



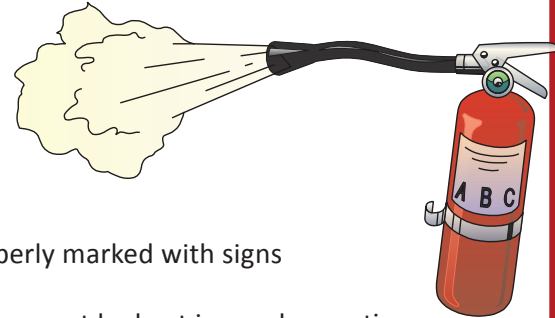
PARTNERING WITH TOWNSHIPS

TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

RISK REMINDER

FIRE SAFETY on the Job and at Home

Fire safety in the workplace and at home are equally important topics to know about. Review the following Fire Safety Checklist to make sure your environment meets proper safety conditions and you are prepared in case an emergency arises:



Workplace Fire Safety:

- Know the fire escape route at work.
- Fire doors **MUST NOT** be blocked or locked to prevent emergency use when employees are within the building.
- Exit routes from the building must be clear and free of obstructions and properly marked with signs designating exits from the building.
- Only approved fire extinguishers are permitted for use in the workplace. They must be kept in good operating condition and should be used only by those employees trained to do so.
- Emergency action plans are required describing the routes to use and procedures to follow by employees. Ask your supervisor about the action plan for your company.

Fire Safety at Home:

- Know and practice with your family what you will do in case of a fire. Establish a meeting point where you can make sure everyone is accounted for.
- Keep fire extinguishers in the home in proper working order. Know what types of fire extinguisher can be used with what type of fire.
- Make sure holiday lights are kept away from sources of ignition such as: curtains, carpet, furniture, clothing, toys, etc.
- Look around the house at potential hazards and eliminate them.
 - Portable Heaters
 - Damaged electrical cords
 - Open flames from candles or decorations

If presented with a fire emergency at home or in the workplace, it is important to have basic knowledge of how to use a fire extinguisher. Fire extinguishers should be used utilizing the PASS method of fighting fires:

Hold the extinguisher upright

- Pull the pin
- Aim at the base of the fire
- Squeeze the handle
- Sweep the base of the fire
 - Do not aim high at the flames
 - Do not turn your back to the fire

Questions:

1. Fire doors **MUST NOT** be _____ or _____ to prevent emergency use when employees are within the building.
2. Know and _____ with your family what you will do in case of a fire.
3. Fire extinguishers should be used utilizing the _____ method of fighting fires.

For more information, contact TOIRMA at (888) 562-7861

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