

EPC FIRE SAFETY CHECKLIST

EPCs should educate their employees regularly on the importance of fire safety as well as what procedures they are expected to take when the fire alarm activates. The following checklist may assist EPCs in this process:

- **Obtain a list of your assigned employees from HRMS.** HRMS > Main Menu > Workforce Monitoring > Emergency Preparedness > Summary Data > Summary of My People > People I am Assigned To
- **Identify employees with mobility issues who may need assistance evacuating.** Assist them to the nearest area of refuge to safeguard them from hazardous conditions. An area of refuge serves as a temporary haven from the effects of fire and smoke.
- **Familiarize your employees with the following building equipment and locations:** Emergency assembly point, fire extinguisher, fire alarm pull station, areas of refuge, evacuation routes and emergency exits.
- **Regularly check your assigned area for any fire hazards such as:** Space heaters, candles, overloaded outlets (use surge protectors), obstructed evacuation routes, blocked emergency exits, etc.
- **Regularly discuss fire emergency and evacuation procedures with your employees.** Check the emergency management website, www.emergency.wustl.edu, or contact emergency management staff for proper procedures.
- **Hold a practice fire drill with your employees.** Take a few minutes to physically walk through the evacuation procedures and go to the emergency assembly point.

EMPLOYEE FIRE ALARM PROCEDURES

TAKE THE FOLLOWING ACTIONS EVERY TIME THE FIRE ALARM ACTIVATES:

- **Evacuate the building immediately. Use the stairs only, NOT elevators.**
 - Close all doors on your way out.
 - Help those in immediate danger. Assist those who cannot self-evacuate.
 - Keep low to the ground, staying under any smoke.
- **Congregate outside at the emergency assembly point (EAP). Check-in with your EPC or other authority figure. Account for all coworkers and friends.**
- **Call your emergency number to report anyone still inside. Relay any information you have to emergency responders.**

EMPLOYEES WITH DISABILITIES SAFETY

TO ASSIST THOSE WITH LIMITED MOBILITY:

- **Assist the individual to an available area of refuge, such as enclosed stairwell, an adjoining building, a room with a closed door that is located a safe distance from the hazard.**
- **Always call your emergency number to report the individual's name, location, and situation.**
- **Attempt a "rescue evacuation" only when someone is in immediate danger and cannot wait for professional assistance.**



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 - Keep low to the ground, staying under any smoke.
- Congregate outside at the emergency assembly point (EAP). Check-in with your EPC or other authority figure. Account for all friends and neighbors.
- Call your emergency number to report anyone still inside. Relay any information you have to emergency responders.

YOUR SAFETY DEPENDS ON SOUND JUDGMENT AND DECISIVE ACTION:

- When you hear a fire alarm, take immediate action. Never assume it's a drill or a false alarm.
- If you become trapped in a room, close the doors and windows and place a wet towel or cloth under the door, and call your emergency number to report your location.
- Keep all evacuation routes and emergency exits clear at all times.
- Most fires start in the kitchen. Never leave the cooking area unattended and turn off all equipment when not in use.



EMPLOYEE FIRE SAFETY PROCEDURES

EMPLOYEES WITH DISABILITIES SAFETY

Your first priority in any emergency is immediate life safety. Never fight a fire if it means putting yourself in any undue risk.

IF A FIRE OCCURS NEARBY:

- Alert others that there is a fire.
- Activate the building fire alarm.
- Retrieve the nearest fire extinguisher.
- Remember P.A.S.S.

PULL the pin

AIM the nozzle at the base of the fire

SQUEEZE the handle

SWEEP from side to side

- Evacuate the building immediately if:
You cannot extinguish a fire quickly, or
the fire continues to spread

WHILE COOKING:

- Never use water to put out a grease fire.
- Use a lid or baking soda to smother a grease fire.
- If you must use an extinguisher on a grease fire, stand back to keep the flames from spreading.

Employees who have a specific disability that may make learning of, or responding to, an emergency difficult should work with their EPCs and supervisors to identify the best emergency response options available to them. EPCs and supervisors should discuss all emergency procedures with their staff.

Every employee should know the emergency procedures, evacuation routes, emergency assembly points and areas of refuge for their building.

TO ASSIST THOSE WITH LIMITED MOBILITY:

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- Attempt a "rescue evacuation" only when someone is in immediate danger and cannot wait for professional assistance.