

# FORT BRAGG CITY HALL



## FIRE PLAN

## GENERAL

1. The best defense against a fire is to prevent a fire from starting in the first place. Although many products stored in a work area are not flammable, some packaging types commonly used today, such as cardboard, foam compositions, and paper packing are definite fire hazards. Good housekeeping is important to fire prevention. Do not allow debris or flammable material to accumulate.
2. If a fire starts, think first of your safety and the safety of others. You should:
  - a. Try not to panic.
  - b. Notify the fire department. The best way to do this is by pulling the fire alarm. Should you not be able to reach the fire alarm, call 9-1-1.
  - c. Try to put out the fire **only** if you have been trained to use extinguishers, and the fire is small and tame enough to be extinguished by a hand-held extinguisher. You also must be sure that the fire extinguisher is the proper type for the class of fire:
    - (1) Class A fires are those from wood, cloth, paper, rubber and plastics;
    - (2) Class B fires are from flammable liquids, gases, and grease;
    - (3) Class C fires are electrical fires;
    - (4) Class D fires are from combustible metals such as magnesium, titanium, zirconium and sodium.Multi-purpose extinguishers (ABC) will handle all A, B, and C fires. All fire extinguishers are labeled with either ABC, or A, or B, or C, so be sure to read the label.
  - d. Evacuate the building.
    - (1) Follow the attached floor plan to locate the best exit (for those upstairs, don't forget the window exit ladders);
    - (2) Check the door with the **back** of your hand before opening it. If it is hot, use another exit;
    - (3) If the building is full of smoke, the best way to exit is by getting low to the ground and crawling; when crawling it is best to back down the stairs;
    - (4) The floor monitor will be the last person off each floor, after he/she has verified that all employees have left the building:
      - The floor monitor for the south side upstairs shall be Mary Tobak; the alternate (in case the floor monitor is out of the office that day) shall be Cindy VanWormer
      - The floor monitor for the north side upstairs shall be Laura Parson; the alternate (in case the floor monitor is out of the office that day) shall be Cindy VanWormer;

- The floor monitor for north side downstairs shall be Nancy Philips; the alternate (in case the floor monitor is out of the office that day) shall be Brenda Jourdain;
  - The floor monitor for south side downstairs shall be Shirley Johnson; the alternate (in case the floor monitor is out of the office that day) shall be Linda Hilliard;
- (5) All employees shall meet just south of the Franklin Street entrance to the parking lot. The floor monitors will then verify that all employees are accounted for.

## **FLOOR PLANS**

Please review the floor plans and identify the nearest exit and all other exits from your work area. Be prepared to use a different exit than you normally use when coming to work as that exit may not be available.