Fire Prevention

The best defense against fire is always prevention. There are a number of things you can do to help prevent fires. Here are a few...

•Limit the use of space heaters. Heaters must be UL listed and be equipped with a tip-over switch. Plug space heaters directly into a wall outlet. Use of space heaters must have prior approval from your supervisors, or Residence Hall Deans.

•Keep all pathways clear. Do not block exits, fire extinguishers or sprinkler heads (18 inch clearance).

•Limit the use of extension cords and power strips. Never use an extension cord and a power strip together.

•Check for frayed wires and missing grounding plugs on an on-going basis. Have faulty equipment repaired immediately.

•Check electrical equipment at the end of the day to be sure it is off. Check items such as computers, coffeepots, copiers, fans and other electrical equipment.

•Practice good housekeeping. Never store combustible material such as wood, paper and cardboard near heat sources. Maintain a minimum distance of 3 feet.

•Equipment such as refrigerators, microwaves and copiers must be plugged directly into a wall outlet. Never use extension cords for these items.

•Store flammables in designated flammable cabinets. Some examples are aerosol cans, gasoline and oil-based paint. For questions contact the Risk Management office ext. 2102.

Risk Management Website:
www.lasierra.edu/risk

Risk Management
Office 4500 Riverwalk Parkway Riverside, CA. 92515
Phone: 951-785-2102 Fax: 951-785-2095
E-mail: risk@lasierra.edu
In the Event of a Fire

If you see smoke or flames...

**USE C.A.R.E.**

**Contain** the fire by closing all doors as you exit the building.

**Activate** the nearest fire alarm pull station. Pull stations are located near all exits out of the building.

**Report** all the fires dial 911 and to Campus Security at ext. 2222.

**Evacuate** or extinguish. In most cases, it is best to leave the building using the nearest fire exit.

**A fire extinguisher should only be used when...**

- You have been trained.
- You have the proper type and properly charged unit for the fire you are fighting.
- You have first contained the fire, activated the building alarm and have reported the fire.
- You have your back to an unobstructed exit.
- Everyone else has left the area.
- There is a minimum of smoke or flames.

**Never** fight a fire if it has left its source of origin, you are unsure of the type of extinguisher you are using or you lack a safe way to escape should your efforts fail.

**Never** use more than one extinguisher. If the fire cannot be brought under control within 30 seconds, then abandon your effort, close the door(s) and evacuate immediately.

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Evacuation

In the event of a fire/fire alarm, supervisors must be sure that all employees evacuate the building and individuals who may need help are assisted to safety.

Each office should develop an evacuation plan which includes a primary and a secondary escape route. Establish a designated area to meet outside the building. This location should be known to everyone in your office and be far enough away from the building to ensure safety and avoid blocking access by emergency personnel.

Your evacuation plan should also include a way to be certain that everyone has left or is accounted for when you leave the building.

- **You must** leave the building immediately during an alarm.
- **Do not** “investigate” the source of a potential fire or hazardous material emergency.
  - As you leave, **close** all doors behind you to limit the movement of smoke, flames or noxious odors.
  - Walk **do not run** to the nearest exit out of the building.
  - **Do not** re-enter the building for any reason once you have left.
- **Gather** at your designated area. Supervisors should account for everyone on their staff.
- **Never** use an elevator to exit a building during a fire alarm.
- **Test** doors before opening. If a door feels warm—do not open it. If a door feels cold open it slightly if smoke or fire is seen, close it immediately.
- If you must exit through smoke, crawl on your hands and knees, keeping your head in the “safety zone” - 12 to 24 inches above the floor.

Assist disabled person(s) if possible. Ask them how they can be helped.

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Training

Fire safety and fire extinguisher training is available through the Facilities Office. Everyone is strongly encouraged to have training. For more information contact the Risk Management Office.

**Fire Safety Training**

Fire safety training emphasizes prevention and evacuation along with awareness regarding the use of the fire extinguisher.

**Fire Extinguisher Training**

Fire extinguisher training covers fire safety basics along with an emphasis on the types of fire extinguishers and proper use. This training involves the “hands on” use of extinguishers with a controlled fire. Attendees will be qualified for the use of fire extinguishers for a period of one year. Fire extinguisher training is intended for those employees who may discover or respond to a fire.

If you would like to schedule a fire safety or fire extinguisher training, please contact the Facilities Office at 951-785-2113.

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