



Weekly Safety Meeting

Your Safety Is Our Business®

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What To Do In Case Of Fire

Most fires start out small, but after a few minutes they can be out of control. It's important to know what to do, to act fast, and to sound the alarm.

Think fast and act with caution

When you first discover a fire, determine what to do immediately. If the fire is small and you have the proper fire extinguishers and training, **PUT IT OUT**.

Sound the alarm: Do not underestimate any fire. If the fire is too much for you to handle, report it immediately.

Warn the people: Warn all people in the area immediately so they can get to places of safety. This is especially important in the case of fires in buildings.

Stand by: Stay near, but at a safe distance from, the fire. Meet the firefighters to tell them where the fire is. They can waste valuable minutes if they have to find it themselves.

Firefighting: Everyone is responsible for preventing fires. But everyone is not obligated to fight major fires. In general, never join in the firefighting unless your help is requested and you have been trained to do so.

Correct fire extinguishers

Different fire extinguishers are recommended for different types of fire:

- Class "A" fires; wood, textiles, rubbish.
- Class "B" fires; grease, motor vehicle, flammable liquids.
- Class "C;" energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery, and appliances.
- Class "D;" Use on flammable solids, such as magnesium.

Remember you should adhere to the following guidelines:

- No matter where you are, know where the fire extinguishers are and how to use them correctly so that you can act quickly.
- Know what to do and do it quickly.
- Act safely and with caution.
- Sound the alarm.
- Warn others in the area.
- Stand by to direct the firefighters to the fire and stay back and out of the way--unless you're asked to help and have been trained to do so.

If you follow these simple guidelines, you may be able to put out a small fire or at least keep a small fire under control.



Safety Meeting Sign-In Sheet

Supervisor:	Subject:
Location:	Date:
Conducted By:	Trainer Signature:

Name (print clearly)	Signature	Comments / Safety Concerns / Training Requests