

Title:

Fire Safety in the Workplace

Word Count:

968

Summary:

To protect yourself, your workers and your business from a fire, you must have a plan. First,

Keywords:

fire safety, industrial fire safety equipment, smoke detector, fire extinguisher, fire truck,

Article Body:

The lights flicker. There is a growing smell of something burning and suddenly your work space

Suddenly your mind is flooded with questions like, ^Where is the smoke coming from? What's burn

No one ever expects an emergency - especially one that happens to them. But the reality is tha

To protect yourself, your workers and your business, you must have a plan. First, you need a p

**Preparing an Action Plan**

An effective action plan begins with brainstorming worst-case scenarios. Assemble a team of ma

The fire emergency action plan developed by your team should cover actions that must be taken

What an Action Plan Must Include

**<ul>**

**<li>**Method for reporting a fire **</li>**

**<li>**Evacuation plan and procedures **</li>**

**<li>**Escape procedures and route assignments - strategically placed maps of floor plans with

**<li>**List of names, titles, departments and telephone numbers of people within your business

**<li>**List describing and explaining the duties and responsibilities of key personnel during a

**<li>**Procedures for employees who perform or shut down critical operations before evacuating,

**<li>**Rescue and medical duties key workers are designated to perform **</li>**

**</ul>**

**Alerting Employees**

Your action plan must address how employees will be alerted in an emergency and how to report

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**<li>**Alarms must be distinctive and recognized by all employees as a signal to evacuate or pe

**<li>**Make emergency communications systems like a public address system, portable radio units

**<li>**Designate key personnel as having the responsibility to contact the fire department and

**<li>**Alarms must be able to be heard and seen by all employees. Consider installing an auxili

**</ul>**

**Evacuation Plan and Procedures**

In the event an emergency evacuation is necessary, a disorganized evacuation in the absence of

**<ul>**

**<li>**Conditions under which an evacuation is necessary **</li>**

**<li>**Clear chain of command designating who is authorized to order an evacuation, evacuation

**<li>**Clear evacuation procedures including evacuation routes and emergency exits. These proce

**<li>**Procedures for assisting people with disabilities or who do not speak English **</li>**

**<li>**A system to account for personnel following an evacuation. **</li>**

**</ul>**

**Employee Training**

Employees should be trained in these areas:

**<ul>**

**<li>**Individual roles and responsibilities **</li>**

**<li>**Notification, warning and communications procedures **</li>**

- <li>Emergency response procedures </li>
- <li>Evacuation and accountability procedures </li>
- <li>Location and operation of emergency equipment including, but not limited to, fire extinguishers </li>
- <li>Emergency shutdown procedures </li>
- <li>First aid </li>
- <li>Conduct regular practice drills </li>
- <li>Schedule annual fire safety training classes for employees and new hires </li>
- <li>Update procedures to reflect changes in your company and facility </li>

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Fire prevention, safety in the workplace and an effective emergency response plan is the responsibility of every employee.

For more information about fire safety in the work place check the OSHA web site at [www.osha-slc.gov](http://www.osha-slc.gov)

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