



# HARVARD

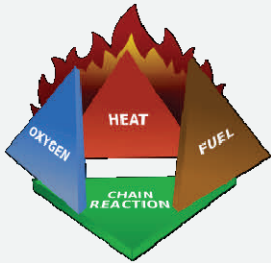
## Campus Services

ENVIRONMENTAL HEALTH, SAFETY &  
EMERGENCY MANAGEMENT

Date: 10/6/08

Toolbox Talk #9

# FIRE SAFETY



Fire Tetrahedron



Familiarize yourself with the nearest pull stations and fire extinguishers



Fire doors should never be propped open by using a foreign object

### Environmental Health, Safety & Emergency Management

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Boston, MA 02115  
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Basic fire safety knowledge is an important skill that can save your life on or off the job. Here we will breakdown basic characteristics of a fire, important fire safety tips, what to do if you find yourself involved with a fire and some discussion points for your group.

### Characteristics of Fire

- To support fire, you must have; HEAT, FUEL, OXYGEN, and SUSTAINED CHEMICAL REACTION
- A small fire can grow out of control in as little as 30 seconds.
- A room involved with a fire can have a temperature of 100°C at floor level and 600°C at eye level. In less than 5 minutes a room can flashover.
- Fire starts bright but will quickly turn the room pitch black from releasing smoke and toxic gases. Be familiar with your surroundings and evacuation routes!

### Fire Safety Tips

- An important fire safety tip is to look for and eliminate any potential fire hazards before they become a reality!
- Know where pull stations and extinguishers are located.
- Time is the biggest enemy, get out of the building!
- If a fire, pull nearest fire alarm if possible, if not, call for help from a safe location outside.
- If smoke, stay as low to the ground as possible.
- If safe, close all doors behind you as you leave the building.
- Don't use the elevator for evacuation because the shaft can act as a chimney. Elevators also present an entrapment hazard if they fail.
- Never return to a burning building.

### Group Discussion Topics

- Identify all "high risk" areas in your facilities.
  - Where are the nearest fire extinguishers, pull stations, and your buildings primary and secondary evacuation routes?
  - Can these areas be modified to eliminate or lessen the potential risk?
- Most fires occur between 1:00 a.m. and 7:00 a.m. Brainstorm what causes this and how you could address these issues.
- Identify if anyone has seen any close calls or fires during their tenure. How were those situations handled, good or bad?
- Ask the group to list any unanswered fire safety questions or concerns that they may have and submit to EHSEM for assistance.