



# Empowering Employees with Fire Safety and Response Training

The time to decide how to prevent and respond to an emergency is **not** during the actual event. Preparation is key. Employee fire safety and response training—including a fire prevention plan and an emergency action plan—is a powerful defense against fire threats and can mean the difference between a contained incident and an uncontrolled blaze.

## Fire Prevention Plan

Beyond basic fire safety training and an action plan, hands-on instruction provides employees with a deeper understanding of fire response.

### Training should cover:

- + Identifying different types of fires and the correct techniques for extinguishing each
- + Proper use of personal protective equipment (PPE)
- + Fire evacuation routes
- + Practical experience using a fire extinguisher

**A comprehensive fire prevention plan should include:**

- + A list of major fire hazards, proper handling and storage procedures for hazardous materials, and potential ignition sources
- + Procedures to control the accumulation of flammable and combustible waste
- + Guidelines for regular maintenance on heat-producing equipment
- + Names or job titles of employees responsible for maintaining equipment

## Emergency Action Plan

A well-developed emergency action plan ensures employees know what to do in the event of a fire. **Employers should review the plan:**

- + When it is first developed
- + When an employee's responsibilities or designated actions change
- + Whenever the plan itself is updated

This material is for general information only and should not be considered as a substitute for legal, medical, tax and/or actuarial advice. Contact the appropriate professional counsel for such matters. These materials are not exhaustive and are subject to possible changes in applicable laws, rules, and regulations and their interpretations.

NPN 1316541 | IMA, Inc dba IMA Insurance Services | California Lic #0H64724

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CT-F-IMA-H-RC-121225

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