

# Morgan Support Services

## Fire Safety

The Health and Safety Compliance Officer or any employee in charge may order an evacuation in the event that the building fire alarm is sounded or if the presence of smoke or flame is detected.

If the presence of smoke or flame is detected, the Health and Safety Compliance officer/designee will first determine if a fire extinguisher can effectively extinguish the flame. If not, s/he will sound the alarm, which will notify the fire department, and order an evacuation. Follow the General Evacuation Procedures to vacate the premises.

### How to Safely Evacuate

If there is a fire, you may only have 2-3 minutes to get people we support, visitors, and yourself out safely. You have to quickly jump into action and get out fast.

In addition to the general Evacuation Procedures, here are some steps for safe evacuation:

1. Crawl to the door. Smoke rises, so staying close to the floor will give you the best air to breathe.
2. Using the back of your hand, feel the doorknob and the cracks around the door for heat.
3. If it feels cool, it is safe to open the door a little bit and peek out. If you don't see any smoke, go out the door, exit the building, and go to the designated assembly area.
4. If it feels warm, it probably means the fire is near the door. You should use an alternate escape route.
5. Be sure to take your cell phone with you.
6. Once out, stay out. Never go back inside for any reason. Firefighters are trained and have the proper equipment to enter a burning building.

In the event of a fire, remember **RACE**:

**R**emove all persons from danger

**A**lert the fire department by pulling the fire alarm and/or calling 911. Alert other people in the premises.

**C**ontain the fire by closing windows and exterior and interior doors.

**E**vacuate the premises. Extinguish the fire only if it is manageable.

How to use a Fire Extinguisher Remember the acronym **PASS**

**P**ull the pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

**A**im at the base of the fire, not at the flames. This is important – in order to put out the fire, you must extinguish the fuel.

**S**queeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

**S**weep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move toward the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher – different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames.

When you have had the opportunity to have all of your questions answered and are sure you understand how these procedures apply to your job, take this quiz: <https://mssconfidential.online/fire-safety-quiz>