

# **FIRE SAFETY ONLINE TRAINING**

## **INTRODUCTION**

This Fire Safety Training module is designed to teach you preventive measures that will eliminate or minimize causes of fire or fire hazards in the workplace, and to teach you proper emergency and evacuation procedures in the event of a fire.

## **Theme of Fire Safety Training**

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In any of the above modules of training the theme of each of the training sessions is to help participants learn:

### **1. FIRE PREVENTION (Stopping Fire From Occurring)**

Training Topics:

- What is fire?
- What are the possible causes of fire?
- What needs to be done to prevent the possible causes of fire?
- Actions to take to mitigate fires, inspection, hazard reporting,

### **2. EMERGENCY PREPAREDNESS AND EVACUATION (What Action To Take In Case Fire Occurs In A Building)**

Training Topics:

- How to prepare for a fire emergency.
- Participation in fire drills.
- Knowing evacuation procedures
- Knowledge and maintenance of fire protections systems
- Know how to use proper type of fire extinguisher

## GOALS

The goals of Fire Safety For Employees Online Training is to ensure that FAU Personnel:

- **Understand the major causes of fires in the work place**
- **Learn how to prevent fires**
- **Look for possible fire hazards and report them**
- **Be aware of fire safety devices in their office and building**
- **Be familiar with the building's emergency procedures**
- **Know what to do if a fire breaks out**
- **Learn how to evacuate quietly and calmly**

## OTHER INFORMATION

- This training session has no time limit.
- Once you begin the final quiz complete it entirely. Unanswered questions are counted wrong.
- You will be notified of your results and a certificate will be issued upon satisfactory completion.
- A help button is located in the lower left corner of every page that will allow you to email questions or comments to the person in charge of the training.

## FIRE SAFETY PROGRAM

The Fire Safety Training Program at Florida Atlantic University has been developed and implemented to comply with regulations, and to establish and maintain a fire safe working environment for employees.

At the core of the program is the education and knowledge which we believe is the key to save lives, test and train occupants in fire safety awareness, and bring a higher level of understanding of what is involved in order to prevent and more importantly SURVIVE A FIRE. In essence the goal is to provide knowledge so as to understand the origin of fires, sources of fires, how to prevent fires from occurring and finally what to do if one is faced with fire.

### **Fire Prevention Plan:**

The purpose of the plan is to eliminate the causes of fire and prevent loss of life and property by fire. The plan provides faculty, staff and students with information and guidelines which will assist in recognizing, reporting and controlling as well as eliminating the causes of fires and fire hazards.

## **Program Elements will include:**

1. Identifying potential fire hazards one of which is the proper handling of combustible and flammable materials.
2. Control and proper usage of ignition sources mainly electricity which is the major ignition source in all occupancies. Ignition sources also exist in chemical and mechanical forms. Smoking, open flames like candles and hot burners as well heat producing elements.

The fire safety training is organized in such a way as to meet the specific needs of groups of people based on the kind of fire hazards to which they are exposed. This online training can be used for training office employees as well as those who work in laboratories.

### **Fire Safety Training for Office Employees**

Workplace fire safety guidelines are primarily derived from the National Fire Protection Association's Life Safety Code (NFPA 101) and the Occupational Safety & Health Administration's (OSHA) regulations contained in Title 29, part 1910, Subpart E. of the Code of Federal Regulations. These regulations apply to buildings and work areas and provide basic requirements for the protection of property and life and the prevention of fires and explosions. OSHA requires employers to have a Fire Prevention Plan and to inform their employees of fire hazards to which they are exposed upon initial assignment of their jobs.

This Fire Prevention and Emergency Evacuation training has been developed to comply with the above regulations and guidelines. EMPLOYEES WILL BE TRAINED ABOUT THE FIRE PREVENTION PLAN AND EMERGENCY EVACUATION PROCEDURES of their work place, understand the threat and power of fire, and learn what to do in case of fire. This includes being familiar with basic fire protection systems including the basics of fire extinguishers and how to use them. All faculty, staff and students participate in this training.

### **Fire Safety Training for Laboratory Employees**

Fires and explosion are the most serious physical hazards faced in typical chemistry labs as well as in other labs and research and experiment settings. The concentration of fuel loads in the form of flammable and combustible liquids as well as the existence of highly pressurized cylinders of different kinds; together with different kinds of ignition sources that are used for operation classify laboratories to be high hazard areas to work.

Training will outline how to prevent fire in lab setting which will outline on the handling of flammable and combustible liquids including hazardous waste materials (fuel loads)

containment of ignition sources be electrical, chemical, or mechanical. It also addresses the proper procedures to follow for preparing for a fire emergency and what to do should a fire emergency occur. A hands-on fire extinguisher training and knowing the different types of fire extinguisher is also an important part of the training module. Lab supervisors, technicians, student and faculty members who teach and work in labs participate in this training.

Fire losses are costly to the community. Fire destroys property and can cause injury, fatalities, and interrupt operations. Statistics show that you will come face to face with a hostile fire four times during your lifetime. It is not uncommon for people to panic and behave in an irrational manner when an emergency situation occurs unless they have received emergency response training. Fires in the work place happen. Therefore it is important for employees to understand office fire prevention and evacuation procedures.



## **PART ONE - FIRE PREVENTION**

**In this part of the training module you will learn the major causes of fire in the work place and tips on how to prevent them.**

## What are some of the causes of fire on campus?

- **IMPROPER DISPOSAL OF SMOKING MATERIALS**
- **ELECTRICAL FIRES CAUSED BY OVERLOADED ELECTRICAL OUTLETS AND EXTENSION CORDS**
- **SPACE HEATERS AND OTHER HEAT PRODUCING ELEMENTS**
- **OPEN FLAMES AND CANDLES**
- **HANDLING AND STORAGES OF FLAMMABLES AND COMBUSTIBLE LIQUIDS**
- **UNSUPERVISED COOKING/MICROWAVING**
- **ARSON**

**SMOKING IS PROHIBITED IN ALL FAU FACILITIES.**



# FIRE SAFETY ONLINE TRAINING

## PREVENTIVE MEASURES

Prevention is the best way to stop fires from occurring in the work place. Follow these simple steps to avoid creating a fire hazard. If you observe a fire hazard, correct it if you can or report it to your supervisor for immediate attention.

### HOUSEKEEPING

<p><b>Keep all stairways and passageways leading to and from exits free of all obstructions at all times.</b> Furnishings, decorations, combustible objects or flammables cannot obstruct access to or egress from exits.</p>	
<p><b>Do not obstruct sprinkler heads or pile materials around fire extinguishers, fire alarm pull stations, or sprinkler and stand pipe control valves.</b> A minimum of 18 inches of clear space is required below sprinkler deflectors to obtain proper distribution of water.</p>	
<p><b>Make sure you dispose of all trash as soon as possible in trashcans or dumpsters.</b> Waste materials must never be piled in corridors or stairwells while awaiting removal.</p>	
<p><b>Keep fire doors closed at all times</b> unless they are held open by an approved device connected to the fire alarm system.</p>	

# FIRE SAFETY ONLINE TRAINING

## PREVENTIVE MEASURES

### ELECTRICAL WIRING

**Multi-outlet electrical taps** used to obtain more wall outlet capacity can result in overloaded circuits and fire. You should avoid using these devices. If you need to use one for temporary purposes, you or the operator of the equipment should periodically check the device and outlet to ensure that overheating is not occurring.



Multi-outlet Electrical Tap

**Extension cords** cannot be used on campus. If you need to use an extension cord for temporary purposes, a surge protector is allowed. You should check the cords and the outlets periodically to ensure overheating is not occurring. Surge protectors should never be tacked, stapled, tied, hidden under rugs or drapes, over pipes or other supports, fastened to or through woodworks, ceilings, or walls.



Surge Protectors

**Electrical equipment and devices should always be inspected periodically to ensure proper use and safe conditions.** Be sure that all electrical equipment is properly grounded. If you see any evidence of frayed, cracked, or otherwise damaged wiring or electrical outlets, the equipment affected should be taken out of service until repairs can be made.

**MULTI-OUTLET TAPS AND SURGE PROTECTORS CANNOT BE USED FOR FIXED WIRING. WHEN THERE IS A PERMANENT NEED OF AN ELECTRICAL OUTLET, ONE SHOULD BE INSTALLED.**

## PREVENTIVE MEASURES

### ELECTRICAL APPLIANCES

**Never leave space heaters, coffee makers, and all other appliances** with exposed heating elements unattended while in operation. Do not place space heaters under desks or in other enclosed areas. Unplug appliances after each use, and store them only after they are cool enough to touch. Do not operate appliances near combustible materials such as files, trash containers, etc.

### OTHER SERIOUS LIFE SAFETY HAZARDS

- ***The use of large open flames, bonfires, and use of candles etc.***  
Open flames are not permitted on campus without making prior arrangements with EH&S and obtaining permits from the Boca Raton Fire Department. This is necessary to provide contingency in case of an emergency.
- ***The use and storage of explosives, fireworks, or incendiary materials:***  
The use and storage of these items are prohibited except with prior approval of EH&S. Such approval shall be contingent upon the parties involved complying with the applicable laws, regulations and ordinances of the Federal, State and local governments.
- ***Storage in boiler, furnace, electrical switch, and mechanical rooms:***  
These high hazard heavy equipment areas shall not be used for storage and must be clear of debris at all times. Pipe and duct chase spaces and other vertical openings within a building shall not be used for storage.

**APPROVED STORAGE AREAS** shall have materials properly stacked, interlocked, and segregated to eliminate safety hazards. . Any storage must be placed 36 inches from fire safety equipment or devices and electrical panels. Storage in or beneath stairwells in buildings is not permitted. Storage room doors should be self-closing and lockable to prevent unauthorized entry. Aisles in storage areas need to be at least 36 inches wide.

Where storage places are provided with automatic extinguishing systems, there shall be clearance of at least 18 inches between the top of the storage and sprinkler heads to prevent interference with water spray.



# FIRE SAFETY ONLINE TRAINING

## OFFICE BUILDINGS FIRE SAFETY FACILITIES

**Be familiar with fire protection systems and their locations.**

Modern office buildings are designed with fire detection and suppression facilities to protect life and property from fire. Fire safety facilities include **sprinkler systems, smoke alarms and heat detectors.**

**SMOKE DETECTOR**



**HEAT DETECTOR**



**SPRINKLER**



**Smoke detectors** sense when there is smoldering material and activate a warning alarm.

**Heat detectors** warn of fire when the temperature in the area around the heat detector reaches a certain level. Heat detectors do not detect smoke.

**Sprinklers** are sensitive to heat and release water automatically when there is a fire to douse the flames.

Heat and smoke detectors in a building are linked to a fire alarm control panel. The control panel will indicate the floor and room location, as well as the device activated when a fire sensor or manual alarm is set off.

A fire alarm sounds when the alarm control panel activates. At FAU, a dispatcher in the Police Department electronically monitors the control panels. The dispatcher immediately notifies the Fire Department.

# **FIRE SAFETY ONLINE TRAINING**

## **PART TWO: EMERGENCY EVACUATION PLANNING**

**In this part of the training module, you will learn how to plan ahead and become familiar with emergency equipment.**

**It is your responsibility to plan two evacuation routes.**

Fire and smoke can spread quickly. In the event of a fire, you may have very little time to evacuate before fire and smoke prevent your escape. For your safety it is important to plan at least two evacuation routes. These are your primary and secondary exits. If you are unable to exit the building using your primary route, you should be able to exit using a secondary route.

**When you are planning your emergency evacuation routes, remember that elevators should not be used.**

**Three reasons for not using an elevator:**

- 1. Power loss can cause you to become trapped.**
- 2. You could stop on a floor experiencing fire conditions.**
- 3. In a fire some elevators are reserved for use by the fire department.**

## **FIRE SAFETY ONLINE TRAINING**

### **KNOW THE LOCATION OF EMERGENCY EQUIPMENT.**

#### **FIRE ALARM PULL STATIONS**

Pull stations are typically located by exits and are used to sound the fire alarm. Look for them and remember where they are located.



#### **FIRE EXTINGUISHERS**

Portable fire extinguishers are available throughout FAU buildings. Know where they are located in your area. You can use a fire extinguisher to put out a fire only if it safe to do so, and if you have been trained by EH&S.



#### **EMERGENCY PHONE**

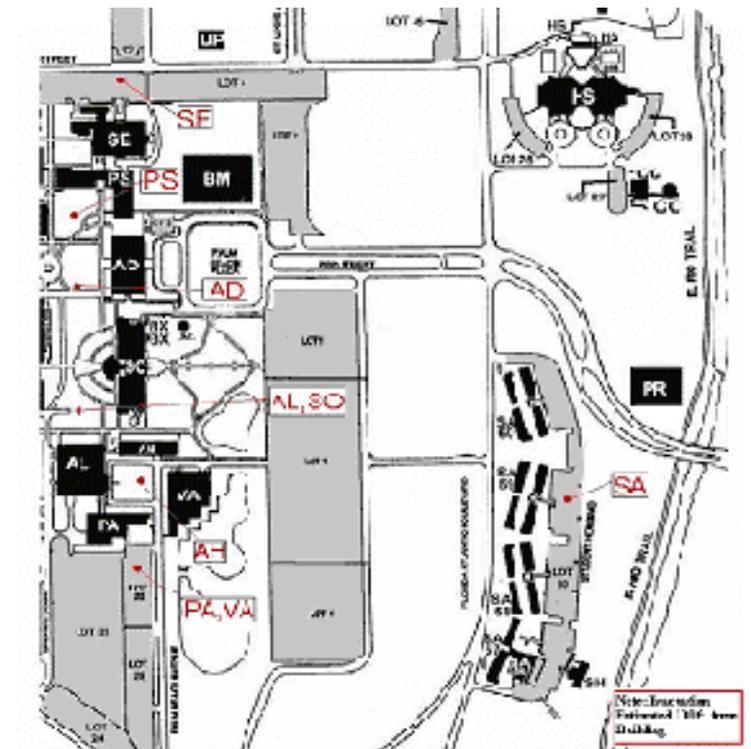
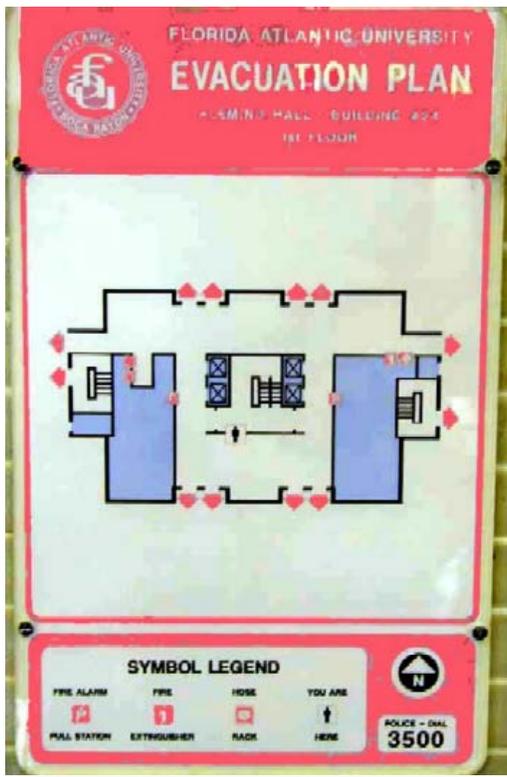
If there is a fire in your building, you may not have time to call 911 before you have to evacuate. You should know the location of a phone that is a safe distance from your building that you could use to report the fire.

# FIRE SAFETY ONLINE TRAINING

## EVACUATION PLAN AND EMERGENCY INFORMATION

Emergency information should be displayed in a visible location in the building for a quick reference in case of an emergency. This information includes:

- Evacuation routes
- Evacuation guidelines
- Emergency telephone numbers



**DESIGNATED ASSEMBLY AREAS**

# FIRE SAFETY ONLINE TRAINING

## INDIVIDUALS REQUIRING ASSISTANCE

It is recommended that individuals requiring assistance prepare for emergencies ahead of time by learning the locations of exit corridors and exit stairways, planning an escape route, and showing a co-worker or instructor how to assist them in case of an emergency. In addition, people who cannot speak loudly should carry a whistle or have some other means of attracting the attention of others.

As part of emergency planning, safe areas of refuge for building occupants with disabilities should be identified. In the event of a fire, individuals requiring assistance are encouraged to seek shelter in an area of refuge until emergency personnel come to evacuate them.

An **area of refuge** is a place in a building that is constructed to be fire resistant and where persons will be sealed off from fire and smoke. Recommended areas of refuge are exit corridors and stairwell landings



# FIRE SAFETY ONLINE TRAINING

## PART THREE: EMERGENCY PROCEDURES

In this part of the training module you will learn what to do in the event of an emergency.

In the event of a fire, bomb threat, hazardous material spill, etc. follow the following steps:

### Step one

- **ACTIVATE THE FIRE ALARM SYSTEM LOCATED ALONG EXIT ROUTES**

If the alarm is sounding, turn off all hazardous experiments or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc.

### Step two

- **EVACUATE THE BUILDING**

Follow your evacuation plan and leave the building using the nearest exit or stairway. **Do not use the elevators.** As you leave the building, move away from the exits.

### Step three

- **CALL 911 FROM A SAFE AREA**

Provide your name and the location and nature of the emergency. Proceed immediately to the designated assembly point for your work area. Report for a roll call as soon as you arrive so officials know you are safe.

- **REMAIN AT A SAFE LOCATION**

Stay at least 100 feet from the building until you are told to re-enter. Do not impede access of emergency personnel to the area.

## FIGHTING A FIRE

You should not attempt to fight a fire unless:

- You have received specific training in the use of fire extinguishers.
- The building fire alarm is activated to alert others.
- You have called 911.
- There is an escape exit or route behind you.
- You know the fire extinguisher is fully charged.
- You know what is burning and what type of extinguisher to use.
- There is no toxic smoke present.
- The fire is not spreading rapidly.

## **FIRE SAFETY ONLINE TRAINING**

### **EMERGENCY PROCEDURES**

#### **INDIVIDUALS REQUIRING ASSISTANCE**

Individuals requiring assistance should go to their area of refuge and request assistance from others.

Able-bodied persons should assist in the evacuation of the individuals who require assistance. The assistance may be in the form of the following:

- Be familiar with the people requiring assistance who are routinely in your work area.
- Inform hearing impaired people that they have to evacuate.
- Assist visually impaired people to an exit stairway.
- Inform emergency personnel of the location of people inside the building who need help evacuating.
- In the extreme case that you must physically evacuate a person, ask how to safely carry/assist them.

To complete the training you must [click here](#) to take the Fire Safety Quiz.