



# Fire Safety Information for Support Staff

# DDS

## Section Summary Sheet

## Section 2 – Utilizing Local Resources

1. Fire Department
  - a. Help with evacuation drills
  - b. Teaching Fire extinguisher use
2. Fire Marshal
  - a. Has statutory authority to enforce fire code.
  - b. Knowledge about fire safety and protection features.
3. Let Fire Department know about your facility
  - a. Invite them to tour your facility
  - b. Ask questions about fire safety and protection features.

## Section 3 – Fire Emergencies

1. General Rules
  - a. Treat all alarms as a real emergency.
  - b. Crawl low if you encounter smoke.
  - c. Always use stairs during an evacuation.
  - d. Report all fires, no matter how small.
  - e. Wait for Fire department to reset the Fire Alarm.
2. The RACE plan
  - a. Remove – Remove all occupants
  - b. Alert – Ensure everyone knows of the emergency
  - c. Confine – Close doors as you leave.
  - d. Extinguish – Attempt to put out fire if you can (LAST RESORT)
3. Use 9-1-1 to notify FD
  - a. Call *after* you evacuate.
  - b. Call even if you have an alarm system.
  - c. Give name, location and problem.
  - d. Stay on phone until dispatcher tells you to hang up.
4. Report to Fire Officer
  - a. Account for all occupants
  - b. Is anyone still inside?
  - c. What location?
  - d. Location and cause of fire (if known).
  - e. Stay nearby to answer questions if needed.