

KEEPING IT COOL: YOUR GUIDE TO FIRE SAFETY AT THE AMES LABORATORY



ACTIVATE THE FIRE ALARM If you see a fire start, it is essential to activate the nearest fire alarm pull station to start the building evacuation. If the fire is detected by a smoke or heat detector, this will be done automatically by the fire protection system.

CALL 911 If the fire is detected automatically, this call will be made by Plant Protection Services. If you see the fire, call 911 from a safe location, and give your name, location, nature of the emergency and telephone number. If you have important information to impart, notify a Fire Department or Ames Laboratory responder outside the building, or call 294-3483, and report to Plant Protection Services.

ASSIST PHYSICALLY IMPAIRED INDIVIDUALS Physically impaired individuals should be given assistance to a secure area, such as a large stairwell or an office separated from a corridor by a fire door. Emergency personnel (fire department or Ames Laboratory responders) must be notified of their locations. Each supervisor should be aware of any physically impaired persons in their work areas and any special assistance needed to safely evacuate them.

ASSIST INJURED PERSONNEL Inform emergency responders or 911 about the nature of the medical emergency. If properly trained, assist with first aid or evacuation. If you can't move the person down a stairway, move the person to a safe location, such as a stairway landing, and tell the responding emergency staff immediately.

ENSURE ALL PERSONNEL ARE OUT OF THE BUILDING If there is time and no present danger, close all doors and windows while leaving and ensure all personnel are out of the immediate area.

STAY LOW If confronted with smoke, keep near the floor. Smoke, heat and toxic gases will normally rise to the ceiling. All closed doors should be checked for heat prior to opening. If a door knob is hot, the door should not be opened.

EXIT THE BUILDING At the sound of a fire alarm, everyone needs to go to the nearest exit and leave the building immediately. Once out, stay out. During pre-emergency planning, all occupants should learn two evacuation routes from each building area. Don't use the elevators, as they may lose power during a fire, or their use is reserved for emergency response personnel only.

STAY AWAY FROM THE BUILDING UNTIL IT IS SAFE TO RETURN Do not re-enter the building until advised to do so by the fire department or Ames Laboratory responders.

EXTINGUISH SMALL FIRES If the fire is small and you know how to use a fire extinguisher, attempt to extinguish the fire yourself. Do not attempt to extinguish any fire if there is a threat to your safety. Fire extinguisher training can be scheduled by the Training Office, 105 TASF, or call 294-9972. If you use a fire extinguisher, report it to Plant Protection Services immediately (4-3483). This will allow immediate replacement and servicing of the used one.

REPORT HAZARDOUS CONDITIONS If you are working in a research area and have sufficient time, ensure that the lab and experiments are in safe condition before leaving the area. Report any hazardous conditions to responding emergency personnel.

THE BEST WAY TO REDUCE THE DAMAGE CAUSED BY FIRE IS TO AVOID HAVING THE FIRE

Eliminate or reduce fuel loading- Good housekeeping will reduce the fire risk to flammable and combustible materials. Limit amounts to the essential minimum, especially cardboard boxes and loose paper. Paper stock and similar materials should be in metal cabinets. Isolate combustibles from potential ignition sources (like burners, hot plates, soldering irons, and other electrical appliances). Dirty or oily shop rags are to be kept in a metal container with self-closing lid. Waste should be removed regularly. Eliminate electrical fire hazards (the leading cause of industrial fires). Extension cords are for temporary use, only. Protect wiring, conduit, and cables from mechanical injury and from deterioration. Inspect equipment periodically, repair defects. All electrical apparatus should be kept clean. Coffee pots and microwave ovens can be used when there is no hazard to personnel and no fire hazard. Non-approved electrical apparatus shall not be used where explosive vapors or dusts may be present. Portable heating devices may be used with restrictions- call the Electrical Safety Committee or ESH&A for guidance.

