

The Unitarian Universalist Fellowship of Poughkeepsie

Policy on Fire Safety

Adopted March 2009

Purpose

To keep building occupants safe by preventing unwanted fires and by learning how to deal with any fires that should occur.

Supervision:

No child is permitted to light matches. Candles may be lit with adult supervision. When an open flame is used around children, adults shall be in constant attendance. Matches, lighters, and candles shall be stored only in the DRE's office, the Fellowship office, or in the top kitchen cabinet over the stove, not in closets or classrooms.

When fires, including candles, are used, a fire extinguisher, water, or something to smother the flame shall be kept available in the room.

Children may only walk with an open flame if the flame is enclosed in a fireproof container that protects the child from burns and prevents hot wax from spilling.

Room Assignments:

Room assignments should be arranged to allow quick exit. Younger children should be near an easily accessible exit. Halls, passages, and doors or exit windows should not be blocked by furniture, stored items, etc. Primary and secondary routes of exit will be posted in each room, and all occupants should be familiar with them.

Fire Drills:

All staff and volunteers must be familiar with evacuation procedures. Fire drills will be held twice annually. Occupants of each room will line up. Teachers will count students and check the room for any children unaccounted for. They will follow the primary exit route, and once outside, teachers will count children again while each class is gathered in a designated area. Everyone will remain outside until the person in charge gives the signal to return to the building. Parents should not attempt to go upstairs to get their children. See "Fire Safety Awareness Class".

A class on fire safety awareness will be given annually in the fall for committee chairs, staff, trustees, and R.E. teachers. Names of those attending shall be kept on file with this policy in the Policy Manual. Following the class, the importance of fire safety will be discussed with the R.E. students annually.

Alarms, Extinguishers, and Physical Plant:

Each room will be equipped with a smoke alarm. At least two all-purpose fire extinguishers will be placed on each level of the building: ground floor, first floor, second floor, and attic. Fire extinguishers and alarms will be inspected annually and the tag initialed by an approved company. Visible wiring, outlets, and appliance cords will also be inspected annually by a member of the Buildings and Grounds Committee. Violations will be noted and corrected. Smoke alarms will be tested semi-annually and the date of testing will be noted by a member of the Buildings and Grounds Committee.

Open Fires:

Open fires outside the building shall be lit only after getting permission from the Fire Department (451-4080). Such fires will be in a designated area, a safe distance from the building and from the parking lot. The fire area should be lined, and constructed to prevent the spread of flames. A water source or fire extinguisher must be within a reasonable distance, about twenty feet. Open fires must not be left unattended and must be correctly extinguished before leaving the area.

Posting:

An escape plan and the location of the closest fire extinguisher must be posted near each classroom door.

Implementation/Enforcement:

Buildings and Grounds shall be responsible for the enforcement of this policy.

Fire Safety Awareness Class

1. All fires need three things:
 - a. Oxygen
 - b. Fuel
 - c. Heat

You can put out the fire by removing any one of these three.

Exercises:

- **Give three sources of each.**
 - **Now tell two ways each thing could be removed to extinguish a fire.**
2. If a fire should get out of control, RACE is the acronym commonly used for how to proceed:
 - **R** – Rescue. Get everyone out of the room, then out of the building.
 - **A** – Alarm. Call 911 from a safe spot.
 - **C** – Confine or contain. Shut doors and windows on your way out to prevent drafts.
 - **E** – Evacuate. You should leave, too, if you're not already out.
 3. Fire Drill Procedure
 - a. If you are in charge of a room or area, walk to the exit. Tell everyone to line up behind you, and count heads (a frightened or mischievous child may hide in a closet or under a table). You should already be familiar with the primary and secondary exit routes for the room you are in.
 - b. Tell everyone that there must be no noise, so they can listen for directions. This is true after you get outside – class stays together, in line, no talking.
 - c. Lead the group outside following the primary exit route. In the case of young children, you may want to lead from the rear. No running is allowed. Once outside, count heads again. Keep the group together until the person in charge of the drill says you may return to your room. **If there is any smoke, keep low; below 18 inches from the floor.**
 - d. Back in the classroom, discuss how the drill went (good, and bad points), and also discuss feelings and suggestions about the drill.
 4. Use a Fire Extinguisher Only If:
 - You have had training in its use and are confident you can operate it properly.
 - The extinguisher is a type appropriate for the kind of fire (most are now multi-purpose, or A-B-C).
 - Everyone has left or is leaving the building.
 - The Fire Department is being called.
 - The fire is small and confined to the immediate area where it started (wastebasket, small appliance, etc.). Avoid breathing heated smoke and fumes, as well as the extinguishing agent.

The fire extinguisher is not there for you to avoid calling the Fire Department. It is their job to put out fires, not yours. If you have been trained in using a fire extinguisher, remember:

- **P** – Pull the pin below the handle.
 - **A** – Aim the nozzle at the base of the fire.
 - **S** – Squeeze the handle together.
 - **S** – Sweep the extinguisher from side to side.
5. Stop, Drop, and Roll. If any article of clothing catches fire, **do not run! Instead, stop, drop, and roll!**