



# TDCJ Risk Management's Training Circular

Volume 15 Issue 10

Risk Management Issues

October 2015



## October Fire Prevention



### PREVENTION IS KEY!

Regular and periodic inspections can identify fire hazards and unsafe practices that may pose a threat to the safety of individuals within a specific area.

The best form of fire protection is prevention. Eliminating the probability of a fire reduces the chance of loss.

### HAVE A PLAN

Each facility should have a site specific fire plan to address issues such as fire evacuation, fire suppression, and emergency notification. Posting evacuation routes conspicuously throughout the workplace communicates to staff and visitors evacuation routes to areas of safe refuge.

Training should be conducted at least annually, in the prevention of fires, fire preparedness procedures, facility fire plans, fire evacuations, fire drill procedures, and fire suppression.



### EVACUATION

### PROCEDURES

Know where fire suppression equipment is located, and understand their use in the event it is needed to assist with the evacuation process.

Be familiar with fire evacuation procedures.

Also familiarize yourself with the primary and secondary evacuation routes in your work area. Know the unit/department process for obtaining emergency keys if applicable.

### Helpful Hints

Never "borrow" a battery from a smoke alarm.

Schedule battery replacement for the same day you change your clock from daylight savings time to standard time in the fall, or pick a holiday, maybe your birthday.

Replace your smoke alarm every 10 years.

Regularly vacuuming or dusting your smoke alarm and following manufacture's instructions, can help keep it working properly.

Ensure everyone in your home or office area can hear and recognize the sound of the alarm and knows the fire escape plans.



## Types of Fire

### Class A Fires

Paper, wood, cloth, etc. Where drenching by water or insulating by general purpose dry chemical is effective.

### Class B Fires

Burning liquids (gasoline, oils, cooking fats, etc.) Where smothering action is required.

### Class C Fires

Fire in live electrical equipment (motors, switches, appliances, etc.) Where a non-conductive extinguishing agent is required.

### Class K Fires

The "K" classification is designed specifically for kitchen grease fire hazards and are now required to be designated on all extinguishers installed in commercial kitchens.

## USING

### FIRE EXTINGUISHERS

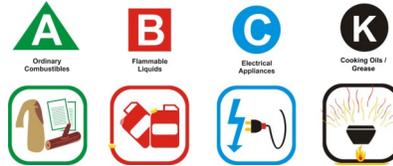
### (P.A.S.S)

**Pull pin** – this allows you to activate the extinguisher.

**Aim** – hold hose and point at base of fire.

**Squeeze** – the trigger mechanism to release the agent.

**Sweep** – back and forth at the base of the fire.



## FIRE DRILLS

The purpose of fire drills in offender living areas is to ensure that assigned staff understand their duties and responsibilities, that the emergency key system is functional, that locks and doors are operational, and any concerns or deficiencies are addressed.

Fire drills shall be run in all housing areas at least once per quarter, per shift. (RM) - 22

All other areas are required to have a drill ran at least quarterly.

## AWARENESS

Fire safety and prevention awareness is one of the most crucial components to a fire safety program.

Knowing how to identify fire hazards before they result in a fire can save lives and serious property damage or loss.

Frequent functional and tabletop fire and evacuation drills will ensure all individuals are familiar with their roles and responsibilities, as well as safe evacuation procedures in the event of an actual emergency.

There is little time to respond. In **less than 30 seconds** a small flame can get completely out of control and turn into a major fire. It only takes a minute for thick black smoke to fill a house or office area. In no time an area can be engulfed in flames. Most fires occur in the home when people are asleep. If you wake up to a fire, you will not have time to grab valuables because fires spread. There is only time to escape.



## FIRE EXTINGUISHER

### QUESTIONS

1. Is each extinguisher in its designated place, clearly visible, and not blocked by equipment, coats, or other objects that could interfere with access during an emergency?
2. Is the nameplate with operating instructions legible and facing outward?
3. Is the pressure gauge showing that the extinguisher is fully charged (the needle should be in the green zone)?

4. Is the pin and tamper seal intact?
5. Is the extinguisher in good condition and showing no signs of physical damage, corrosion, or leakage?
6. Have all dry powder extinguishers been gently rocked top to bottom to make sure the powder is not packing?



## **INSPECT YOUR SURROUNDINGS**

When properly utilized, inspections are an effective method of eliminating hazards and an educational opportunity for employees and offenders.  
(RM) - 13

- Regular and periodic inspections can identify fire hazards and unsafe practices that may pose a threat to the safety of individuals within a specific area.
- Housekeeping is one of the easiest forms of fire prevention.
- Flammable liquids that are unsafe. Should only be stored in approved containers.

- Chemicals with a flash point less than 100 degrees must be stored in an approved flammable storage cabinet.
- Never store combustibles inside or on top of flammable storage cabinets.
- No open flames should be produced near flammable materials. The use of candles is prohibited.
- Electrical circuits should not be overloaded. Use only appropriate 3-wire extension cords and plug them directly into an outlet. Never "piggy-back" or "daisy chain" extension cords and power strips.
- If electrical equipment or cords feel hot, unplug them and discontinue their use until cleared by an electrician.
- Appliances should be in the OFF position when unattended.
- Report hazards in the workplace to a supervisor.
- Store excess materials and equipment out of the range of fire exits to prevent blocking or tripping.
- Do not store materials in such a manner that would block sprinkler heads, fire suppression equipment, or emergency lights.

### **References:**

TDCJ Risk Management Program  
Manual - RM-22; Rm-13

### Training Circular

TDCJ Risk Management Department

Volume 15 Issue 10

October 2015

Paul Morales

Director, Administrative Review  
and Risk Management Division

Carol Monroe

Deputy Director, Administrative  
Review and Risk Management  
Division

Thomas Warren

Manager II  
Risk Management

The *Training Circular*, a publication of the TDCJ Risk Management Department, is published monthly in an effort to promote and enhance risk management awareness on issues relating to TDCJ employees. Design and layout of the Training Circular is performed by Thomas Warren, Risk Manager II. Comments, suggestions and safety related items are welcome. Send suggestions to:

Thomas Warren

Risk Management Department  
1060 Hwy 190 East  
Huntsville, Texas 77340

or,

thomas.warren@tdcj.texas.gov

All items received become property of the Risk Management Department unless otherwise agreed and are subject to be rewritten for length and clarity. Permission is hereby granted to reprint articles, provided source is cited.