Training Solutions, Delivered!

EMERGENCY RESPONSE & FIRE PREVENTION

As Part of the OSHA 10 Hour Training for General Industry

Leader's Guide, Fact Sheet & Quiz

Item Number: 5059

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 pages containing the answers to the quiz come *before* the quiz itself.

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.

5059 EMERGENCY RESPONSE & FIRE PREVENTION
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FACT SHEET

VIDEO LENGTH: 27 MINUTES COURSE DURATION: 1 HOUR

PROGRAM SYNOPSIS:
This program provides one hour of training on Emergency Response and Fire Prevention, which is one of the six mandatory training topics selected by OSHA as part of its 10 Hour Training for General Industry Program. In addition to the six hours of training on required topics, OSHA requires four more hours of instruction on various elective topics. The combination of required training and elective training must total 10 hours. The 27-minute video presentation in this program, when combined with the included sectional review quiz questions, will provide approximately one hour of training on Emergency Response and Fire Prevention.

The content in this program is not certified by OSHA, but may be used by an organization as part of a training curriculum which is equivalent to that provided in OSHA's 10 Hour General Industry Training.

One critical element required for an employer to provide a safe and healthy workplace to all employees is providing the training and preparation required for a calm, effective response during a workplace emergency. OSHA considers fire prevention and emergency response critical elements in creating and maintaining a safe workplace for all employees, contractors and visitors. As such, OSHA requires these important protections and enforces their implementation. This program discusses the specific actions workers should take during the various types of emergencies that could occur in or near their work area as well as their roles and responsibilities when it comes to housekeeping and fire prevention.

Other topics include fire prevention plans, emergency exit routes, combustible dust, flammable liquids, electrical safety and how and when to use a fire extinguisher.

PROGRAM OBJECTIVES:
Upon completion of the program, viewers should be able to explain the following:
- How the company's emergency plan facilitates and organizes employee and employer actions during an emergency;
- What actions to take in response to various types of workplace emergencies;
- What the requirements for emergency exit routes are;
- What the five classes of fire are and how fires can be extinguished;
- What good housekeeping practices to follow to prevent fires;
- How to handle and store flammable liquids safely;
- How and when to use fire extinguishers and how to inspect and maintain them.

INSTRUCTIONAL CONTENT:

SECTION 1: Emergency Planning Concepts
- One critical element required for an employer to provide a safe and healthy workplace to all employees is providing the training and preparation required for a calm, effective response during a workplace emergency.
- A proper emergency response depends on employees understanding their facility's emergency action plan and what specific actions they should take during the various types of emergencies that could occur in or near their work area.
- Workers should be familiar with the potential hazards presented by the equipment or materials in their work area. This includes being familiar with nearby chemicals and understanding the severity of the hazards presented in the event of a leak or spill.
- Employees should know how to shut down machinery, equipment and processes in their work area. Should an emergency occur, cutting the power or isolating processes may be necessary to minimize injuries or damage to the facility or environment.
- Workers should also know the location of any emergency equipment in their work area, and how to use it; as well as exits, evacuation routes, storm shelters and designated meeting places that the facility uses should an emergency arise.

• Many facilities have a trained first response team to deal with various types of incidents, injuries and medical emergencies. All employees should know how to summon an emergency response team when needed.
• Workers should also know the closest location of a phone, or other means, by which local 911 or other off-site emergency responders may be contacted.
• Periodic drills, training and other preparations are critical if employees are to respond properly and calmly to an emergency. This is why it is so important to participate in emergency drills and response training when they occur.
• Take all of your emergency response training seriously, ask questions and make sure you fully understand the training you receive.

SECTION 2: Emergency Action Plans

• An emergency action plan, or EAP, is a written document required by OSHA that is used to facilitate and organize employer and employee actions during workplace emergencies. The purpose of an EAP is to:
—Describe actions to be taken to ensure employee safety during an emergency;
—To document floor plans, maps or emergency escape routes;
—To communicate to employees what actions to take should an emergency occur.
• An emergency action plan facilitates and organizes employer and employee actions during workplace emergencies in an effort to reduce the number and severity of injuries and to minimize confusion during the emergency response as well as to reduce environmental and property damage.
• Required elements of the plan include:
—A means of reporting the emergency,
—Evacuation procedures and emergency escape routes,
—Procedures for the proper handling of critical operations during the event,
—The accounting for employees,
—A documentation of all rescue and medical duties as well as the contact persons for each.
• You will receive specific training on your facility's plan, such types of emergencies that may occur, course of actions, the functions and elements of the EAP, special hazards, fire hazards and the fire prevention plan.

SECTION 3: Fire Prevention Plan

• OSHA strongly recommends that all employers have a fire prevention plan and requires some companies to do so when their activities fall under a specific OSHA standard that requires it.
• At a minimum, an FPP must include:
—A list of all major fire hazards;
—Proper handling and storage procedures for hazardous materials;
—Potential ignition sources and their control;
—The type of fire protection equipment necessary to control each major hazard;
—Procedures to control accumulations of flammable and combustible waste materials;
—Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials;
—The name or job title of employees responsible for maintaining equipment to prevent the accidental ignition of combustible materials;
—The name or job title of employees responsible for the control of fuel source hazards.
• In addition, when a fire prevention plan is in place, the employer must review with each employee those parts of the fire prevention plan necessary for self-protection and inform the employee of any fire hazard to which they may be exposed.

SECTION 4: Responding to an Emergency

• It is important to understand that the best response to some emergencies is to evacuate the premises while other types of emergencies may require workers to shelter in place or to seek out a storm shelter inside the building.
• Some factors that may affect the decision whether or not to evacuate include the type and extent of the emergency, the location of the emergency, what type of building the workplace is located in and if critical operations must be shut down.

• In general, a workplace fire, bomb threat or major chemical spill or hazardous material release requires an evacuation of the facility, however, be aware that wind direction can play a critical role in the safety of all evacuating employees and must be considered.
• Employees should become familiar with their facility's evacuation maps and learn at least two escape routes away from their work area and out of the building.
• Workers must also know where their work area is located on the map, where the assembly area or rally point is located and where fire extinguishers and alarm stations may be accessed.
• As part of an organization's fire prevention plan and/or emergency action plan, management will develop a plan for informing employees of emergencies; this is often through a system of alarm sounds and tones.
• The various sounds indicate the type of emergency and the proper response to it.
• Some emergencies require workers to take shelter-in-place, which means seeking refuge in interior rooms with few or no windows.
• Incidents that may require shelter-in-place include severe weather such as tornadoes, certain types of chemical, biological or radiation releases and situations occurring outside the workplace that could have adverse effects on people if they were to evacuate the premises.
• The emergency action plan will designate the location of these types of shelter areas as well as the signage that denotes them and the situations that would require their use.

SECTION 5: Emergency Exit Routes
• Every facility should designate at least two emergency exit routes. An emergency exit route is a "continuous and unobstructed path of exit from any place in the workplace to a place of safety."
• An emergency exit route consists of three parts:
—Exit access, which is the path leading to the exit,
—The exit, which is the portion of the route separated from other areas to provide a protected way of travel,
—The exit discharge, which is the part of the route that leads directly outside of the facility.
• An emergency exit route should be clearly marked, well-lit, an appropriate width and must be unobstructed.
• Some basic requirements of emergency exit routes are as follows:
—They must be permanent;
—Exits must be separated by fire-resistant materials;
—Route doors must be unlocked from the inside and side-hinged;
—Routes must support the maximum permitted occupant load for each floor served;
—Ceilings of exit routes must be at least 7.5 feet high;
—Exit access must be at least 28 inches wide at all points.
• OSHA requires organizations to maintain and safeguard all emergency exit routes so they remain unobstructed and in good working order, including adequate lighting and exit signs.
• Take all fire alarms and smoke detectors seriously. If you hear either of them go off, you should evacuate the premises immediately.
• Stay calm as you are exiting your work area. Walk in an orderly fashion; don't run or attempt to pass co-workers.
• Check doors for heat before opening. To check a door, contact it with the back of your hand, which is more sensitive to heat than your palm.
• Never open a door that feels hot since it is likely being heated by fire on the other side. Instead, find an alternative route.
• Get close to the floor to avoid inhaling any rising smoke. If possible, cover your nose and mouth with a damp cloth and take short breaths.
• Once safely out of harm's way, go to the meeting place designated in your organization's emergency action plan. It is critical that you go to this area so everyone can be accounted for by the authorities or emergency personnel.
• All employees should learn the procedures for safely escaping their workplace during an emergency and understand where all exits are located in the event their first choice is not accessible during the emergency.
• Workers should ensure that exit discharge doors are not blocked by materials and are kept unlocked at all times.

SECTION 6: Elements of Fire
• Three elements are required for all fires: fuel, oxygen and a heat source that initially ignites the fire.
A wide array of heat sources can ignite fires in workplace and industrial facilities, including:

—Electricity from faulty cords, plugs, wiring and circuits,
—Friction related to moving parts that generate heat,
—Static electricity,
—Sparks and heat produced from welding and cutting operations,
—Chemical reactions,
—Hot surfaces or open flames.

- After a fire has been ignited, more heat will be produced and it will grow larger as long as there is sufficient fuel and oxygen present.
- Many materials in industrial worksites can fuel a fire, including flammable liquids and gases, some types of metals and more commonly, combustible solids such as wood, paper, plastic and fibers.
- Oxygen is the third requirement for fire. A fire will use more and more oxygen from the immediate area as it continues to grow and consume more of the fuel.
- The resulting inferno can get out of control quickly and become very difficult to extinguish.
- A fire will continue to burn until one of three things happens: its heat is removed, all its fuel is burned up or its oxygen runs out.
- When a fire is extinguished, it is usually accomplished by removing either the heat source or depriving the fire of oxygen.

SECTION 7: The Five Classes of Fire

- Fires are divided into five classes according to the types of materials that fuel them.
- It is important to understand the various classes of fire because each class requires a different method or extinguishing agent be used to extinguish the fire.
- Class A fires are fueled by solid combustibles such as paper and wood. These types of fires are usually extinguished with water which reduces the temperature of the burning material, thus removing the heat source.
- Class B fires involve flammable liquids and some gases, including gasoline, propane and oil. A chemical foam or powder is normally used to smother this class of fire by removing all of its oxygen.
- Electricity fuels Class C fires and these fires are also extinguished with a smothering agent that must be non-conductive.
- 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 which 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 the available oxygen while also preventing the spread of hot grease and helping to cool the appliance after the fire is out.

SECTION 8: Housekeeping and Fire Prevention

- To prevent fires, you must take the necessary precautions to keep fuels from coming in contact with any type of heat or ignition source. One important way to do this is by practicing good housekeeping.
- Remove unnecessary amounts of clutter that could serve as fuel for a fire.
- Keep in mind that reducing clutter onsite is important at all times, not just when materials accumulate excessively and cannot be ignored.
- Maintaining a clutter-free and organized work area should be a daily goal of every employee.
- Make sure equipment is maintained and in good condition regularly and keep tools and supplies in order throughout your shift.
- Only keep the amount of supplies needed for your shift in your immediate work area. Excess materials can become fuel for a fire and if you have too much on hand, they can cause a small fire to grow into a large one.
- When cleaning up your area, place materials in metal wastebaskets, preferably with lids that close tightly.
- Plastic trash cans should be avoided in areas that have the potential for fire, as they often become fuel for the fire themselves.
- Waste and debris should be removed from buildings regularly, usually on a daily basis, but removal may be required more frequently on shifts when build up occurs rapidly.
- Waste should be emptied into large metal containers that should be located at least 25 feet away from the building.

- Unused pallets and other combustible materials should be neatly organized and stored at least 25 feet from the building and sources of ignition.
- Creating large piles of various discarded materials and equipment is not only a fire hazard, it encourages the disposal of other clutter in the same area, which makes the situation even more dangerous.

SECTION 9: Combustible Dust

- There are certain types of dust that can cause or fuel a fire or explosion. Referred to as combustible dust, this type of dust is usually very fine and has the potential to become airborne when disturbed.
- Once airborne the dust can create a flammable or explosive atmosphere.
- Controlling combustible dust accumulation is an important part of housekeeping and fire prevention.
- A dust-free zone of 10 feet should be maintained from any furnace, boiler or equipment that generates large amounts of heat.
- It is important to remove dust from hard-to-reach surfaces and areas that aren't in plain sight.
- Dust accumulation in closets and other rooms that aren't occupied often should also be removed on a regular basis. Wet sweeping or vacuuming is the preferred way to remove dust.
- Dry sweeping or using compressed air must be avoided because this can cause the dust to go airborne which only redistributes the dust and increases the risk of fire or explosion.

SECTION 10: Flammable Liquids

- Like any other work materials, you should only keep the amount of flammable liquids needed for the job at hand in your immediate work area.
- Make sure to put soiled rags and towels used to clean up oil, grease and other flammable substances into a fire-proof disposal container after use because they can generate enough heat to spontaneously ignite.
- Fires often occur when flammable liquids such as paint thinner or acetone are mishandled. An ignition source can quickly ignite flammable vapors from these types of substances anytime there is enough oxygen present for a fire to burn.
- To prevent flammables from contacting ignition sources, portable containers with flame arrestors should be used when handling them.
- Also, these substances should be stored in flame-proof, well-ventilated storage cabinets when not in use.
- Another risk associated with hazardous materials is static electricity, which can be created when liquids are transferred from one container to another. The discharge of static electricity can cause sparks which can ignite a fire.
- Anytime you are transferring flammable liquids from a drum or barrel to a portable container, always use the appropriate bonding and grounding procedures to prevent sparks from igniting a fire.
- If you have any questions about how to properly store or handle a flammable material, make sure to consult its Safety Data Sheet or the container label.

SECTION 11: Electrical Safety

- In addition to static electricity, there are other electrical hazards in the workplace that you need to be aware of.
- Electrical fires are the most common type of workplace fire and overloaded circuits are often to blame.
- Avoid plugging in too many cords from tools and equipment into one outlet; it could easily become overloaded and result in a fire.
- Make it a habit to check cords, outlets and plugs periodically to make sure they are in good condition. Don't use any equipment that has a damaged cord; follow your company's procedures for removing it from service and having it repaired or replaced.
- Extension cords should be grounded and be rated to carry the current required for any equipment you plug into them.

Never run extension cords 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.

SECTION 12: When to use a Fire Extinguisher

- If a fire does breakout in the workplace, a decision must be made as to whether or not to use a fire extinguisher to fight the fire.

• There are several factors that must go into this decision, which we will discuss, however be aware that many organizations do not allow employees to use fire extinguishers for any reason and in these facilities the only correct response to fire is to sound the alarm and evacuate.
• There are some things to consider quickly before you can use a fire extinguisher to fight a fire. First, you must be trained and authorized to use the fire extinguishers at your facility.
• Secondly, you must have the proper type of extinguisher for the class of fire that is burning.
• Also, the fire must be small enough that you can put it out without risking your life or the lives of your co-workers.
• Finally, you must have a viable escape route should you be unable to extinguish the fire for any reason.
• If for any reason any of these conditions isn't met, you must evacuate the premises immediately.
• You can make sure an extinguisher is appropriate for the class of fire by looking at the label.
• If you don't have the proper extinguisher for the material fueling the fire or you aren't sure if you have the right one, don't fight the fire.
• Using the wrong extinguisher often makes the situation worse, putting you and your co-workers in even more danger.
• Whatever the size of the fire, you should always pull the alarm or call 911 before trying to put the fire out.
• Small fires can quickly turn into large fires, and seconds count to a firefighter.
• Fully understand that smoke from any type of fire kills more people than the actual fire. If smoke is present, it's best not to try to use an extinguisher; the fumes and gases of smoke are very toxic and can kill.

SECTION 13: How to use a Fire Extinguisher

• If you do fight the fire with an extinguisher, always keep your back to an available escape route. You don't want to get trapped in the room by the fire.
• Before attempting to extinguish a fire remember the word "PASS." This will remind you how to use the extinguisher:
—Pull the pin;
—Aim the nozzle;
—Squeeze the handle and;
—Sweep from side to side.
• Remove the extinguisher from its mount and take it to the fire. Pull the pin, then aim the extinguisher nozzle toward the base of the fire, standing 6 to 10 feet from the fire. Then squeeze the handle.
• If you stand too close to the fire and squeeze the handle, the force of the pressurized gas and extinguishing material could actually spread the flames.
• Activate the extinguisher well before you reach the fire. Move in slowly, making sure not to spread the fire.
• If the extinguisher runs out of extinguishing agent before the fire is completely put out, DO NOT attempt to find another one. Lay it down on its side and evacuate the premises immediately.
• Fires often look entirely extinguished with no flames visible, but then reignite. Don't leave the area until you're positive it has been put out for good.
• For this reason, it's always good idea to call the fire department even if you think the fire is out. Even if you succeed in extinguishing the fire, the professionals can make absolutely sure.

SECTION 13: Fire Extinguisher Inspections and Maintenance

• Fire extinguisher inspections and maintenance must be an important part of your facility's fire prevention policy. Fire extinguishers must be inspected at least once a month and those stored outdoors must be inspected weekly.
• When you're examining the extinguisher, make sure the pressure gauge shows that it's fully charged, the locking pin and plastic tamper seal are in place, the hose and horn are unobstructed and in good shape and the metal parts are free of corrosion.
• Never test an extinguisher to see if it's working. Once the valve has been opened, the extinguisher will lose pressure and may empty completely within a few days.
• This means that any time an extinguisher is used, even for a moment; it must be completely serviced and recharged. If this doesn't happen, it may be useless when you need it.
• After an extinguisher has been inspected and serviced, the servicing company will issue a service tag that's good for one year.
• During your monthly inspections, check to make sure it's current; if it's over year old, the extinguisher needs to be re-serviced immediately.

- A fire extinguisher is no good at all if you can't find it when you need it. Never store an extinguisher on the floor, in a closet or behind furniture, plants or decorations.
- Extinguishers should be mounted on hangers or in marked fire extinguisher cabinets where they can be clearly seen.
- When a fire starts, there's not time to search for a functioning extinguisher. One should be within easy reach and ready to go.

SECTION 14: Conclusion

- As we have learned in this program, fire prevention and emergency response is a critical part of creating and maintaining a safe workplace for all employees, contractors and visitors.
- As part of its various regulations and standards, OSHA requires these important protections and enforces their implementation. Make sure you know, understand and follow your organization's emergency action plan and also do your part when it comes to housekeeping and fire prevention.

EMERGENCY RESPONSE & FIRE PREVENTION
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ANSWERS TO THE REVIEW QUIZ

SECTION 1: Emergency Planning Concepts

1. a
2. e
3. b

SECTION 2: Emergency Action Plans

1. a
2. c
3. a

SECTION 3: Fire Prevention Plan

1. b
2. b

SECTION 4: Responding to an Emergency

1. b
2. a
3. d

SECTION 5: Emergency Exit Routes

1. c
2. a
3. b
4. a

SECTION 6: Elements of Fire

1. e
2. a
3. b

SECTION 7: The Five Classes of Fire

1. a
2. b
3. b

SECTION 8: Housekeeping and Fire Prevention

1. a
2. a
3. c

SECTION 9: Combustible Dust

1. a
2. b
3. e

SECTION 10: Flammable Liquids

1. a
2. a
3. c

SECTION 11: Electrical Safety

1. a
2. a
3. b

SECTION 12: When to Use a Fire Extinguisher

1. a
2. c
3. a

SECTION 13: How to Use a Fire Extinguisher

1. a
2. b
3. b
4. a

Section 14: Fire Extinguisher Inspections and Maintenance

1. c
2. b
3. b

EMERGENCY RESPONSE & FIRE PREVENTION
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REVIEW QUIZ

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

Name_____Date_____

SECTION 1: Emergency Planning Concepts

1. Workers should be familiar with the potential hazards presented by the equipment or materials in their work area.

a. True
b. False

2. Employees should know _____.

a. The hazards presented by nearby chemicals
b. How to shut down machinery, equipment and processes
c. Where emergency equipment is located and how to use it
d. The location of exits, evacuation routes and designated meeting places
e. All of the above

3. Only those employees who work in areas containing chemical or fire hazards need to know how to summon emergency responders.

a. True
b. False

SECTION 2: Emergency Action Plans

1. An emergency action plan is a written document required by OSHA.

a. True
b. False

2. Which of the following is NOT a purpose of an emergency action plan?

a. To describe actions to be taken to ensure employee safety during an emergency
b. To document floor plans, maps or emergency escape routes
c. To provide information about the selection of PPE
d. To communicate to employees what actions to take should an emergency occur

3. You will receive specific training on your facility's EAP plan such as, types of emergencies, course of actions, the functions and elements of the EAP, special hazards, fire hazards and the fire prevention plan.

a. True
b. False

SECTION 3: Fire Prevention Plan

1. OSHA requires all employers to have a Fire Prevention Plan.

a. True
b. False

2. When a Fire Prevention Plan is in place, the employer is NOT required to review it with each employee.

a. True
b. False

SECTION 4: Responding to an Emergency

1. The best response to all emergencies is to evacuate the premises.

a. True
b. False

2. Employees should know at least two escape routes away from their work area and out of the building.

a. True
b. False

3. Which of the following incidents may require workers to shelter inside the building?

a. Severe weather
b. Chemical release
c. Radiation release
d. All of the above

SECTION 5: Emergency Exit Routes

1. The part of the emergency exit route that leads directly outside of the facility is the _____.

a. Exit
b. Exit access
c. Exit discharge

2. Exit route doors must remain unlocked from the inside.

a. True
b. False

3. To check a door for heat during a fire evacuation, you should contact it with the _____ of your hand.

a. Knuckles
b. Back
c. Palm

4. During an evacuation, it is critical that you go your organization's designated meeting place so everyone can be accounted for by the authorities or emergency personnel.

a. True
b. False

SECTION 6: Elements of Fire

1. Which of the following is a heat source that can ignite a fire?

a. Friction from moving parts
b. Static electricity
c. Sparks and heat from welding operations
d. Chemical reactions
e. All of the above

2. After a fire has been ignited, more heat will be produced and it will grow larger as long as there is sufficient fuel and oxygen present.

a. True
b. False

3. When a fire is extinguished, it is usually accomplished by removing all of its fuel.

a. True
b. False

SECTION 7: The Five Classes of Fire

1. Each class requires a different method or extinguishing agent be used to extinguish the fire.

a. True
b. False

2. _____ fires involve flammable liquids and some gases.

a. Class A
b. Class B
c. Class C
d. Class D

3. Class C fires involve _____ and a _____ smothering agent must be used to extinguish them.

a. Metal and foam
b. Electricity and non-conductive
c. Chemicals and magnesium

SECTION 8: Housekeeping and Fire Prevention

1. Maintaining a clutter-free and organized work area should be a daily goal of every employee.

a. True
b. False

2. To prevent excess materials from becoming fuel for a fire, you should only keep the amount of supplies needed for your shift in your immediate work area.

a. True
b. False

3. Unused pallets and other combustible materials should be stored at least _____ from the building and sources of ignition.

a. 10 feet
b. 15 feet
c. 25 feet

SECTION 9: Combustible Dust

1. Controlling combustible dust accumulation is an important part of housekeeping and fire prevention.

a. True
b. False

2. A dust-free zone of _____ should be maintained from any furnace, boiler or equipment that generates large amounts of heat.

a. 5 feet
b. 10 feet
c. 15 feet
d. 25 feet

3. Which of the following is a preferred way to remove combustible dust?

a. Wet sweeping
b. Vacuuming
c. Dry sweeping
d. Using compressed air
e. Either answer a or b

SECTION 10: Flammable Liquids

1. Soiled rags and towels used to clean up oil, grease and other flammable substances should be put into a fire-proof disposal container after use.

a. True
b. False

2. Flammable substances should be stored in flame-proof, well-ventilated storage cabinets when not in use.

a. True
b. False

3. If you have any questions about how to properly store or handle a flammable material consult _____.

a. Its Safety Data Sheet
b. The container label
c. Either answer a or b

SECTION 11: Electrical Safety

1. Electrical fires are the second leading type of workplace fire.

a. True
b. False

2. Damaged cords, outlets and plugs should be removed from service and repaired or replaced.

a. True
b. False

3. You should only run extension cords under mats, rugs or carpets when performing a brief job task in an area with low pedestrian traffic.

a. True
b. False

SECTION 12: When to Use a Fire Extinguisher

1. You must be trained and authorized to use a fire extinguisher.

a. True
b. False

2. Which of the following is NOT true when it comes to using a fire extinguisher?

a. You must have the proper extinguisher for the class of fire that is burning
b. You must have a viable escape route
c. You do not need to activate the fire alarm
d. The fire must be small enough to be extinguished safely

3. Smoke from fires kill more people than the actual fire.

a. True
b. False

SECTION 13: How to Use a Fire Extinguisher

1. If you do fight the fire with a fire extinguisher, you should always keep your back to an available escape route.

a. True
b. False

2. You should position yourself _____ feet from a fire before squeezing the fire extinguisher handle to release the extinguishing material.

a. 3 to 5
b. 6 to 10
c. 10 to 14

3. If a fire extinguisher runs out of extinguishing agent before the fire is out, you should locate another one and continue fighting the fire.

a. True
b. False

4. After extinguishing a fire, it's important for the fire department to arrive and make sure the fire won't re-ignite.

a. True
b. False

Section 14: Fire Extinguisher Inspections and Maintenance

1. Fire extinguishers must be inspected once a _____ and those that are stored outdoors must be inspected _____.

a. Quarter and monthly
b. Year and quarterly
c. Month and weekly
d. Week and daily

2. You should periodically test a fire extinguisher to see if it is working.

a. True
b. False

3. After an extinguisher has been inspected and serviced, a service tag is issued that is good for _____.

a. Six months
b. One year
c. Two years