

Life Safety (Surviving a Building Fire)

What is the hazard?

If a fire occurs in a building, building occupants may not be able to escape in time and survive if they cannot readily find exits in darkness and smoke, if exits or exit routes are blocked, or if there are no sprinkler systems in place (when required) to hold off the fire long enough for occupants to get out.

Level of Employee Exposure

Do you have employees exposed to this hazard?

YES. ALL employees who work indoors for any part of their shift are at risk from being caught in a building fire.

Use of Technical Standard / Regulation / Guideline

What regulation or standard do you follow to protect employees from this hazard, if any?

Upper Management Support / Policy / Full Hierarchy Accountability

Is there a written policy/program on this hazard?

Who is in charge of ensuring that employees are kept safe from this hazard? A) At the senior management level. B) During day-to-day operations.

How does the agency ensure that the regulation or policy relative to this hazard is followed by all employees?

Training / Certification

What training have employees received relative to this hazard?

Is this a one-time training?

If no, how often does re-training occur?

When are new employees trained?

Please provide general information on training content.

CONTROLS

Controls - Administrative and Engineering

How often are fire drills conducted at your location?

How are employees notified that they should exit the building?

If sound alarms or other mechanical devices are used to notify occupants to exit, are they tested?

By whom and how frequently?

If an employee observes smoke or fire in the building, how do they alert others?

If pull boxes or other mechanical devices are used to alert others to a fire, are they tested?

By whom and how frequently?

Do employees know their primary and alternate exits and exit routes?

Are all exits clearly marked as "exits," with lighted signs as necessary.

Are all doorways that could be mistaken for an exit, such as closets and interior rooms, clearly marked "not an exit."

Are all exits free from obstructions both inside and outside?

Are all exit routes, including stairways and stairwells free from obstructions, including stored materials (exit routes must be at least 30" wide for their entire length)?

Are flammable materials stored along exit routes?

Do you have sprinklers at your location?

Are they required by fire code?

How frequently and by whom are sprinklers tested and maintained?

Have you complied with all instructions provided by local fire department inspectors?

Are there any other specific controls to protect employees from building fires?

Controls - Safety Equipment (Fire Extinguishers)

Is it your policy that employees should attempt to put out early stage ("incipient") fires with fire extinguishers.

If yes, have employees been trained on fire extinguisher use, fire extinguisher types and limitations, and when the fire is at the stage that attempting use of a fire extinguisher is no longer the correct course of action?

If it is not your policy that employees attempt to put out early stage fires, and employees have not been trained, have employees been instructed not to attempt use of fire extinguishers?

Where and are fire extinguishers located and are they permanently mounted to the wall or how are they stored?

Are fire extinguishers routinely tested, maintained, and replaced as necessary? By whom and how frequently?

Emergency Response Planning

Is there a plan in place to respond to a fire at your location?

Are you relying on outside responders or do you have an internal response team (e.g., internal fire brigade)?

If you plan to use internal responders, what type of training did internal responders receive?

Other than serving on an internal fire brigade, do employees have any formal role during a building evacuation such as stair warden, floor marshal, etc.?

Has an outside meeting location been identified where all employees go to be accounted for? Have employees been instructed about the meeting location?

Who is responsible for reporting to Fire Department Responders if all personnel are accounted for, and if someone is missing, where they may be inside the building?

Concerns / Near Misses / Accidents

Have you had any building fires or near misses with this hazard? Please give an estimated date and brief description.

Prevention

Can you identify any ways that would eliminate or reduce employee exposure to this hazard?

What would be needed to implement these preventive measures?

Other / Comments / Anything You Want to Add

Are there any other controls to protect employees from this hazard?

Any other general comments:

IF YOU HAVE QUESTIONS OR NEED ASSISTANCE WITH THIS DOCUMENT,
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