations
- Fire Alarm annunciators and controls
- Map Legend



Drills

- The Raleigh Fire Department recommends MONTHLY evacuation drills at different times of day



Record Keeping

- Accurate Documentation is key
- Required by NC Fire Code section 405.5
- Should have the items in the accompanying chart

Person Conducting Drill	Date and Time	Notification Used	Staff Participating	Special Conditions Simulated	Problems Encountered	Weather Conditions	Time Required	
Im Incharge	9/7/2007 10:35 am	Alarm system	List staff here	None	None	Sunny and warm	2 min. 15 sec.	

Employee Training- NC Fire Code Section 406

- Given to all new employees, then annually
- 3 parts: Prevention, Evacuation, and Fire Safety
- Again, KEEP RECORDS

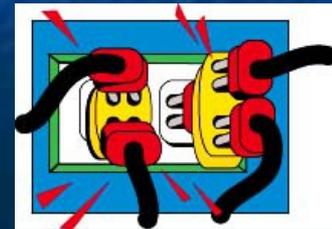




Fire Prevention

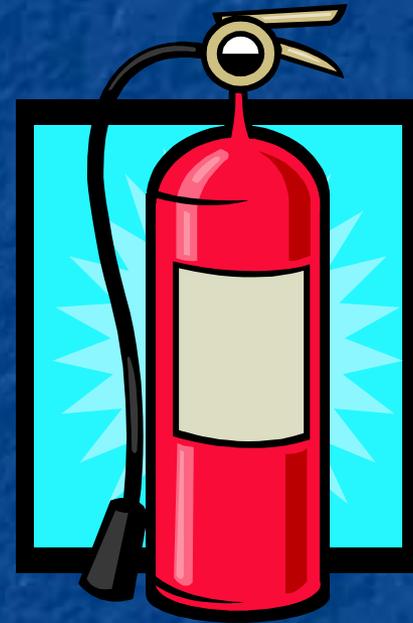


- Employees shall be apprised of the fire hazards to which they are exposed....
- Code Speak for know your danger zones and it is site specific
- But can include →
- Kitchen hazards, electrical cords, candles, lighters and matches and much, much more.



Fire Safety Training

- Employees assigned firefighting duties must know the location and proper use of fire extinguishers



Fire Extinguishers

- Step 1-CALL 911
- Have an escape route
- Make sure the fire is small
- Know what is burning and that you have the right extinguisher



What Type of Fire do I have?

- **Class A Fires:** Ordinary combustibles-wood, cloth, paper
- **Class B Fires:** Flammable Liquids-gas, oil, some paints
- **Class C Fires:** Energized Electrical Equipment-power tools, tvs, computers

- A red slash through any of the fire class symbols on the extinguisher's label means you must NOT use the extinguisher on that class of fire!

How To Use an Extinguisher

- Remember: PASS
- P: Pull Pin
- A: Aim nozzle at base of fire
- S: Squeeze the lever
- S: Sweep from side to side



Don't Forget...

- To check your extinguishers monthly to ensure they are charged
- Have the extinguishers serviced annually
- Keep records!



Smoke Alarms (if applicable)

- Test your alarms monthly
- Replace the batteries twice a year
- Replace any alarm that is more than 10 years old



Finally...

- Keep Records
- Develop and Practice drills and procedures
- Train all employees
- Contact the Raleigh Fire Department, Fire Prevention office for more information.

