



## 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.

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