

A BRIEF LOOK AT -

WORKPLACE FIRE SAFETY



To know what to do in case of a fire, remember the letters in the word RACE:

- R** Remove people from the area of danger.
- A** Alarm - Activate the fire alarm, if applicable, and/or call the fire department.
- C** Contain the fire. Close all doors and windows as you leave the area of the fire.
- E** Extinguish the fire. Try to extinguish a small fire, but if the fire gets larger or out of control leave the area immediately.

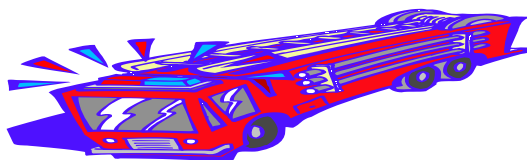
- Have emergency numbers near the phone.
- Plan escape routes and the place outside to gather prior to an emergency. Know where the evacuation plans are posted.



- Install a smoke alarm in the kitchen area. Check and/or replace the batteries when you change the clocks in the spring and fall.
- Know where the fire alarm(s) is(are) if your office has them.
- Know where fire extinguishers are located and know how to use them.



- To avoid injury from smoke, stay low and cover your mouth with a wet cloth or towel. If you are trapped in a room, block the bottom of the door with towels, blankets, clothes, linens, or cloth.
- Feel the doors before you open them. Do not open a door if it is hot or if you see smoke coming from around the door.
- If your clothing catches on fire, **stop, drop** to the ground, and **roll** to smother the flames.
- After the event, talk about the response and what could be improved.



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QUIZ

1. RACE means to run out of the office as fast as you can to escape the fire.
 True
 False

2. The second step to follow in the event of a fire is to activate the fire alarm or call 911.
 True
 False

3. Do not open a door if it is hot or if you see smoke coming from around the door.
 True
 False

4. After the event, talk about the response and what could be improved.
 True
 False

Signature

Date

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ANSWER KEY

1. FALSE
2. TRUE
3. TRUE
4. TRUE