

Fire Emergency

Staff should know where extinguishers are and how to use them. The person-in-charge shall:

1. Call 911
2. Determine where the fire is and the extent of the fire, if possible.
3. If fire is unable to be extinguished, begin evacuation procedures.
4. Call the Director or Assistant Director to let them know of the fire if time permits.
5. Prepare an Incident Report Form and fax to Administrative Office within 48 hours.

Fire Prevention and Suppression and Workplace Evacuation

OBJECTIVES

To ensure that the risk of fire in the workplace is minimized.

To ensure that employees are empowered to identify potential fire risks and are adequately trained in control procedure.

To ensure that in the event of fire in the workplace the safety of employees and others is of primary importance and that there are effective evacuation policies and procedures in place.

PRINCIPLES

Managers shall identify and manage fire risks within their workplace to ensure that the potential for fire is minimized.

Managers are responsible for ensuring employees and the public are informed of any known fire risks associated with their workplace and are appropriately equipped to respond to those risks. An evacuation map shall be located in a prominent public place in each building.

Managers shall ensure that an effective workplace evacuation plan is prepared and implemented, that the plan meets the requirements of local fire authorities, that all employees and the public in the workplace are familiar with the plan, and that there are sufficiently regular fire evacuation drills to ensure that the plan remains current and effective.

Managers shall ensure that any fire occurring within the workplace shall be reported and investigated and that appropriate preventative measures are implemented.