

# Office of Risk & Safety

## Organizational Training Class

**Course Name:** Fire Prevention & Evacuation

**Duration:** 60 Minutes

**Video Included:** Yes

**Instructor:** TBD

**Course Description:** The purpose of this class is to learn that the key to fire prevention is education, employee training and regular inspections. While fire prevention is the responsibility of all Douglas County employees, departments should regularly inspect for fire hazards. Using Inspection form ORS-17 will help identify fire hazards. Completed inspection forms should be submitted to Risk & Safety.

Some topics to be discussed are:

- Reduce clutter to reduce fire risk
- Learn how to properly use safety equipment
- How to use a fire extinguisher: The **PASS** Method
  - **P**ull the extinguisher pin
  - **A**im the extinguisher nozzle at the fire's base
  - **S**queeze the handle
  - **S**weep the nozzle from side to side
- Identify potential fire dangers

Building Services or Property Management must be notified immediately of any fire hazards while 911 should be contacted in case of an actual fire. Departments may contact Risk & Safety for fire prevention evacuation training.