

Fire Emergency Procedures

Fire Prevention

Fires can occur for numerous reasons including poor housekeeping, carelessness, improper storage of chemical products, and failure to follow established safety procedures.

All school personnel are responsible for:

- Maintaining a safe work area.
- Being familiar with emergency plan.
- Being familiar with evacuation routes.
- Keeping evacuation routes clear.
- Knowing fire alarm (pull station) locations.
- Knowing fire extinguisher locations.
- Being aware of fire extinguisher use.
- Using appropriate electrical outlets.
- Using and storing chemicals safely.
- Advising supervisor of unsafe conditions.

Do Not Panic!

Be calm, reassure others

Help will arrive soon

If your clothing catches on fire, it is a natural response to panic and run to the nearest shower or fire blanket. Don't do it! Running will just fan the flames and increase the potential for serious injury. The correct response is to

Stop, Drop, and Roll

on the ground to extinguish the flames. Cover your face with your hands to protect your face and lungs. If one of your colleagues catches fire, panics, and starts to run, tackle him or her and smother the flames.

Response & Evacuation

Employees should remember the acronym **RACE** when responding to a fire.

RESCUE: remove anyone in danger but do not place yourself at risk.

ALARM: activate the nearest fire alarm and dial 911 if possible.

CONTAIN: confine the fire by closing the surrounding windows and doors.

EXTINGUISH: extinguish the fire, if it is small enough, by using any available fire extinguisher. Position yourself with a means of escape at your back before you attempt to extinguish a fire. If your first attempt does not succeed or a smoke condition exists, evacuate the building immediately.

Evacuate the building using pre-established evacuation routes. Also be aware of alternate evacuation exits. Assist disabled individuals as defined in the evacuation plan. Do not use elevators. Upon evacuation from the building proceed to designated assembly areas and account for students and staff. Do not re-enter the building for any reason. Provide assistance to all responding agencies as requested.

Fire Drills

Section 807 Of the New York State Education Law requires fire drills to be held at least twelve times each school year, eight of which should be held between September 1 and December 1. At least one drill should instruct pupils on procedures during a lunch period. At least two additional drills should be held during summer school. After school programs shall inform all attendees of appropriate emergency evacuation procedures.

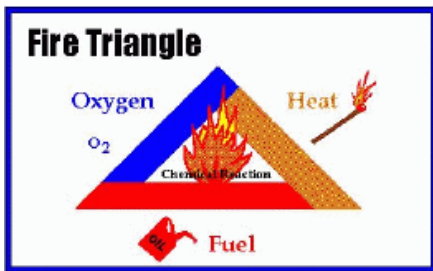
What Do School Employees Need to Know?

Principals of Fire Safety

Four things need to be present at the same time in order to produce fire:

1. Enough oxygen to sustain combustion.
2. Enough heat to raise the material to its ignition temperature.
3. A fuel or combustible material, and
4. A chemical, exothermic reaction.

Oxygen, heat, and fuel are frequently referred to as the fire triangle. Since oxygen is abundant in the air around us, the most basic principle of fire safety is keep fuel sources and ignition sources separate.



Fire Extinguisher Use (PASS)



PULL



AIM



SQUEEZE



SWEEP



Congratulations

Classifying Fires & Extinguishers

Class A: (Use a Class A Extinguisher)



Wood, paper, cloth, rubber, and certain plastics. Prevention – make sure combustible materials do not come in contact with heat sources such as light bulbs, space heaters, and electrical sources.

Class B: (Use a Class B Extinguisher)



Flammable liquids or gases; gasoline, oil, propane. Prevention – flammable or combustible liquids emit fumes that are heavier than air. These fumes can travel long distances and be ignited by electrical sparks or static discharge.

Class C: (Use a Class C Extinguisher)



Electrical fires; any energized piece of electrical equipment. Prevention – Do not overload wall outlets. Make sure cords and outlets are in good condition.

Class D: (Use a Class D Extinguisher)



Metals: potassium, sodium, aluminum, magnesium. Prevention – Limit use and store correctly.

Exting. Type	Mechanism	Effective Range	Discharge Duration	Classes of Fire			
				A	B	C	D
Water	reduces temperature	30-40 ft	60 sec	✓	✗	✗	✗
CO ₂	displaces oxygen	3-8 ft	8-30 sec	✗	✓	✓	✗
Dry Chemical	binds oxygen	5-20 ft	10-40 sec	✓	✓	✓	✗
Halon	binds oxygen	4-10 ft	8-24 sec	✗	✓	✓	✗
Met-L-X	smothers	apply directly	NA	✗	✗	✗	✓