



Security Spotlight

An Informational Guide for Securitas Clients

High occupancy spaces

- High occupancy spaces, including entertainment venues (such as malls, clubs, concerts, and sporting events) high rise buildings (such as hotels, apartments, offices), and dorms/campus environments require fire safety vigilance.
- Try to stay in hotels or motels that have hard-wired smoke alarms and an automatic fire sprinkler system in each guest room.
- Read the facility's fire evacuation plan carefully.
- Identify the two closest exits from where you are located and note how far they are from you. This will assist you if you need to evacuate in the dark.
- If possible, carry a flashlight with you. Your phone may also have a flashlight function.
- Follow any instructions broadcast over the fire alarm or emergency communications system.



Fire aware, fire safe

According to the National Fire Protection Association (NFPA), every 24 seconds, a fire department in the United States responds to a fire somewhere in the nation. October is fire safety month, and since 1922, the NFPA has sponsored the public observance of Fire Prevention Week. In 1925, President Calvin Coolidge proclaimed Fire Prevention Week a national observance, making it the longest-running public health observance in the United States.

Workplace safety

Accounting for fire safety is an important part of the emergency response plan at any work site. Developing an emergency response

plan requires first identifying risks and potential emergency scenarios. If your site does not already have a plan in place, work with a team of knowledgeable stakeholders to determine how to implement an emergency response plan. Coordinate planning with local law enforcement and other public emergency services such as the fire department that may also provide rescue, hazardous material, and emergency medical services.

Verify that the plan accounts for the special needs of those with access impairments. Review and update the plan periodically. Regular drills will help ensure that everyone knows what to do and where to go if there is a real emergency.



Become familiar with the evacuation alarm systems and emergency exit plans. Know the location of fire safety equipment in your workplace, including the fire alarm system, smoke and CO2 detectors, fire extinguishers, and fire suppression systems. In addition to familiarizing yourself with these systems, ensure that your workplace regularly inspects and tests the equipment.

Depending on its size, your work site should have one or more employees delegated as a fire warden (also called fire marshals). One of the major responsibilities of these individuals is to ensure that all staff are directed safely to the designated exits in an emergency.

It is important to know how to operate a fire extinguisher. Most fire extinguishers require just four easy steps, each represented by a letter in the word **PASS**:

PULL the pin: The handle on top of the canister should have a pin going through it to prevent accidental discharge. Remove this pin. Some fire extinguishers have a lock latch or puncture level instead of a pin. Learn which one your extinguisher has before you need to use it

AIM the nozzle: Hold onto the handle with one hand and the end of the hose with the other. Aim the nozzle at the base of the fire to douse whatever's burning. A common mistake is to aim at the flames themselves, which won't help suppress the fire.

SQUEEZE the handle: Depress the handle of the fire extinguisher, which sends fire suppressant flowing through the hose and out the nozzle.

SWEEP the nozzle from side to side: Once fire suppressant is coming out, use a sweeping motion to thoroughly smother the fire. Continue this motion until the flames appear to be completely out. Watch the area closely for a few minutes in case the fire reignites and repeat the process, if necessary.

Additional resources

Learn more about fire awareness and fire safety at work, home, and other environments using the resources listed below.

[National Fire Protection Association \(NFPA\)](#)

[Federal Emergency Management Agency \(FEMA\)](#)

[Occupational Health and Safety Administration \(OSHA\)](#)

[U.S. Chamber of Commerce Foundation](#)

[The American Red Cross Foundation](#)

Fire extinguishers

Follow the fire extinguisher location requirements from [OSHA's Occupational Safety and Health Standards](#) when placing extinguishers in commercial buildings. In a home setting, they should be placed near fire risks such as in the kitchen; near heat sources such as a chimney, fireplace, pellet stove, or heater; near electrical equipment; in the garage; and on each floor of the home. There are different types of fire extinguishers for different types of fires. Ensure that your extinguishers are appropriate to fight the different types of fires.

