



Fire Evacuation Safety

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” for proper safety evacuation and protection to prevent fires, smoke inhalation, burns and even death.

Discussion Leader Duties:

- ✓ Present exit routes, emergency action plans, fire prevention plans and fire protection guidelines.

Discussion Notes:

- ✓ Discuss the outcomes of the “Dos” and “Don’ts.”

- Do**
- Have an emergency action plan and fire prevention plan in place.
 - Keep exit doors unlocked from the inside at all times without keys or tools.
 - Keep exit routes free and unobstructed.
 - Keep exit routes free of explosive or flammable materials.
 - Have at least two exit routes.
 - Ensure emergency safeguards, such as sprinkler systems, alarm systems, fire doors and exit lighting, are in proper working order at all times.
 - Keep signs posted along the exit access indicating the direction to the nearest exit.
 - Maintain portable fire extinguishers in a fully charged and operating condition.
- Don’t**
- Forget to conduct an annual maintenance check for all portable fire extinguishers.
 - Lock exit doors from the inside unless building is under constant supervision, such as correctional facilities.
 - Place equipment or signs that obscure the visibility of the door.
 - Forget to have an emergency action plan that includes floor plans and maps.
 - Make assumptions that alarm systems are in proper working order.

Discussion questions:

1. Name two important guidelines to ensuring the safety of exit doors.
2. What are four types of emergency safeguards?
3. What are important elements of a fire prevention plan?
4. Give at least three reasons for developing an emergency action plan.

Meeting note:

Employee comments/concerns: _____

Other safety issues to be addressed on the job/facility: _____

Training record:	Date: _____	Jobsite/Facility: _____	
	Trainer: _____	Title: _____	
Employee name (print)	/ (signature)	Employee name (print)	/ (signature)
_____	/	_____	/
_____	/	_____	/
_____	/	_____	/

(Continue recording signatures on a separate sheet of paper)

Employee Quiz is provided on last page. Answers are: 1. (b), 2. (a), 3. (d), 4. (b), 5. (d)

Toolbox Talks safety information provided by Texas Mutual Insurance Company.



Fire Evacuation Safety

Hazards: Smoke inhalation, burns, even death

Smart Safety Rules

- Know the location of all exits and how to escape.
- Keep emergency exits unlocked from the inside.
- Keep exit routes free of furnishings and equipment.
- Install “EXIT” signs in plainly legible letters.
- Keep portable fire extinguishers charged and in good working condition.
- Mark doors or passages along an exit access that could be mistaken for an exit as “Not an Exit.”



Employee Quiz

Topic:

Fire Evacuation Safety

Employee Name: _____

Circle the correct answer below.

1. It is OK to block access to an emergency exit, as long as there is another emergency exit available.
 - a. True
 - b. False
2. A workplace must provide two exit routes.
 - a. True
 - b. False
3. Exit routes must be:
 - a. Free and unobstructed by materials and equipment.
 - b. Adequately lighted.
 - c. Equipped with exit signs that are clearly visible.
 - d. All of the above.
4. Emergency exits may be locked from the inside as long as the employer provides employees with keys.
 - a. True
 - b. False
5. Which of the following about emergency exits is true?
 - a. There should be signs posted indicating the direction to the nearest emergency exit.
 - b. They should be clearly marked with the word "EXIT."
 - c. Furnishings or other objects should not block them.
 - d. All of the above.

Training record: Date: _____ Jobsite/Facility: _____
Trainer: _____ Title: _____