

# Fire Safety Office

## Fire Safety Training



Welcome to the Augusta University  
Fire Safety Office  
Fire Safety training presentation.  
Environmental Health & Safety Division  
(721-2663)

# Fire Safety Office

## Fire Safety Training



# Augusta University

# FIRE

# PLAN

# Augusta University FIRE PLAN



The Augusta University fire safety procedure is called Code RED. When the fire alarm activates or you find a fire follow the Code RED procedures. The Code RED poster outlines the procedures that should be taken in the event of a fire. If all the steps are followed the outcome should be positive.



## Augusta University

# CODE RED

In case of fire follow this procedure:

1. **R**emove persons in immediate danger of the fire. Close doors to the area affected.
2. **A**ctivate the nearest fire alarm box and call the PUBLIC SAFETY DIVISION at 706-721-2911. Give the campus location, building name and kind of fire.
3. **C**almly notify other personnel in the area.
4. Attempt to extinguish the fire with the proper fire extinguisher provided in your area.
5. **E**vacuate following established fire safety and evacuation procedures for your area.
6. Remain Calm. Never yell "Fire!"

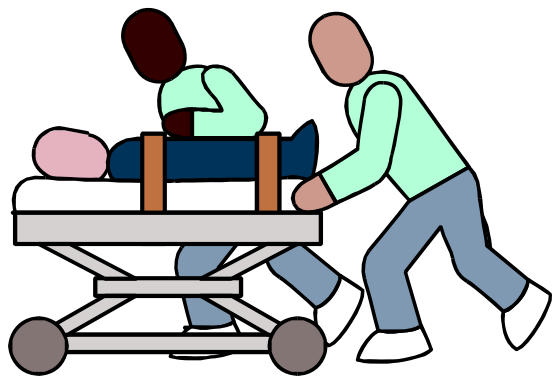
PS 416 503



# Augusta University FIRE PLAN



Remove persons in immediate danger...

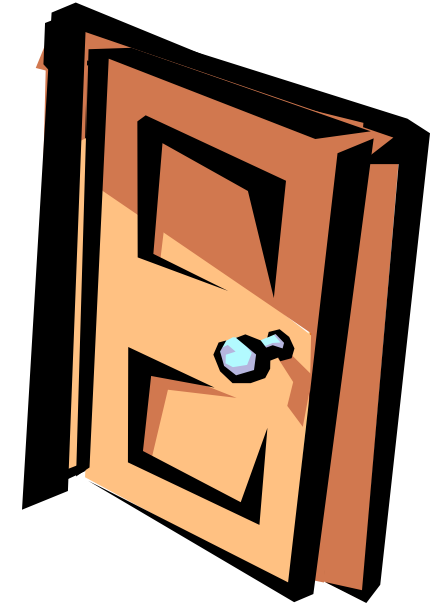
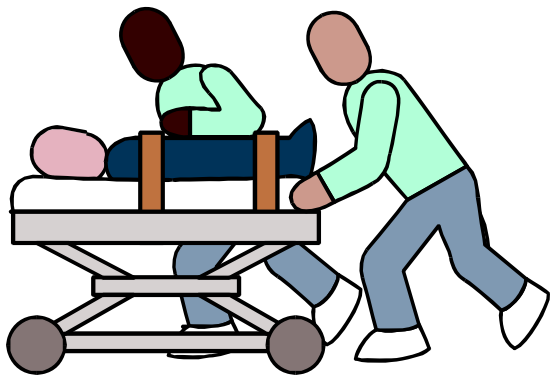


If you find a fire, the first thing you need to do is remove persons in immediate danger when possible, however do not endanger yourself. Make sure you leave yourself a way out of the fire area. If the door is closed and hot to the touch DO NOT open it. If the door is hot it's too late to save anyone inside.

# Augusta University FIRE PLAN



...and close doors to the affected area.

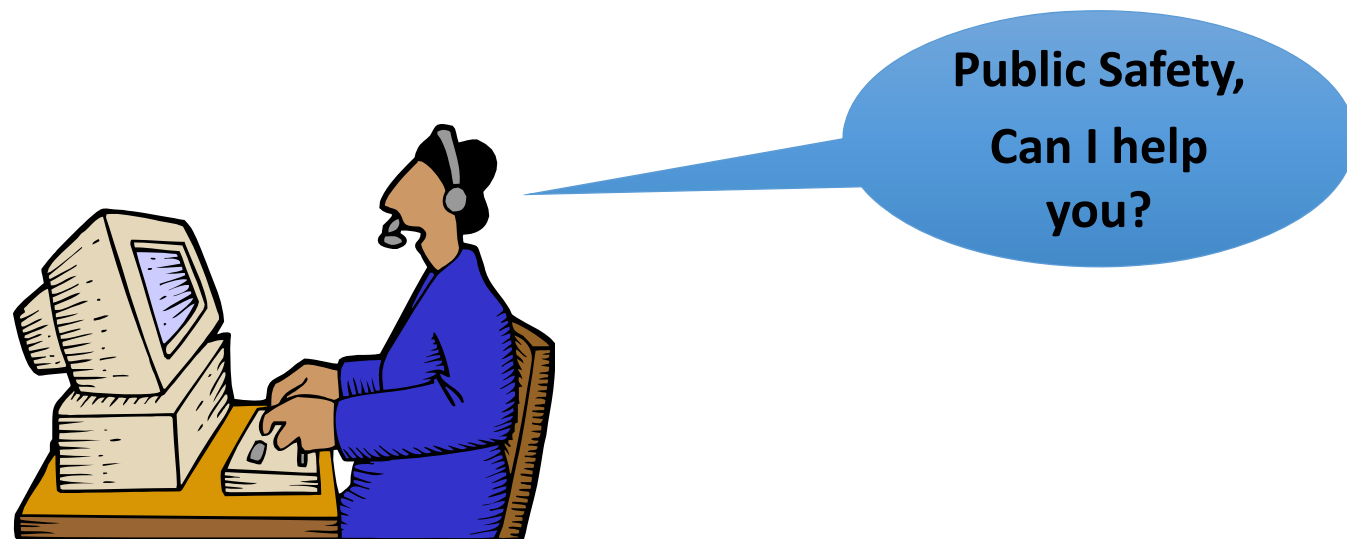


When you do leave the area make sure to close the door to the room where the fire is located. It's also a good idea to close any doors leading to that room. This will contain the fire until the Fire Department can arrive.

# Augusta University FIRE PLAN



Activate the fire alarm and call Public Safety at 1-2911.



Activate the fire alarm and call Public Safety at 1-2911. If the fire alarm is not already activated you will need to pull a fire alarm pull station to activate it. Fire alarm pull stations are normally located near exit doors and stairwells however they can also be located anywhere throughout the building.

# Augusta University FIRE PLAN



Activate the fire alarm and call Public Safety at 1-2911.



**THE FIRE  
ALARM IS  
GOING OFF!**

The phone call is required to establish the exact location, severity of the situation, and to help alert any additional help that may be needed. Emergency phones are located throughout the campus if you are unable to use your office phone. Cell phones can also be used to call Public Safety. Identify yourself and remain on the phone as long as safely possible or until released. This number is staffed 24 hours a day, seven days a week. The phone call is the only notification for the buildings without fire alarms. The number is 1-2911.

# Augusta University FIRE PLAN



Calmly notify other personnel in the area.

There's a  
Code RED in  
the building.



Calmly notify other personnel in the immediate area. Be sure all staff members in the area know what is going on. Inform visitors and patients to remain calm while instructing them on the evacuation procedures. All personnel are required to evacuate the building when the fire alarm activates.



# Augusta University FIRE PLAN



Attempt to extinguish the fire.



Attempt to extinguish the fire. Portable fire extinguishers are designed to fight small fires. Do not attempt to fight a fire if it is large, spreading, or if it might block your exit. Do not re-open a door to fight a fire, get out of the building and wait for the fire department.

# Augusta University FIRE PLAN



Follow established fire safety & evacuation procedures  
**FOR YOUR AREA!**

Evacuate the building and call Public Safety at 706-721-2911 if you have not already done so.



Follow established fire safety & evacuation procedures **FOR YOUR AREA!** The established fire safety procedure for all Augusta University campus buildings is for all personnel to evacuate the building and move a safe distance away from the building. Wait for Public Safety or the Fire Department to tell you it's okay to return.

# Types of Fires



**Class A** - Ordinary Combustibles: Wood, Paper, Cloth, Rubber, many Plastics, etc..



**Class B** - Flammable Liquids: Gasoline, Oil, Grease, Tar, Oil-Based Paints, Etc..



**Class C** - “Live” Electrical Equipment: Fuse Boxes, Circuit Breakers, Appliances, etc..



**Class D** - Combustible Metals: Magnesium, Sodium, potassium, etc..



**Class K** - Cooking media: Cooking oils and fats



# Different Types of Fire Extinguishers

## Class A.B.C.

Dry Chemical or  
Clean Agent



## Class B.C.

Dry Chemical or  
Clean Agent



## Class D

Dry Powder



## Class K

Wet Agent



# How Fire Extinguishers Work



The Fire Safety Office has developed a poster that describes the way most fire extinguishers operate. However there may be some extinguishers that operate differently. So read the instructions on all the extinguishers in your work area. If you would like a poster please call us at (706) 721-2663 or print one from the FSO web site.

**HOW FIRE EXTINGUISHERS WORK:**








**Your extinguisher must fit the fire.**

Fire extinguishers are classified by the type of fire they will put out - A, BC, or ABC. Using an extinguisher that's not rated for the fire you are fighting may make the fire worse! It's particularly dangerous to use water or a Type "A" extinguisher on a class "B" or "C" fire. Multipurpose extinguishers are rated for more than one kind of fire. An "ABC" extinguisher puts out most types of fires - wood, paper, cloth, flammable liquid and electrical fires. Know what kind of extinguisher you have in your area!

**Extinguishers have their limits.**

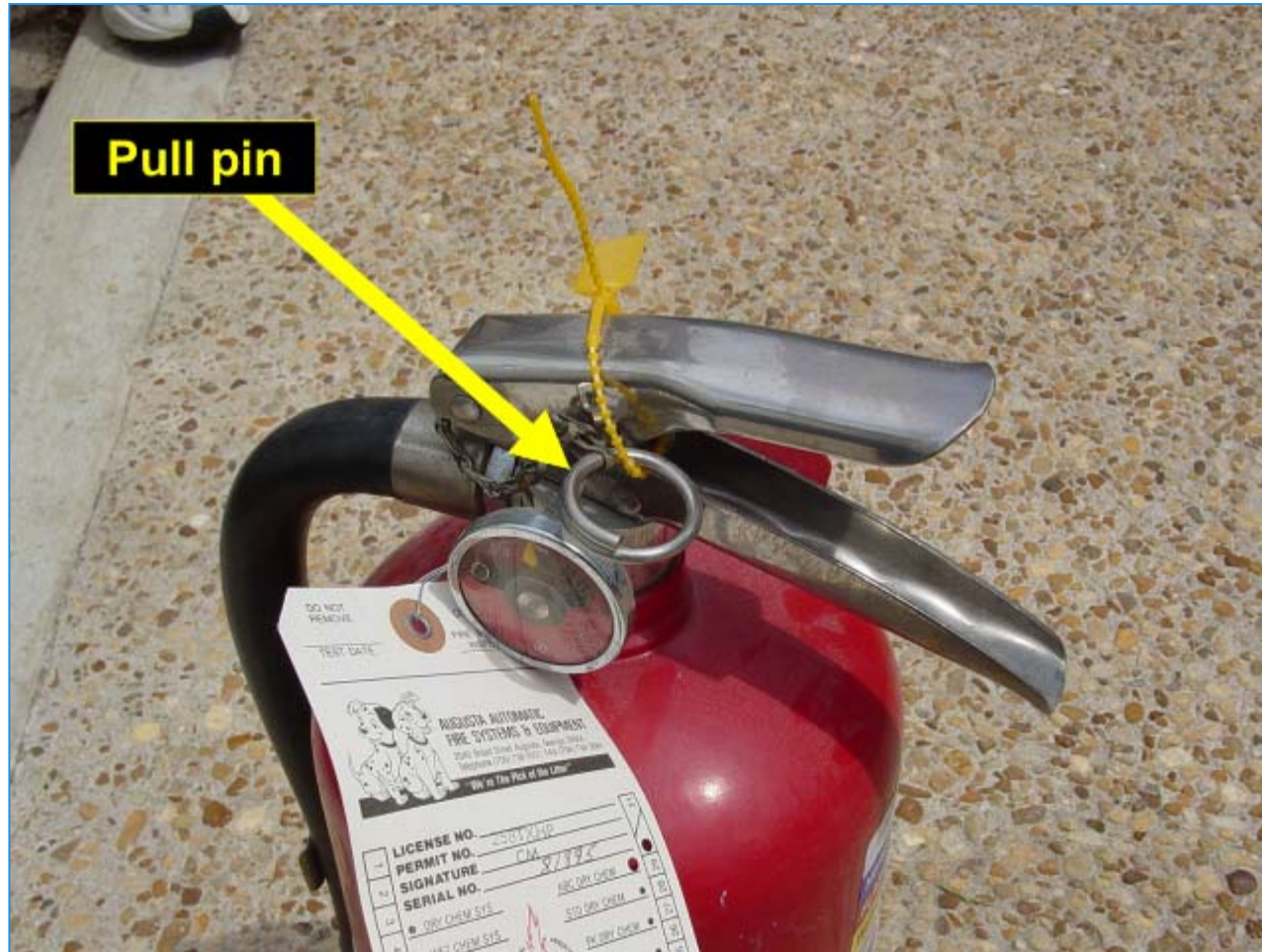
A portable fire extinguisher can save lives and property by putting out a small fire. However, portable extinguishers are not designed to fight large or spreading fires. The operator must know how to use the extinguisher quickly, without taking time to read the directions. Know what to do before a fire happens in your area!

**If you do fight the fire, remember the word PASS.**

	<b>PULL</b> the pin... Some extinguishers require releasing a lock latch.		Class "A" fires are ordinary combustibles such as wood, cloth, paper, rubber and many kinds of plastics. They can be extinguished with water.
	<b>AIM</b> low... pointing the extinguisher nozzle, horn or hose at the base of the fire.		Class "B" fires are flammable liquids such as gasoline, oil, grease, tar, oil-based paint, etc.
	<b>SQUEEZE</b> the handle... this releases the extinguishing agent.		Class "C" fires involve electrical equipment such as wiring, fuse boxes, circuit breakers, machinery and appliances.
	<b>SWEEP</b> from side to side... at the base of the fire until it appears to be out. Watch the fire area in case the fire flares back up.		

Most portable fire extinguishers work according to these directions, but some do not. Read and follow the directions on your extinguisher. Protect yourself at all times! Avoid breathing the heated smoke and fumes. If the fire starts to spread or threatens your escape route, get out immediately.

# How Fire Extinguishers Work



# How Fire Extinguishers Work



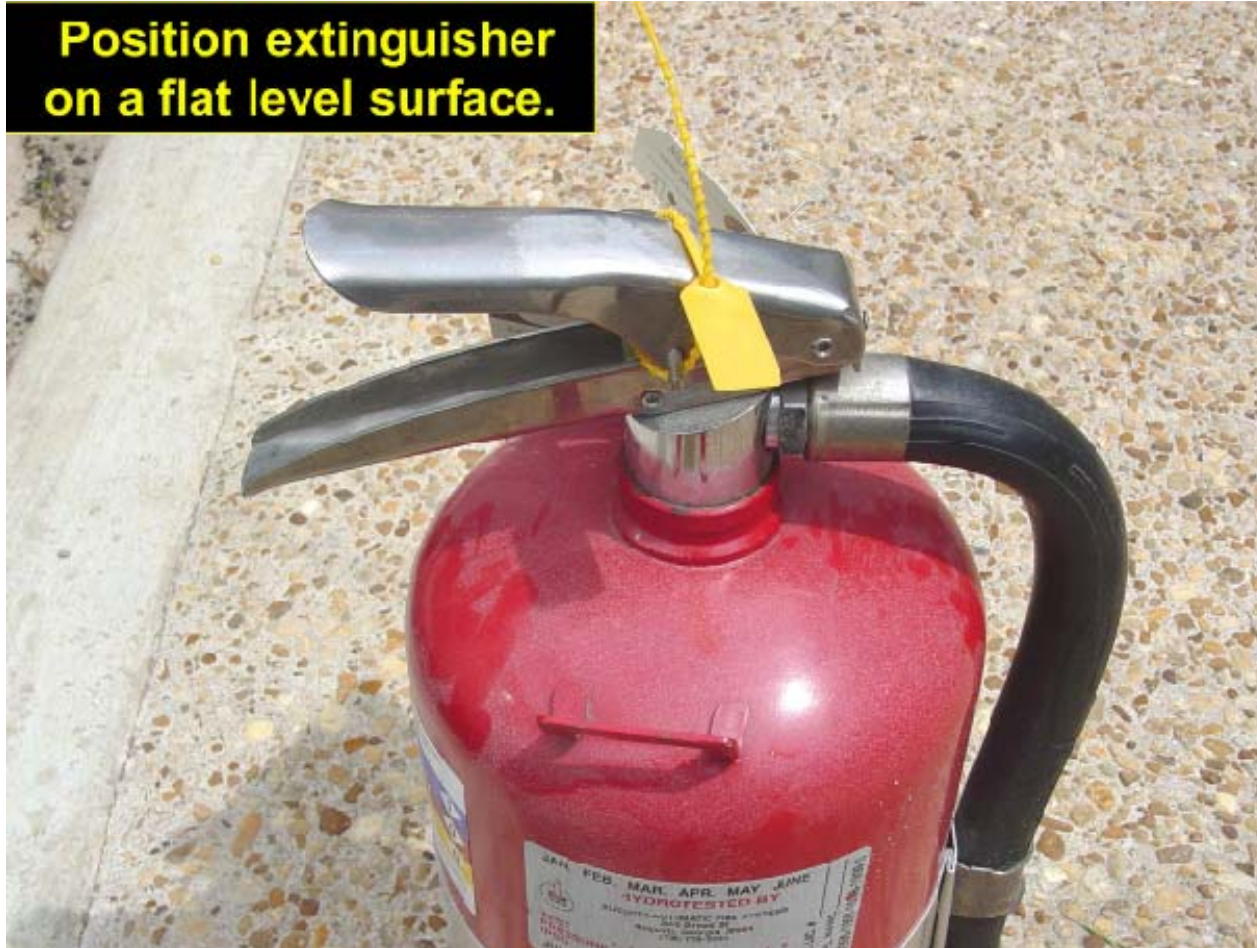
**Take the  
extinguisher to  
wherever the fire  
is before you  
remove the pin.**



# How Fire Extinguishers Work



**Position extinguisher  
on a flat level surface.**







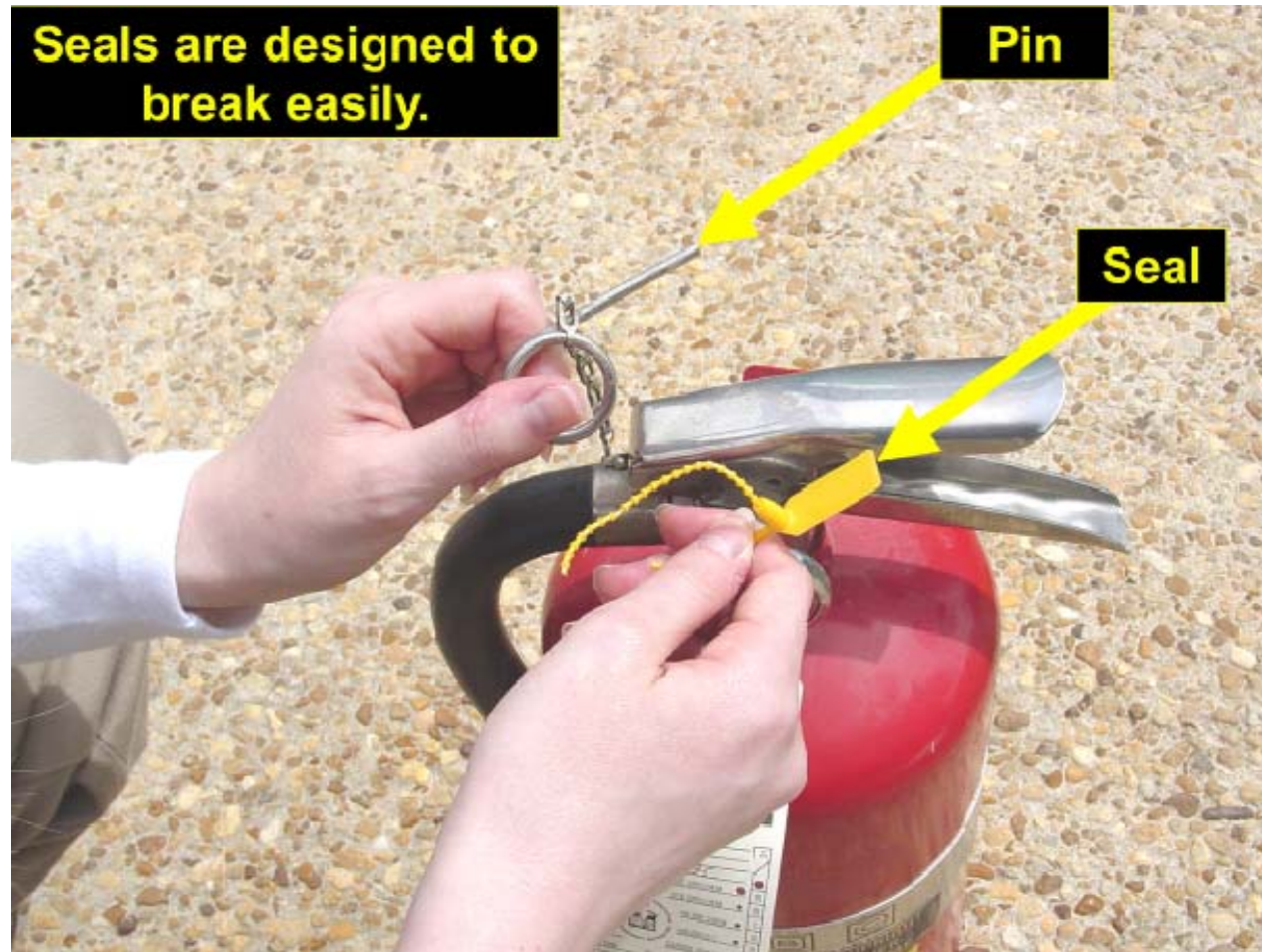
# How Fire Extinguishers Work



**Index finger through the pin. Twist pin until the seal breaks.**



# How Fire Extinguishers Work



# How Fire Extinguishers Work



# How Fire Extinguishers Work



# How Fire Extinguishers Work



# How Fire Extinguishers Work



- If all else fails, READ THE INSTRUCTIONS.
- Don't wait until you have a fire to read the fire extinguisher instructions. Read the instructions before a fire happens. It's your responsibility to know where your extinguishers, fire alarm pull stations and any other safety equipment is located. So take a few minutes walk around your work area and look for these things.



**P**ull



**A**im



**S**queeze



**S**weep

# YOU NEED TO KNOW



Know where your Code -RED poster is located.

If you need one call 1-2663 or print one from the Fire Safety Office web site.



The locations of emergency information, fire alarm pull stations, smoke detectors, fire extinguishers, exit ways, and other safety equipment vary from building to building and area to area. New employees attend an orientation but this session is not specific to each individual area. Co-workers and supervisors will be helpful in identifying these features but the best, safest way to learn where these things are located is to look around your area for these items. Know where your Code RED poster and other emergency procedures are located and be able to get to them if needed.



# YOU NEED TO KNOW



Augusta University

## **CODE RED**

In case of fire follow this procedure:

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6. **R**emain Calm. Never yell "Fire!"



**FIRE DRILLS:** Follow CODE RED Procedures!

- Check the fire scene & remove people in immediate danger!
- Activate the fire alarm & call Public Safety at 1-2911!
- Notify everybody else in the area!
- Get a fire extinguisher and take it back to the fire scene!

Fire drills are conducted in campus buildings at least annually. All staff are required to participate in fire drills. When called on to implement the Code RED procedures, you are required to respond just as you would in a actual fire. That means we want you to go through the Code RED procedure and DO everything on the poster. Actually check the fire scene (removing any fire victims that may be in there), activating the fire alarm, calling Public Safety, notifying others in the area, retrieving a fire extinguisher, and be able to tell us how it works.



# Fires at Augusta University

## Parking Deck Vehicle Fire



Automobile fires are rare but do occur at Augusta University. It is almost impossible to plan for these fires or prevent them. You have no idea that the vehicle you park beside could ignite and involve your vehicle as well.

## Coffee Pot Fire



Few areas at Augusta University would make it through the morning without the coffee pot. But surprisingly the staffs best friend is to often forgotten by the afternoon. When the coffee maker remains “on” the last of the coffee evaporates and the pot can cause a fire. Most coffee areas have a quantity of combustibles nearby: napkins, filters, bags, paper cups, etc. Keep an eye on the coffee area!

## Research & Education Building 3rd floor



July 15, 1988 was a Friday Augusta University will always remember. At 4:00 PM, a fire started in a lab that caused the destruction of four rooms and three minor injuries. The cost to rebuild the area, additional building-wide safety features, and staff training topped three million dollars. Because of the priceless nature of the research lost, the total cost of the fire remains unknown.

## IN SUMMARY:



The fire plan at Augusta University is called Code RED.

Staff must respond to a Code RED, including evacuation of the building.

Fire extinguishers are available to all staff. Learn how to use them.

Every building does not have a fire alarm. It is your responsibility to look around your area for fire protection features.

Fire drills are conducted monthly, quarterly, and annually depending on the type of building. Staff must respond to a drill as if it were an actual Code RED.

All staff should familiarize themselves with these requirements.

If you have any safety concerns, questions, comments, or you identify a possible hazard, please call the Fire Safety Office at 721-2663.



# Augusta University - Fire Safety Office

Questions, Comments, Concerns?



Thanks for visiting the Augusta University Fire Safety Office's web training. If you have any questions or require additional training we can be contacted at (706) 721-2663.