



Adventist Risk  
Management® Inc.



# FIRE PREVENTION

## FIRE FACTS:

Fire is **FAST**

Fire is **DARK**

Fire is **HOT**

A small fire can grow into a deadly one within just a couple of minutes. To help prevent a tragedy, take a look at the simple tips below, and create an escape plan. Also listed are some tips on what to do after a fire.

### SMOKE ALARMS & CARBON MONOXIDE DETECTORS

- Install smoke alarms and carbon monoxide detectors. When properly installed and working, monitors increase by half your chance of surviving in a fire.
- Place smoke detectors in every room of your institution and common areas.
- Test and clean smoke alarms once a month and replace batteries when you switch your clocks for daylight savings time. Replace smoke alarms once every 10 years.

### SPRINKLER SYSTEMS

- Sprinkler systems are the greatest single fire deterrent.
- While sprinklers cannot prevent a fire, they can extinguish the fire when detected.
- Sprinklers are recommended for buildings of all types and purposes.



## ELECTRICAL SAFETY

- Frayed wires can cause fires. Replace all worn, old, or damaged appliance cords immediately.
- Replace any electrical tool if it causes even small electrical shocks, overheats, shorts out, or gives off smoke or sparks.
- Do not overload extension cords or outlets
- Only use three prong extension cords, and only on a temporary basis. For long-term use, power strips with built-in breakers should be used.
- Immediately shut off, then professionally replace, light switches that are hot to the touch and lights that flicker.
- Keep clothes, curtains, and other potentially combustible items at least three feet from any heat source.
- Small space heaters should have tip over shut-offs.
- Make sure wiring does not run under the rugs, over nails, or across high traffic areas.

## ELIMINATE POTENTIAL HAZARDS

- Keep matches, lighters, and gasoline locked away and out of children's reach. Keep flammable items at least three feet away from heaters, fireplace, or radiator.
- Store all flammable liquids, such as gasoline, in fireproof cabinets specifically designed for this purpose, and preferably outside the building.
- Place space heaters at least three feet away from all flammables.
- Always turn space heaters off when leaving your office or room.

## CREATE AN EVACUATION PLAN

- Make sure you have two ways to exit a room or building.
- Make sure all exits are useable and safe.
- Share your escape plan with your staff, family, and/or kids.
- Choose a designated location where everyone should meet once they exit the building. Make sure everyone knows the meet-up location.
- Practice the plan and revise as needed. Everyone should know what the fire alarm sounds like and what to do whenever they hear the alarm.

## DURING A FIRE

- If your clothes catch on fire, you should stop, drop, and roll until the fire is extinguished.
- DO NOT PANIC.
- Do not assume someone else already called the fire department. Get out of the house then call the fire department.
- Check closed doors with the back of your hand to feel for heat

before you open them.

- If the door is hot do not open it. Just use the second way out.
- Use towels, rags, bedding, or tape to cover vents to keep smoke out.
- If there is a phone in the room where you are trapped, call the fire department again and tell them exactly where you are.
- If the door is cold, slowly open it and ensure that fire is not blocking your escape route. Be prepared to crawl.
- Close every door after you leave the room.
- Once you are out of the building, STAY OUT! Do not go back inside for any reason.
- If you are with a burn victim or are a burn victim yourself, call 911, cool and cover your burns until the emergency units arrive.
- Tell the fire department if you know of anyone trapped in the building.

## AFTER A FIRE

- Call ARM to assess the damage and proceed to restore the losses.
- Re-enter only if and when the fire department tells you it is safe to do so.
- Conduct an inventory of damaged property and articles.
- Locate valuables and important documents.
- Contact the local police and update them of the situation.
- Save all receipts and bills for any purchases you make towards the restoration process. These will be processed through your insurance company.

## HOW TO CREATE AN ESCAPE PLAN:

- Create a plan that includes two ways out.
- Make sure both exits are properly working and safe.
- Share your escape plan with your staff, family, and/or kids.
- Choose a designated spot where everyone should meet in case an evacuation occurs. Instruct everyone to go to this spot immediately. Don't forget to practice having fire drills and meeting as planned. This will help you know if you need to make changes in your escape plan. ■



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