

News & Notes

HOME FIRE EXTINGUISHER TIPS

Consider these home fire extinguisher tips:

- For the home, select a multi-purpose extinguisher (can be used on all types of home fires) that is large enough to put out a small fire, but not so heavy as to be difficult to handle.
- Choose a fire extinguisher that carries the label of an independent testing laboratory.
- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out. Local fire departments or fire extinguisher distributors often offer hands-on fire extinguisher trainings.
- Install fire extinguishers close to an exit and keep your back to a clear exit when you use the device so you can make an easy escape if the fire cannot be controlled. If the room fills with smoke, leave immediately.

WHEN TO USE A FIRE EXTINGUISHER

Fire extinguishers can be helpful on a small fire. Below is a checklist to help you prepare to use a fire extinguisher.

- Have I alerted others in the building that there's a fire?
- Have I been properly trained to use an extinguisher?
- Has someone called the fire department?
- Am I physically able to use a fire extinguisher?
- Is the fire small and contained in a single object (like a pan or a waste basket)?
- Am I safe from the fire's toxic smoke?
- Do I have a clear escape route?

If you cannot answer yes to all the above then alert others, leave the building and call 911 from a mobile or neighbor's phone. It is not recommended that children use extinguishers.



"I've changed. Now I only release the flying monkeys when I'm out of coffee."

HALLOWEEN RIDDLES

- 1) What do you call a witch in the desert?
- 2) What does a vampire never order at a restaurant?
- 3) What do you call someone who puts poison in a person's corn flakes?
- 4) What do you call a ghost with a broken leg?
- 5) What do ghosts serve for dessert?

Answers on Page 2 Safety Bits and Pieces

Safety Matters

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12 Fire Safety Tips for the Workplace

October is National Fire Safety Month and while the main focus is on preventing residential fires, it is also a good time to revisit workplace fire safety and prevention. Fatal injuries involving fires and explosions result in over 100 occupational fatalities each year. Follow these 12 Safety Tips to create a fire-safe workplace:

Step 1. Get Organized – Practice good workplace housekeeping. Clutter contributes to fires by providing fuel and by preventing access to exits and emergency equipment.

Step 2. Comply with the State of Delaware Tobacco-Free Workplace Policy – The State of Delaware prohibits the use of tobacco products within the boundaries of all state workplaces including buildings, facilities, indoor and outdoor spaces and the surrounding grounds owned by the State.

Step 3. Fire Extinguishers – Maintain the appropriate type and number of fire extinguishers. Know their locations. Only use fire extinguishers if you have been properly trained.

Step 4. Electrical Hazards – Report all electrical hazards. Many fires start in faulty wiring and malfunctioning electrical equipment. Watch your use of electrical appliances and extension cords. Do not overload electrical circuits.

Step 5. Access to Control Panels – Electrical control panels need to have free access maintained so that the electric could be shut off easily. All breakers should be properly marked for the areas which are covered by that breaker.

Step 6. Maintenance – Maintain machinery to prevent overheating and friction sparks. Keep equipment free of dust accumulation.

Step 7. Sprinkler Systems & Smoke Detectors – Never block sprinklers, firefighting equipment or emergency exits. Observe proper clearances when stacking materials. Test sprinkler systems and smoke detectors at least annually. Replace smoke detector batteries each October.

Step 8. Chemical Safety – Use and store chemicals safely. Read the label and the Safety Data Sheet to determine flammability and other fire hazards. Provide adequate ventilation when using and storing these substances.

Step 9. Waste Control & Storage – Control the accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency.

Step 10. Prevent Ignition – Use all precautions to prevent ignition in potentially explosive atmospheres such as those containing flammable liquid vapors or fine particles. Use non-sparking tools, and control static electricity as required.

Step 11. Exits – Emergency exit diagrams should be posted and emergency exits should be well lit with neon-regulation signs.

Step 12. Contact Info – Employees should have a list of emergency contact phone numbers in case of emergency. Remember that people will often panic in an emergency situation; therefore basics such as the company address, phone number and floor plan should be posted.

Prevention is always better than cure and it's best to avoid catastrophe in the first place or at least minimize the damage. The simple truth is that fire emergencies and disasters can strike anyone, anytime, anywhere. So if a fire does break out in your workplace A-C-T, Don't Panic:

A – ASSESS THE SITUATION
C – CHOOSE YOUR RESPONSE
T – TAKE ACTION



Safety Bits & Pieces

TRAPPED INSIDE A BURNING BUILDING

If you become trapped inside, try and get to a room with a window.

If you're on the first floor, open a window and lower yourself to arm's length, then drop to the ground. Never jump from a window. If possible, make sure to first throw down some soft materials onto the ground outside.

If you're too high up to attempt this, then use the window to call for help and also call 911. Provide your exact location in the building (floor, room number/identifier, etc.) Block the gaps under doors with materials such as clothing, bedding, towels etc. to prevent smoke from entering.

If your clothes ever catch fire, don't run around as this will fan the flames; instead, remember:

- Stop
- Drop
- Roll

Stop immediately, drop to the ground and roll to smother the flames.

HALLOWEEN RIDDLES ANSWERS

- 1) A sandwich.
- 2) A stake sandwich.
- 3) A cereal killer.
- 4) A hoblin goblin!
- 5) Ice Scream.

ON THE LIGHTER SIDE



"Check the expiration date. Make sure it hasn't gone bad."

SAFETY TIP OF THE MONTH

When operating a fire extinguisher, remember the acronym **PASS**:

Pull the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.

Aim low. Point the extinguisher at the base of the fire.

Squeeze the lever slowly and evenly.

Sweep the nozzle from side-to-side.

QUOTATION OF THE MONTH

When you stop chasing the wrong things, You give the right things a chance to catch you.

QuotesIdeas.com

Fire! Fire! What do I do now?

If there is a fire in your workplace follow these steps:

Step 1 – Raise the Alarm

Anyone discovering a fire should raise the alarm immediately, regardless as to how small it is or how innocuous it appears to be. Fires can develop very quickly and every second counts.

The Fire Department should be called, with the name, address and full zip code of the property given clearly, along with any helpful information such as the fire type and location.

If the alarm has sounded automatically, assigned employees should investigate the alarm condition as everyone else evacuates the building. If it is a genuine fire condition, and if the fire is small and manageable (about the size of a waste basket on fire), and the appropriate type of fire extinguisher is available, then somebody may attempt to extinguish the fire, but **only if they have been trained to do so**.

They should make sure that their escape route is never compromised by the fire, as well as ensuring they are confident that they understand the fire type and adjacent risks. Similarly, they should retreat if, despite their best efforts, the fire continues to grow. Assigned employees should "sweep" their designated areas of the building to ensure that everyone is out safely.

In Summary:

- Raise the alarm.
- Call the Fire Department.
- Assigned employees should check escape routes.

Step 2 – Evacuate

Evacuation should be prompt and calm, with everyone making their way to the designated assembly point.

Any hazardous machinery or processes should be shut down in line with the fire evacuation procedure for the site.

Do not stop to collect any personal belongings, and never use elevators in the event of a fire – this is because the elevator could stop working, trapping you inside, or the doors could open on the affected level and expose the occupants to flames, heat and toxic gases.

Head directly to the nearest emergency fire exit. Put the back of your hand against any doors you go through to check that the fire is not on the other side. The last person out should try to close doors behind them to prevent the fire spreading through the building's "fire compartments" and also to reduce the level of oxygen available in any room to feed the fire.

If the escape route is affected by smoke, drop down onto the ground and crawl, as the available air will be cleaner closer to the ground.

In Summary:

- Be prompt and calm.
- Turn off any hazardous machinery.
- Do not stop to collect personal belongings.
- Head to the nearest fire exit.

Step 3 – Get to the Assembly Point

One of the most important steps in any fire evacuation plan is choosing an assembly point.

The location of the assembly point must be easily accessed by all exiting persons and should have safe access for emergency services.

Once you have exited the building, everyone should meet at the designated assembly point.

A headcount (or nominal roll call) should be performed, making sure that all staff and any visitors are accounted for.

You should not re-enter the building, under any circumstances, until told to do so by the responding fire officials.

In Summary:

- Meet at assembly point.
- Headcount.
- Don't re-enter building.

