

Fire Prevention

The best defense against fire is vigilance and prevention. There are a number of things you can do to prevent fires.

- Do not use space heaters.
- Smoke only in designated areas-outside and well away from the building. Properly extinguish all smoking materials.
- Do not block exits or fire extinguishers. Maintain a one meter clearance on all sides.
- Do not obstruct sprinkler heads or fire detection devices.
- Maintain a minimum clearance of one meter around fire sprinklers and smoke/heat detectors.
- Limit the use of extension cords and power strips.
- Shut off electrical equipment at the end of the day and when not in use.
- Check for frayed wires and missing grounding plugs on all equipment.
- Label and date damaged equipment "Out of Service". Use heavy-duty tape to cover electrical plugs in order to prevent use by others.
- Plug large equipment such as refrigerators and microwave ovens directly into a wall outlet. Never use extension cords or power strips for high current devices.
- Store flammable liquids in an approved flammable storage cabinet (UL® or FM® listed).
- Store all combustible material(s) such as paper or plastic at least one meter away from a heat or ignition source.

Fire Extinguisher Training

Fire extinguisher training covers fire safety basics such as prevention, evacuation and classes of fire. Training emphasizes the types of fire extinguishers and their proper use. This training involves the "hands on" use of extinguishers with a controlled fire. If you would like to schedule fire extinguisher training, please contact EHS at 646-1762.

Home Fire Safety

- Clean chimneys, hearths and stove interiors yearly.
- Place smoke detectors near bedrooms and on every floor. Test batteries monthly.
- Develop an emergency escape plan and practice annually.

Resources

NFPA (National Fire Protection Association)
www.nfpa.org

U.S. Fire Administration
www.usfa.dhs.gov



FIRE SAFETY & Emergency Evacuation DARTMOUTH COLLEGE



Environmental Health and Safety (EHS)
www.dartmouth.edu/~ehs

Emergency and Evacuation Reminders

- Do not "investigate" the source of a potential fire or hazardous material emergency by opening doors or lingering. If you suspect an emergency, report it! In any emergency, reporting is the first essential step to protecting yourself and others.
- As you leave, **close all doors behind you** to limit the movement of smoke, flames or noxious odors.
- Walk to the nearest safe exit out of the building.
- Do not use an elevator to exit a building during a fire alarm.
- Gather at your designated area. Do not block entrances.
- Supervisors should account for everyone on their staff.
- Do not re-enter the building for any reason once you have left. (Emergency personnel will let you know when it is safe to re-enter.)
- Ensure at least two directions of travel out of any point in the laboratory—especially around chemical fume hoods and dangerous equipment.



Evacuation

Hanover campus and in all other buildings not part of the DHMC/Hospital complex:

Leave the building when you hear the alarm.

DHMC/Hospital complex:

The public address system provides emergency announcements. Strobes indicate that the alarm is in your immediate area. If the strobes are flashing, then listen for further announcements and be prepared to evacuate. If the alarm sounds but the strobes are not flashing, please remain alert until an "all clear" announcement.

Principal Investigators/Supervisors/Managers:

Each office, lab or work group must develop an evacuation plan. An effective plan includes primary and secondary evacuation routes with a designated meeting area outside the building. Please make sure everyone knows the gathering spot and discuss it periodically during staff meetings. This location must be far enough away from the building to ensure personnel safety and avoid blocking building access by emergency personnel.

Your evacuation plan must also include a way to account for everyone when leaving the building. This must also include pre-planning for individuals needing assistance out of the building.

In the Event of a Fire

If you see smoke or flames...

C.A.R.E.

Contain the fire by closing all doors.

Activate a fire alarm. Fire alarm stations are located near all exits out of the building.

Report the fire by dialing 911 (DMS@DHMC/Hospital Complex dial 5555).

Evacuate or extinguish. In most cases, it is best to leave the building using the nearest fire exit.

Only use a fire extinguisher when...

- you are trained and capable.
- there is limited smoke or flames.
- you have the proper extinguisher for the type of fire you are fighting.
- you have your back to an unobstructed exit.
- everyone has safely left the area.

Never fight a fire if it has left its source of origin. **Never** fight a fire if you are unsure of the type of extinguisher available or you lack a safe exit should your efforts fail. Always activate the alarm and report the fire before attempting to extinguish. If you cannot extinguish the fire in less than 30 seconds, then immediately abandon your efforts, close the door(s) and evacuate.

