



POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

FIRE RESPONSE AND EVACUATION

PURPOSE: All staff members must be made aware of the proper response when dealing with a fire. It is important that a Fire Warden and alternate be designated for each area who will be responsible for ensuring that the area has been evacuated and all employees accounted for. In order to assist the Fire Warden, all areas should prepare and maintain a checklist of all employees working within the area. In addition, a designated meeting site, outside of the building, should be selected for all employees to report to. It is imperative that all employees familiarize themselves with the fire exit routes, location and use of fire alarms/extinguishers.

PROCEDURES: The following procedures should be adhered to during a fire:

1. If you detect a fire, don't panic, pull the nearest fire alarm (if applicable).
2. Call 911 to report the fire.
 - A. The Fire Department must be notified of any and all fire incidents, no matter how minor.
3. Do not attempt to fight the fire.
 - A. It is the City's policy that all fire fighting should be left to professional firefighters. Well meaning, but inexperienced personnel could actually spread the fire or cause themselves or others to be trapped by the fire.
 - B. For personal safety, (in case you are trapped) familiarize yourself and other staff with the location and proper use of extinguishers.
 1. Pull the pin.
 2. Stand back about 8 feet from the fire.
 3. Aim the hose/nozzle at the base of the fire.
 4. Squeeze the trigger.

Note: Fire extinguishers only last 3 to 20 seconds, so make sure your aim is accurate.

FIRE RESPONSE AND EVACUATION continued

4. Notify fellow employees and visitors. (The Fire Warden is responsible for ensuring that all employees and visitors evacuate the area immediately).
5. If conditions permit, place all daily work in the vault or a fireproof file and turn off all equipment.
6. Leave the area, closing all doors and windows behind you.
7. Do not prop open any doors.
8. Remain calm, leave the building in an orderly fashion. (A building can be emptied quickly if everyone remains calm.)
9. Direct all employees and visitors to the nearest stairwell or exit for evacuation.
 - A. Do not use elevators.
 - B. Handicapped individuals should be assisted by employees down any stairs and out the exit to the evacuation area.
10. Continue out designated fire exits.
11. If your clothing catches on fire:
 - A. Stop, drop to the floor, and roll to smother the flames.
 - B. Don't try to remove any fabric that gets stuck to a burn. Cover it with a loose clean cloth and get immediate medical attention.
12. If someone else's clothing catches fire, wrap the person in a coat or other material to smother the flames.
 - A. As in 11B don't try to remove any fabric that gets stuck to a burn. Cover it with loose clean cloth and get immediate medical attention.
13. Proceed to your predetermined area of safety.
14. Employees out of their work areas should follow other employees to the nearest fire exit and then proceed to the safe area designated for their work area.
 - A. Do not return to your work area for any reason.
15. The Fire Warden should use the employee checklist to ensure that all persons are present.

FIRE RESPONSE AND EVACUATION continued

- A. Add the names of any visitors to the list.
- B. Be sure you note anyone known to be off duty at the time of the incident.
 - 1. Do not mark someone off duty unless you are absolutely sure they were not at work.
- 16. Contact a Fire Professional if an employee is missing.
 - A. Inform the Fire Professional of the missing individual and the location of your work area.
- 17. Do not re-enter the building for any reason until instructed to do so by Fire personnel.

ISSUED: March 8, 2002

DEPARTMENT: RISK MANAGEMENT

LAST REVISED: