

July, 2018

Fire Safety

A fire can be an unpredictable and frightening event. Although we always hope that no one will ever have to face a fire in one of your facilities, we always recommend that it is best to be prepared should the event occur.

Your safety is always a priority and our hope here is to provide you with a brief list of items we feel are a priority and you should be aware of to maintain that safety.

This list, by no means covers all the items and issues involved in fire prevention and we always recommend you contact your local fire department and work with them to make sure you have a fully comprehensive plan for fire prevention and safety.

Fire Extinguishers

- Fire extinguishers should be conspicuously located and access to the extinguisher should never be blocked.
- They should be set on a hanger, shelf or bracket.
- Staff should know the location of all the extinguishers in the building and be familiar with their use.
- They should be regularly checked by a professional and a record of the inspection kept.

Emergency Exits

- There should be a map posted at strategic points in the facility stating where the emergency exits are.
- Access to emergency exits should never be blocked, nor should they ever be locked so that they cannot be opened easily from the inside.
- All emergency exits should have a light above the door advising it is an emergency exit and those lights should be checked once a week to make sure they are functioning.
- Make sure that all doors are in good repair.

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Pull Boxes and Electrical Panel

- Staff should be familiar with where all pull boxes for the fire alarm are located.
- Access to pull boxes should never be blocked or obscured.
- Staff should be aware of the location of the electrical panel for the building, along with the location of any keys needed to access the room and know any emergency shut off procedures if the source of the fire is electrical.
- Access to the electrical panel should never be blocked.

Emergency Procedures

- Floor diagrams should be posted that show designated exit routes. These diagrams should include locations of exits, assembly points, and equipment (such as fire extinguishers, first aid kits, and spill kits) that may be needed in an emergency.
- Suggest you work with your local fire department to make sure you include a comprehensive and complete list of procedures to be followed in the event of an emergency.

Fire Department Access

- In the event of an emergency, the fire department might need access to all parts of your facility, including the outside of the building.
- Should keep a 10-meter area clear around the outside of your facility, which means not storing any large items against the building or placing any items that may prevent the fire department from accessing an area.
- Inside the building you should keep all entrances and stairwells clear of any obstacles.
- Make sure that if your facility has access to the roof, that it is in good working order and nothing obstructs access.

You need to review your facilities and make sure you have a plan in place to deal with a fire should it arise. By using the above suggestions, we believe you will be well on your way to making that plan a success.



BULLETIN

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