



Hazard #5 Fire Prevention



Check electrical wiring and appliances. Report worn or frayed cords. Do not overload circuits with too many appliances. Do not string extension cords under rugs. Use irons, curling irons, and other heat appliances with caution.

Flammable liquids should be stored in approved containers. Never use flammable liquids indoors or near flames. They ignite readily from a spark. Dispose of rags soaked with flammable liquid in metal containers. Improper disposal could lead to fires.

Prevention: Do not put paper, magazines, or other flammable materials on radiators, near stoves or fireplaces. Do not let light bulbs touch lampshades or other objects.

Do not use grills indoors or on balconies.

Fire Safety

Develop a safe escape route for your site in case of a fire. Check site location for visual evacuation route. Plan two ways of escape in the event one path is blocked by fire. Establish a meeting place outside for everyone. This will help firefighters know who is or is not safe.

Fire Drills: Conduct fire drills and submit the necessary paperwork to the site supervisor, while performing the drills at intervals as decided for each work site. (i.e. Carroll County Vocational and Target residential sites will perform monthly drills, Montgomery County Office will perform quarterly fire drills)

Fire Drill (Manual Activation Carroll County office; vocational wing)

Notify Northwest Alarm Service (central monitoring system) @ 410-363-2111, acct. # 3545E prior to conduction fire drill

Sound alarm by: pressing DRILL key or by pulling up on wall pull station (silence outside cover of pull station by sliding button over on the casing)

Evacuate area immediately, director must time the event

Once outside, assemble at predetermined area

Staff must take a head count & report to director

Director to stop timing & record

Manager to instruct staff & clients to return to building

Manager to press ACK/STEP key & ALARM SILENCE key & RESET Key

Manager to reset pull stations by pulling down lever if set. Resetting the control panel by pressing RESET

Manager to lock alarm panel box and return key to top of panel

Manager to document fire drill on Fire/Evacuation Drill Report Form and file in Fire Drill folder

*Normal status: only green AC power LED is illuminated

*Supervisory LED will never light

Smoke Alarms

Smoke alarms can warn there is a fire. Maintain smoke alarms in proper working order. **Target's maintenance staff will replace the batteries annually.** Some units will beep when the batteries need to be replaced, at which time, the employee must notify the maintenance staff if chirping is heard.

It is important to clean the alarm annually to keep out dust that can damage the unit. Test the alarm monthly, by pushing the test button. The National Bureau of Standards Test shows that alarms lose approximately half of the dependability in about 10 years. It is recommended that the alarm be replaced every 10 years.



Smoke Detector Trip Alarm: (Carroll County office; vocational wing)

Determine if it is a false alarm

Notify Northwest Alarm Service (central monitoring system) @ 410-363-2111, acct. # 3545E: Tell what is happening and status if false alarm or evacuate in the event of a fire.

Unlock alarm panel (key on top). Silence alarm by pressing ACK/STEP key.

Silence smoke detector by clearing away smoke.

Trouble Alarm Sounds - Trouble LED is illuminated (Carroll County office; vocational wing)

Notify Northwest Alarm Service (central monitoring system) @ 410-363-2111, acct. # 3545E: Tell what is happening and current status

Unlock alarm panel (key on top); silence alarm by pressing ACK/STEP key.

Contact Fireline Corp. for "Trouble" problems @ 410-247-1422

Power Failure (Carroll County office; vocational wing)

AC Power LED will go out during AC failure

Trouble LED will turn on for either condition

Alarm will sound

Press ACK/STEP key

Notify Northwest Alarm Service (central monitoring system) @ 410-363-2111, acct. # 3545E: Tell what is happening and current status

Contact Fireline Corp. for "AC" problems @ 410-247-1422 to fix & reset



General Guidelines in Case of Fire:

Stay low. If you are in bed, roll out and crawl on the floor under the smoke.

Crawl to the door, using the wall as a guide. Check the door for heat with the back of your hand before opening.

If the door is cool to the touch, open slowly so that it can be shut quickly if flames or smoke is on the other side.

If the door is hot or smoke is seeping underneath, do not open the door. Put a blanket, towel, robe, or heavy clothing in the crack.

Using the wall as a guide, crawl to a window and open it. Take a sheet or large piece of cloth, wave it, and shout for help if you are unable to climb out of the window to the ground to safety.

Take short breaths to avoid breathing in fumes and smoke.

Shout "FIRE" once outside the heavy smoke to signal to others. While still inside the house, you can signal to others in the home by pounding on wall or floors.

Once out of the fire, do not go back in the building, while alerting the firefighters if anyone is missing.

ESCAPE FIRST. If firefighters are not on the scene, call or tell someone to call 911. Do not go back inside to make the call.

