



Training Solutions, Delivered!

OSHA HOSPITALITY 7: Fire Extinguisher Training

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

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.

5083 OSHA HOSPITALITY 7: Fire Extinguisher Training FACT SHEET

LENGTH: 4 MINUTES

PROGRAM SYNOPSIS:

A fire can have devastating effects to your guests and the property, so it is critical that associates are prepared for such an emergency. One way they can be ready for a workplace fire is to know how and when to use a fire extinguisher. This program discusses how to use the "PASS" process to extinguish a fire and other important issues associates must consider when responding to a fire.

Topics include initial response to a fire, the four stages of fires, when to evacuate the premises, fire extinguisher inspection protocols and the importance of fire extinguisher training.

PROGRAM OBJECTIVES:

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

- Why you must evacuate the facility if a fire puts you or others at risk;
- How to use the "PASS" process to extinguish a fire;
- What the four stages of fires are;
- How monthly and annual fire extinguisher inspections are conducted;
- Why it is important to be properly trained in the use of fire extinguishers.

INSTRUCTIONAL CONTENT:

INITIAL RESPONSE TO A FIRE

- Fire extinguishers are located throughout your facility. Obviously, you know what they're for, but do you know how to use one in case of a fire?
- After all, a fire can have devastating effects to your guests and the property. That's why fire safety and prevention is so important.
- The first rule to remember is life is more important than property. With that being said, if there is any risk to you or others, don't try to extinguish the fire. Get out!
- If the fire is small enough or has just started, you can use a fire extinguisher to put the fire out before people are in danger.
- Next, always activate the nearest alarm, even if you're using the extinguisher. That way, evacuations can already be in process if the fire does get out of hand.

THE 'PASS' PROCESS

- Using an extinguisher is a simple process. Remember the term PASS: Pull the pin. Aim the nozzle. Squeeze the handle and sweep from side to side.
- Pulling the pin basically unlocks the extinguisher, allowing it to be used. Aim the nozzle at the base of the fire. • Normally, you want to stand about 10 feet away from the fire because if you release the extinguishing agent too close to the fire, you could spread the fire.
- Squeezing the handle will spray the extinguishing agent. Sweeping from side to side will help put the fire out quickly. PASS.

THE FOUR STAGES OF FIRES

- It's important to understand the four stages of fires in order to assist in your understanding of how you can help in an emergency.
- Incipient: This is the ignition stage in which a fire begins.
- Growth: In this stage, a fire begins to burn freely.
- Fully developed: The highest stage of a fire before it begins to die out.
- Decay: This is the stage at which a fire begins to decrease because the fuel has been consumed.
- It is critical that fires be extinguished at the earliest possible stage in order to prevent injury and property damage.

EVACUATION

- If a fire has advanced beyond your ability to extinguish it, activate the closest alarm pull station and begin evacuation procedures. Remember, always pull the alarm and call the fire department.
- A small fire can quickly get out of hand and if it does, fire extinguishers won't help. You need fire professionals and if you waste time by not calling them until the fire gets out of hand, it may be too late.
- They would much rather respond to a fire that has been extinguished than to arrive when the fire is out of control.

FIRE EXTINGUISHER INSPECTION

- Extinguishers should be inspected monthly to make sure they are in the proper place, inspected to make sure they aren't damaged and on those extinguishers with pressure gauges to make sure the gauge is in the green indicating the proper pressure.
- If the pressure is too high or too low, it should be reported to management so it can be serviced.
- Every extinguisher should be inspected monthly and this inspection report should be maintained in your files as documentation that the inspection was completed.
- Some extinguishers may have a space on the service tag to indicate this monthly inspection.
- Once a year, your fire extinguisher must be inspected and serviced by an authorized fire extinguisher service. They normally recharge the extinguisher, inspect it and place an annual service tag on the unit indicating that it has been serviced.

IMPORTANCE OF FIRE EXTINGUISHER TRAINING

- It's important that everyone be properly trained in the use of fire extinguishers. In an emergency, you need to know how to operate the equipment to extinguish the fire.
- If you do not know how to operate a fire extinguisher, be sure to ask your supervisor. Many people have never used a fire extinguisher, so ask if you're not sure.

SUMMARY

- Fire extinguishers are a very necessary part of emergency equipment and it's up to you to know how to properly use those extinguishers if the need arises.
- If you're not sure how to use an extinguisher or you don't know where they're located, ask questions.
- Remember, the best ways to prevent loss of life or property damage in an emergency are preparedness and planning. Be ready and know what to do in advance; that way if a fire or other emergency does strike, you'll be ready.

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ANSWERS TO THE REVIEW QUIZ

1. b
2. a
3. d
4. c
5. a
6. b
7. c
8. a
9. a
10. a

OSHA HOSPITALITY 7: Fire Extinguisher Training
REVIEW QUIZ

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

Name _____ Date _____

1. What/Who can help you learn emergency exit routes for your property?
 - a. The fire department
 - b. Emergency evacuation maps
 - c. The front desk
 - d. Fire extinguishers
 - e. All of the above

2. Messy, disorganized work areas are a common cause of fires.
 - a. True
 - b. False

3. Which of the following must remain clear for safe exit during an emergency?
 - a. Hallways
 - b. Stairwells
 - c. Exits
 - d. All of the above
 - e. Answers a and c only

4. After you evacuate your property during an emergency, what should you do?
 - a. Go home
 - b. Get as far away from the building as possible
 - c. Report to your designated assembly area
 - d. Call 911

5. Broken or malfunctioning fire safety equipment should be reported immediately to your supervisor.
 - a. True
 - b. False

6. Electrical panels must not be blocked. How much clear space is the minimum distance near an electrical panel?
 - a. 1 foot
 - b. 3 feet
 - c. 10 feet
 - d. 20 feet

7. Where should flammable liquids be stored when not in use?
 - a. Workbench
 - b. Proper shelves
 - c. Flammable storage cabinet
 - d. Engineering office

8. Smoking is allowed only in designated smoking areas marked by a sign.
 - a. True
 - b. False

9. Always call the fire department when there is a fire.
 - a. True
 - b. False

10. The most important thing to remember in a fire is, remain calm, do not panic.
 - a. True
 - b. False