



## Weekly Safety Briefings

Week #6 – February 7 to February 11, 2022

### *Means of Egress*

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#### **Introduction**

During an emergency it is too late to figure out how one should get out of the area. These practices will help you understand what you need to review and understand before an emergency occurs.

#### **Monday- Emergency Evacuation Drill Procedures:**

Everyone is required to evacuate the building when they hear the emergency/fire alarm or when a drill is conducted.

The primary functions of fire drills are:

- Ensure fire protection equipment is operating properly
- Employee training on how to properly evacuate
- When the alarm sounds, employees are to safely and promptly evacuate the building using a designated evacuation route.
- Once outside the building, proceed to the emergency meeting site.

#### **Tuesday – Discovering a Fire or Smoke at Work:**

- Remember **R.A.C.E.**
- **RELOCATE**- If it is safe to do so, relocate people in immediate danger. Instruct others to report to their designated gathering areas. Be aware of persons who may need assistance.
- **ALARM** - Pull the building fire alarm to alert others. Move to a safe location. Follow your locations emergency call procedure or Call 911 immediately and report the precise location of the fire
- **CONFINE** - Close all doors, windows and other openings to confine the fire, if this can be done safely.
- **EVACUATE** - Evacuate building. Do not use elevators. Go to your area of refuge outside at meeting site

#### **Wednesday – Fire Rated Stairwells:**

- Materials storage is prohibited in all fire rated stairwells.
- Each fire door including frame and hardware must be listed or approved by a nationally recognized testing facility.
- Employees must always be able to open an exit route door from the inside without keys, tools, or special knowledge.
- Fire doors are only allowed to be held open by magnet door holds.
  - Remove all door wedges, latches, coat hangers, fire extinguishers, etc. that are being used to hold doors open.
  - Fire doors must be able to close fully on their own.

#### **Thursday – Exit Route Capacity:**

- The ceiling of an exit route must be at least seven feet six inches (2.3 m) high.
- An exit access must be at least 28 inches (71.1 cm) wide at all points. Where there is only one exit access leading to an exit or exit discharge, the width of the exit and exit discharge must be at least equal to the width of the exit access.



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- Objects that project into the exit route must not reduce the width of the exit route to less than the minimum width requirements for exit routes.

#### **Friday – Applying Information and Expanding Your Knowledge**

This week we've shared several tips on emergency evacuation and means of egress. Use today to find the following in your locations:

- Nearest exit and the route you need to take to get there. If that way would be blocked during an emergency what is your secondary way out of the area or building?
- Ensure your route to the exit is clear of material or equipment. If not, identify those issues to your leadership and help to remove them.
- Identify where you go once outside the building. Where is your safe congregation area?