

Fire Escape Planning

At work, at home



Do you know what to do in case of fire? The right time to plan how to escape a fire is now – before it's too late.

Fire Escape Planning at Work

Evacuation plans and fire reporting procedures vary for each building. Usually an alarm signals all occupants to leave the building immediately, or to go temporarily to an “area of refuge”. Plan what to do **NOW**... according to posted fire emergency instructions.

If you are trained to use available emergency fire equipment, do so if the fire is still small. But do not take risks or fight a fire alone. Your safety always comes first.

People with disabilities who require assistance in evacuation are responsible for advising their co-workers about assistance they require and should participate in “dry-run” practices.

Ask yourself the following questions:

- Where is the nearest fire extinguisher?
- Where is the nearest fire alarm station?
- Where are the nearest two exits?
- Who is your floor fire emergency officer?

If you don't know find out now!

Report all fire hazards!

Fire Escape Planning at Home

Instituting a home fire escape plan is one of the most important actions you can take to protect your own life and the lives of others. The Fire Department urges you to develop and practise a fire escape plan for your home.

How to Develop a Fire Escape Plan

1. Install smoke alarms on each floor of your home and test them regularly.
2. Draw a floor plan of your home showing all possible exits from each room.
3. Where possible, plan a main exit route and an alternate exit route from each room.
4. Make certain that everyone understands that if they hear the smoke alarm, or hear someone shouting “fire” they

should immediately evacuate the home.

5. Decide on a meeting place outside your home. In case of fire, go to the meeting place. Someone should be sent to phone the fire department.
6. Meet the firefighters when they arrive.
7. Make certain that everyone in your home knows **not to re-enter a burning building**. Firefighters are properly equipped and trained to perform rescue operations.

Additional Information

Before opening any door on the way out, feel it. If the door is hot – do not open – use the alternate exit.

A properly installed and maintained smoke alarm should provide enough warning to enable you to safely leave your home.

In a smoke-filled area, the best air is down low, below the smoke. Practise your escape plan by crawling on

your hands and knees.

If you live in an apartment building, develop your escape plan, taking into account fire escape procedures provided by the building management.

If anyone in your home is unable to evacuate without assistance, assign someone to assist them.

Make sure your baby-sitter understands your fire escape plan.

Practice your Escape Plan

Regular practise is the best way to help prevent **panic**. This is especially true for children. Be sure every family member knows what to do.

Common Causes of Fire

- Kitchen grease fires
- Smokers' materials
- Electrical, fuses, loose connections, short or overloaded circuits.
- Misuse of flammable liquids, greases, oils and waxes.

For more information on fire escape planning at work and home, contact your local fire department.