

# Fire Safety Training Program and Annual Refresher Document



The International Fire Code, as adopted by the state of Idaho, requires employees to be trained in fire prevention, evacuation and fire safety as part of new employee orientation and not less than annually thereafter (Section 406). The International Fire Code is the primary legal source for fire safety requirements at the University of Idaho. Many of the standards of the National Fire Protection Association, the Compressed Gas Association and others are also applicable. In order to comply with this requirement, Environmental Health and Safety (EHS) has an online course “Fire Safety in the Workplace” that must be taken initially by all UI employees. Thereafter, all employees must do refresher training either as a group with a face-to-face presentation or a downloadable training document; both are available from EHS.

## Responsibility

College and departmental administrators are responsible for enforcing fire safety program requirements in areas under their control and providing direction and assistance to employees.

Supervisors must instruct employees on the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties. Each employee shall be aware of the specific hazards of their work area, required procedures and/or requirements regarding safety in their workplace, fire reporting and departmental emergency plans.

Employees should become familiar with safety requirements of their position and their workplace and follow all fire safety policies and guidelines.

## Annual Fire Safety Refresher Document

This document is intended to review the basic tenets of the fire safety program and satisfy the annual refresher training required by the IFC. It provides U of I employees with the opportunity to re-evaluate their work area hazards, procedures, evacuation plans and the U of I guidelines.

# Fire Safety Training Program and Annual Refresher Document



## Annual Fire Safety Refresher Document

Employees must review their unit's Fire Safety Plan, Emergency Evacuation plan, become familiar with safety requirements of their position and workplace and follow all fire safety policies and guidelines.

### General Precautions

- Housekeeping should be a priority in all work spaces.
- Never place objects in the hallways or exit paths nor block access to exit doors.
- Fire doors should never be blocked or propped open.
- Never block access to emergency equipment such as fire extinguishers, fire alarms or eye wash/safety showers.
- Posters, banners or other combustible items cannot exceed 20% of any wall area within a room.
- Decorations and displays should be of fire-resistive materials and be placed only in common/public areas of the building (break rooms, lounges, reception areas, etc.)
- Heat-producing appliances should always be placed on a noncombustible surface and should incorporate an auto-shutoff timer device.
- Cooking equipment such as hotplates and toaster ovens, or any device that utilizes hot elements should not be used in the workplace unless in a specifically designated area.
- Portable heaters must turn off when tipped over.
- Open flames and burning are not allowed in university buildings.
- Smoking is not allowed on the university campus.

### Electrical Safety

- Extension cords are only to be used for temporary service and are to be unplugged at the end of each day.
- Never run cords through doorways, under carpets, above ceiling panels or through walls.
- Do not use unprotected multi-plug devices. The use of fuse-protected power strips with multiple outlets is approved.
- Do not "daisy-chain" power strips together to extend their length.
- Do not connect power strips to extension cords.
- Electrical panels require sufficient space, 30" clearance, around them to allow maintenance and emergency access.
- Any electrical outlet within six feet of a water source must be a GFCI circuit.
- All electrical devices should be inspected routinely for frayed cords or damaged plugs.

### Storage

- Stored combustible materials should be kept to a minimum.
- Readily combustible materials must be stored at least 18" below sprinklers or 24" below ceilings in non-sprinklered buildings.
- All flammable liquids, gases and chemicals must be stored in accordance to recognized standards.

- I have read the above document and understand the specific fire hazards of my workplace.
- I am familiar with fire/emergency alarms and evacuation routes and understand the evacuation procedures.
- I have reviewed my unit's fire/emergency evacuation plans.

Name (please print) \_\_\_\_\_ Vandal Number \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Signature \_\_\_\_\_