

X-RAY ASSOCIATES

**FIRE AND LIFE SAFETY
PROGRAM**

January 2015

Importance of Fire Safety Knowledge and Preplanning

Fire Prevention!

Know that you play an important role in fire prevention in your clinic. A fire establishes itself within the first few minutes. To save your life and the lives of the occupants of the building both occupants and staff must know what to do.

Recognize fire dangers. A fire can be very destructive. Fire is not predictable and can be quick to change. Fire threatens life safety of occupants away from the direct contact of the heat and flames by toxic gases carried in the smoke. Smoke is the number one killer in fire fatalities. The gases in smoke are lethal.

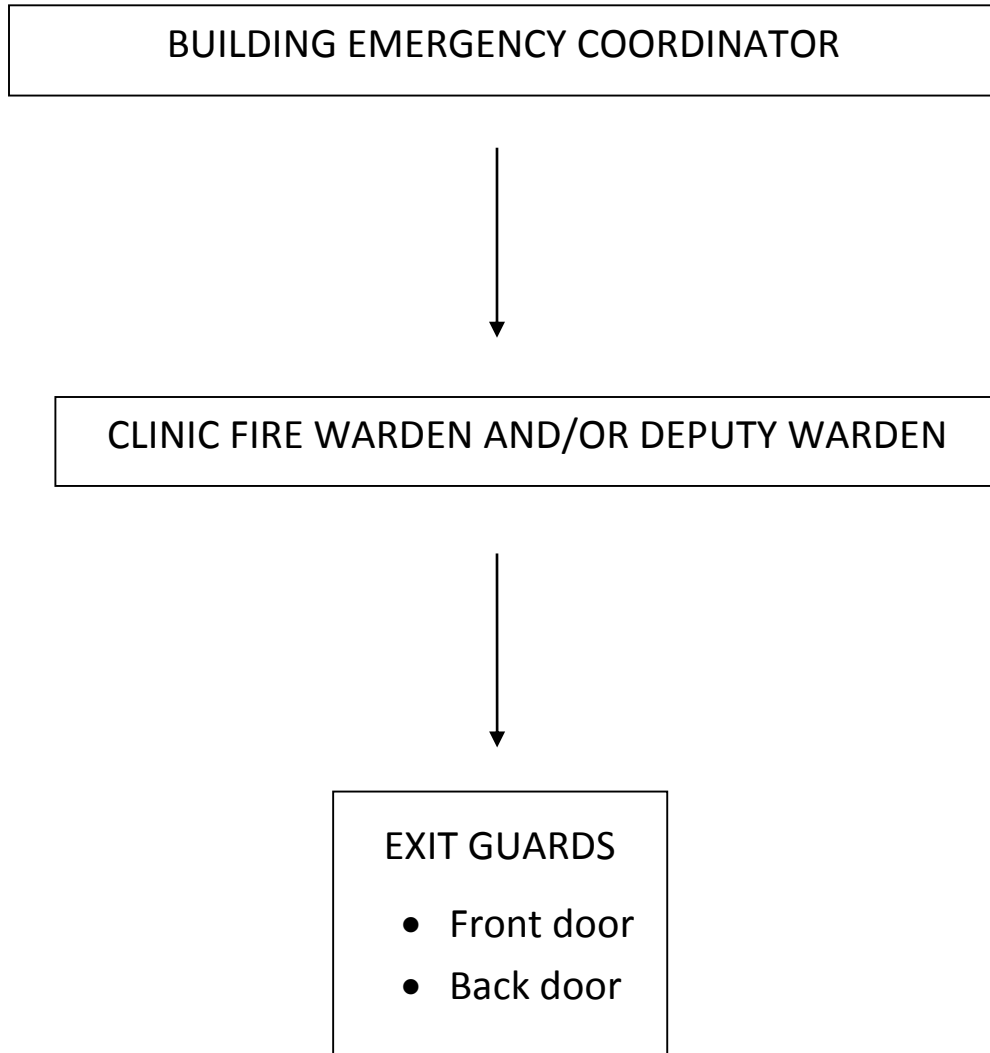
Take action to prevent fire dangers. Know how to recognize fire hazards. Either correct hazardous situations immediately or inform your supervisor directly of the situation.

Ensure fire protection equipment is ready for use and is operational.

Prior fire safety knowledge as well as immediate and correct response in the event of an emergency can prevent a disaster or save lives.

Take Action! Don't Delay.

Building Emergency Organization



Fire Warden Team

CLINIC: _____

Date: _____

FIRE WARDEN: _____

DEPUTY FIRE WARDEN: _____

(In the absence of a Fire Warden, a deputy warden assumes responsibilities.)

EXIT GUARDS:

- FRONT DOOR _____
- BACK DOOR _____

DAY SHIFT:

NAME OF EMPLOYEES

TIME

AFTERNOON SHIFT:

NAME OF EMPLOYEES

TIME

Responsibilities

1. FIRE WARDEN, (and/or Deputy Fire Warden)

- Must be familiar with location
- Coordinate and direct ALL emergency activities within the assigned floor
- Select and appoint appropriate team as required, section leaders and monitors
- Implement the “Buddy System” for handicapped personnel or people requiring assistance (P.R.A’s). Ensure that section leaders know and fulfill their responsibilities in regard to this
- Ensure that all staff are completely familiar with their responsibilities and assignments.
- Must check all areas to ensure no patients/visitors/employers remain behind
- Ensures all doors are closed behind them
- Informs the **Exit Guards** that all patients/visitors employers have evacuated
- Coordinate with the fire department
- They determine whether it is safe to return to location

2. EXIT GUARDS

- Proceed to the exit door
- Hold the door open
- Inform all employees passing through the door to go to assembly area designated for your clinic.
- Keep employees orderly when **Fire Warden** informs all employees/patients/visitors are out, closes door
- Inform that all employees are out and the door is closed

In the Event of Fire or Alarm Remember

Call the fire department immediately

Even for small fires call the fire department immediately.

Fire deaths are caused by inaction, denial and fear of appearing foolish. Act immediately. Don't delay, it is important to react quickly in the early stage of a fire.

Ensure the safety of the occupants in the building

Pull the manual alarm station to alert occupants immediately. Groups tend to rely on superiors for information and leadership. Provide direction and leadership at once.

Some occupants will not be familiar with exit routes that they do not commonly use. Make sure secondary exits are clearly posted and direct occupants to these exits, during emergency situations.

Take action, don't wait.

Fire confinement and extinguishment

Ensure all fire doors in the area are closed.
Follow company instructions regarding fire extinguishment.

Should you decide to extinguish a fire follow "Fire Extinguishment Procedures".

Clinic / Building Evacuation

UPON DISCOVERY OF FIRE

- Remain calm and leave the fire area.
- Verbally alert nearby occupants.
- Alert all other occupants in the building: use a pull station to activate the building fire alarm system
- Shut off all equipment and appliances that you are using, if it is safe for you to do so.
- Use nearest safe exit to leave the building and proceed to the designated assembly area (The designated assembly area is located in the parking lot, that is located at the southwest side of the building).
- Close all doors behind you.
- **Do not use elevators.**
- **Do not go to the roof. Smoke rises! The access hatches and door are locked and you may become trapped.**
- Call the **FIRE & RESCUE DEPARTMENT SERVICE** from a safe location, **9-1-1**
Never assume that this has been done.
- Give the address of the building (_____), location of the fire and your name.
- Do not re-enter the building until it is declared safe to do so by the Arriving Fire Captain

UPON HEARING THE FIRE ALARM

- Remain calm, begin to evacuate the building.
- Shut off all equipment and appliances that you are using, if it is safe for you to do so.
- **Do not use elevators.**
- **Do not go to the roof. Smoke rises! The access hatches and door are locked and you may become trapped.**
- Proceed to the designated assembly area.
- Do not re-enter the building until it is declared safe to do so by the Arriving Fire Captain

BEFORE OPENING THE DOOR OR ENTERING THE STAIRWAY

- Before opening a door, feel the door and doorknob for heat. If these are not hot, brace yourself against the door and open it slightly. If you see smoke, or feel air pressure or a hot draft, close the door quickly.

- If the corridor is free of fire and/or smoke, close the door behind you and leave by the nearest exit.
- If there is no smoke, use the stairway to leave the building.
- If there is smoke, do not enter the stairway, close the stairway door. Go to an alternate exit and again open the door carefully.
- If there is smoke, return to a safe area and protect yourself from smoke.

ONCE INSIDE THE STAIRWAY

- If you encounter smoke on your way down the stairs, do not continue!
- Leave the stairway onto the closest available floor area, and proceed to an alternate stairway. Open the door carefully and if there is no smoke, continue down the stairway and leave the building.
- If you cannot use any stairway to exit the building, return to a safe area, or enter an available floor area until you are able to take shelter.
- **Do not go to the roof. Smoke rises! The access hatches and door are locked and you may become trapped.**
- Remember to stay low to the ground if you are in a smoke-filled environment. The air is cleaner near the floor level.

IF YOU CANNOT LEAVE YOUR AREA/OFFICE OR HAVE RETURNED TO IT BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN THE AREA

- Close the door but leave it unlocked for possible entry by fire fighters.
- Dial "9-1-1" and give the **FIRE & RESCUE DEPARTMENT SERVICE** the building address (_____), location of the fire and your name.
- If possible, seal all cracks where smoke can enter. Also, if possible, seal air –conditioning outlets where requires (a roll of wide/tape/duct may be useful).
- Keep low to the floor if smoke enters the room.
- Move to the most protected room.
- Wait to be rescue. Remain calm. Do not panic.
- Listen to instructions or information give by authorized personal.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- LEAVE FIRE AREA IMMEDIATELY
- CLOSE DOORS
- SOUND THE ALARM, PULL MANUAL STATION
- LEAVE THE BUILDING BY THE NEAREST EXIT

CALL THE FIRE DEPARTMENT

DIAL 911

DO NOT USE ELEVATORS

UPON HEARING THE FIRE ALARM

- LEAVE THE BUILDING BY THE NEAREST EXIT
- CLOSE DOORS BEHIND YOU

CAUTION

- IF YOU ENCOUNTER SMOKE, USE AN ALTERNATE EXIT

REMAIN CALM

FALSE ALARM

“Everyone who willfully, without a reasonable cause, in any *MANNER*, makes or causes to be made an alarm of *FIRE* is Guilty of an offence”

Criminal code (Canada)

Fire Extinguisher Procedures

Before extinguishing a fire:

- Pull the manual alarm to notify occupants
- Call the fire department immediately 911
- Work with a partner if possible
- Always have a safe exit route. Never let fire come between you and your exit

To extinguish a fire:

- Choose an extinguisher with a correct classification
- Aim at the base of the fire
- Use a sweeping motion
- Leave the area and close the door if there is any physical danger

Classification of Fires

Not all fuels are the same, and if you use the wrong type of extinguisher on the wrong type of fuel, you can, in fact make matters worse. It is therefore very important to understand the four different classifications of fuel.



Class A

This fire extinguisher is used on common combustibles by soaking and cooling the fibres to prevent re-ignition. It uses either pressurized water, foam or multi-purpose (ABC rated*) dry chemical extinguishers. Class A fires involve products such as wood, paper, cloth, trash, solid combustible materials that are not metals.



Class B

The fire extinguisher is used on flammable liquids. They work by removing the oxygen and preventing any vapours from reaching a new ignition source or starting the chemical chain reaction. It uses foam, Carbon dioxide, normal (BC-rated*) dry chemical, multi-purpose (ABC-rated*) dry chemical, and Halon mediums. Class B fires involve products such as flammable liquids, gasoline, oil grease, acetone, any non-metal in a liquid state.



Class C

The fire extinguisher is used for energized electrical equipment by using an extinguishing medium not capable of conducting electricity. Carbon dioxide (ordinary (BC-rated*) dry chemical, multi-purpose (ABC-rated*) dry chemical, and Halon fire extinguishers may be used. Class C fires involve products such as electrical energized equipment. As long as it is "plugged in".



Class D

This fire extinguisher is used to extinguish metals such as potassium, sodium, aluminum, and magnesium. Unless you work in a laboratory or in an industry that used these materials, it is unlikely you'll have to deal with a Class D fire. It takes special extinguishing agents (Mattel-X, foam) to fight such a fire.

How to Use a Fire Extinguisher

It is easy to remember how to use a fire extinguisher if you can remember the acronym **P.A.S.S.**

This stands for **P**ull, **A**im, **S**queeze, **S**weep.

Pull the pin: this action will unlock the operating lever on the extinguisher, allowing you to discharge the fire-fighting medium. Some extinguishers are equipped with other seals or tamper indicators.

Aim low: point the extinguisher nozzle or hose at the base of the fire. Fire burn upwards so all flammable material will be at the base of the fire.

Squeeze the lever above the handle: this will discharge the fire-extinguishing medium. Releasing the lever will stop discharge. Some extinguishers are equipped with button instead of a lever.

Sweep from side to side: move slowly and carefully toward the fire, keeping the extinguisher aimed at the base of the fire. Sweep the nozzle or hose back and forth until the flames appear to be out. Watch the fire to be sure re-ignition does not occur. If so, repeat process.

DIRECTIONS FOR USE:

- 1. P Pull:** Pull the pin.
- 2. A Aim:** Always aim at the base of the fire using the nozzle provided.
- 3. S Squeeze:** Activate the fire extinguisher by squeezing the handle.
- 4. S Sweep:** Move from side to side in a sweeping motion, watching to make sure flames don't start up again. Break up any clumps of burnt materials to ensure the fire is fully extinguished.

Fire Drill Report

Date: _____

Fire Warden: _____

Fire Team Roles & responsibilities:

Comments: _____

Team Members in Meeting: _____

Fire Drill Recommendations:
