



Training Solutions, Delivered!

TO THE POINT ABOUT FIRE PREVENTION & RESPONSE

**Leader's Guide, Fact Sheet
& Quiz**

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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

4812 TO THE POINT ABOUT FIRE PREVENTION & RESPONSE FACT SHEET

LENGTH: 12 MINUTES

PROGRAM SYNOPSIS:

Our workplace is full of hazards, hazards that can hurt us or kill us. Controlling these hazards and preventing injuries is the point of our safety and health program. One such hazard is the risk of work materials, equipment and other objects catching on fire. Correcting fire hazards and knowing how to respond to a fire can prevent injuries and save lives. That is the point of our facility's fire safety program and that is the point of this program.

Topics include the five classes of fires, good housekeeping, storage of hazardous and flammable materials, controlling electrical hazards, hot work precautions, responding to a fire and how to evacuate the premises safely.

PROGRAM OBJECTIVES:

After watching the program, the participant will be able to explain the following:

- What the different classes of fire are and how each can be extinguished;
- How to safely store hazardous and flammable materials;
- How to control electrical hazards to prevent fires;
- How and when to use a fire extinguisher to put out a fire;
- How safely evacuate the premises in order to escape a fire.

INSTRUCTIONAL CONTENT:

HOW A FIRE STARTS & BURNS

- Knowing how to prevent and respond to a fire starts with an understanding of how a fire starts and burns. A fire must have an ignition source, fuel and oxygen to start and continue to burn.
- Common ignition sources include overheated equipment, faulty electrical components, chemical reactions and hot surfaces.
- Once ignited, a fire will continue to grow until its heat, fuel or oxygen are removed.
- This is commonly achieved through the use of a fire extinguisher.

CLASSES OF FIRE

- Fires are divided into different classes according to the types of materials that fuel them. Be aware that the proper extinguishing agent must be used for each class.
- Class A fires are fueled by solid combustibles such as trash, paper and wood. These types of fires can be extinguished with water, which reduces the temperature of the burning material, thus removing the heat source.
- Class A fires may also be extinguished using a class "ABC" fire extinguisher that uses a chemical powder to remove all the oxygen from the fire.
- Class B fires involve flammable liquids and some gases, including gasoline, propane and oil.
- Class C fires ignite from the heat generated by the flow of electrical current.
- There are specialty extinguishers designed to extinguish class B and class C fires; however, the common ABC type extinguisher will also extinguish these classes of fire.
- Class D fires are fueled by combustible metals such as magnesium, potassium and titanium. They are usually put out with special chemical powders or foam that must be built up to completely cover the burning metal and eliminate the fire's oxygen supply.
- Class K fires involve vegetable oils, animal oils or fats in cooking appliances. They are extinguished with potassium acetate discharged in a fine mist that displaces its oxygen while preventing the spread of grease and helping to cool the appliance after the fire is out.
- You should learn which types of fire extinguishers are used at your facility and which classes of fire they are designed to put out.

GOOD HOUSEKEEPING

- To prevent fires, you must follow our organization's safe work practices that keep fuels and ignition sources separated and good housekeeping should be a top priority.

- The point is to keep your work area neat with tools and supplies organized so materials can't contact anything that could ignite them.
- Only keep the amount of work materials you need for your shift on hand since they can become fuels for fires.
- Keep aisles and travel paths clear of obstacles and debris. Also, make sure doors and exits are clearly marked and not locked or blocked.

STORAGE OF HAZARDOUS & FLAMMABLE MATERIALS

- Storing hazardous and flammable materials properly is another important aspect of fire prevention.
- Refer to the label and safety data sheet for safe handling and storage procedures of all flammable substances.
- Keep these materials a safe distance from sources of ignition.
- Also, they must be stored in approved containers, which should be retained in fireproof cabinets when not in use.
- Flammable liquids such as gasoline should be stored in containers equipped with flame arrestors that prevent sparks and flames from entering the mouth of the can and igniting vapors and liquids inside.
- Areas where flammable and ignitable substances are used or stored must be properly ventilated.
- Some materials are unstable and may combust spontaneously or react violently when exposed to air, water or other substances. Extra caution must be taken when working with these types of materials.

CONTROLLING ELECTRICAL HAZARDS

- Another common fire hazard in our workplaces is electricity. In fact, there are more electrical fires at work than any other type.
- Overloaded circuits are the cause of many fires. Don't plug too many cords into one outlet because it can be easily overloaded and result in a fire.
- Check cords, outlets and plugs regularly to make sure they are in good condition. Remove any equipment with a damaged cord or plug from service and have it repaired or replaced.
- Extension cords should be rated to carry the current required for any equipment you plug into them.
- If an extension cord is designed to have a ground pin, it must be present and in good condition.
- Extension cords should never be run under mats, rugs or carpet. The cord's insulation can be damaged by pedestrian traffic.
- Damaged insulation may expose live wires and allow heat from the flow of electric current to ignite a fire.
- Equipment and machines must be kept clean to prevent fires. Be on the lookout for the accumulation of dirt, dust, oil and other byproducts on equipment that could cause it to overheat and start a fire.
- Static electricity can be created and spark a fire when transferring liquids from one container to another. To prevent sparks from igniting a fire during these operations, always use proper bonding and grounding procedures.

HOT WORK PRECAUTIONS

- Fire prevention precautions are also required when welding, cutting and other hot work is being performed.
- Make sure that all conditions listed on any required hot work permit are met before beginning the work.
- Also, remove all flammable materials within 35 feet or cover them with fireproof blankets.
- Have a trained co-worker stand by as a fire watch during these operations. The fire watch should be on the lookout for any signs of fire and continue to do so for at least 30 minutes after the work has been completed.

RESPONDING TO A FIRE

- Even if all fire prevention procedures are followed, the possibility of a workplace fire always exists. It's important that you know how to respond to such emergencies.
- If a fire is small and in its beginning stage, known as an incipient stage fire, it may be possible to extinguish it with a fire extinguisher; however, never attempt to use a fire extinguisher unless you are trained and authorized by your organization; you have the appropriate extinguisher for the class of fire; and, you can put the fire out without risking your life.
- If you decide to use an extinguisher, first make sure someone has sounded the fire alarm and that you have a safe path to escape the fire, then position yourself about eight feet from the fire.
- Use the PASS method, P.A.S.S., to extinguish the fire by pulling the pin; aiming the nozzle at the base of the fire; squeezing the trigger; and, sweeping the nozzle from side to side.
- To ensure the fire has been completely extinguished, you should continue discharging the extinguisher at the base of the fire until the extinguisher is empty.
- Maintain a fire watch over the area until the fire department arrives and makes sure the fire has been fully extinguished.

SAFE EVACUATION OF THE PREMISES

- Your first choice in the event of a fire should be to evacuate rather than attempt to fight the fire. Many organizations do not allow employees to use fire extinguishers or they have a specially trained fire response team. If you are not authorized to use an extinguisher or feel it is unsafe to do so you should evacuate the premises immediately.
- If you see a fire or smoke, activate the nearest fire alarm and warn co-workers as you evacuate.
- If you hear a fire or smoke alarm, evacuate the premises immediately.
- Stay calm and walk out in an orderly manner. Don't run or try to pass co-workers.
- Check doors for heat with the back of your hand before opening. If a door feels hot, there is likely fire on the other side and you should find another escape route.
- If there is an abundance of smoke, get close to the floor to avoid inhaling the smoke. If possible, cover your mouth and nose with a damp cloth and take short breaths.
- Once outside, go to the designated place for employees to meet during evacuations.
- Make sure you are accounted for by management or emergency personnel and do not leave the area until given permission to do so.

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ANSWERS TO THE REVIEW QUIZ

1. d

2. c

3. b

4. a

5. a

6. b

7. c

8. e

9. a

TO THE POINT ABOUT FIRE PREVENTION & RESPONSE
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. Which of the following is NOT required for a fire to start and continue to burn?
 - a. An ignition source
 - b. Fuel
 - c. Oxygen
 - d. Carbon dioxide

2. Which class of fire is ignited by heat generated by the flow of an electric current?
 - a. Class A
 - b. Class B
 - c. Class C

3. Class K fires are fueled by combustible metals such as magnesium, potassium and titanium.
 - a. True
 - b. False

4. You should only keep the amount of work materials needed for your shift on hand.
 - a. True
 - b. False

5. Flammable substances must be stored in approved containers.
 - a. True
 - b. False

6. Extensions cords should only be run under mats, rugs or carpet when they are going to be used for a short time and then removed.
 - a. True
 - b. False

7. During hot work operations, all flammable materials within _____ feet should be removed from the area or covered with a fireproof blanket.
 - a. 10
 - b. 15
 - c. 35

8. Which of the following conditions must be met before using a fire extinguisher to put out a fire?
 - a. The fire is in its beginning stages
 - b. You are trained and authorized to use a fire extinguisher
 - c. You have the appropriate extinguisher for the class of fire
 - d. You can put out the fire without risking your life
 - e. All of the above

9. Your first choice in the event of a fire should be to evacuate rather than attempt to fight the fire.
 - a. True
 - b. False