



Stand Up for Safe Jobs!

Fact Sheet #4

Fire Safety and Prevention

According to the Employee and Labor Relations Manual (ELM), installation heads are responsible for implementing emergency action plans and fire safety programs.

How does your workplace measure up?

- _____ Are exits clear and properly maintained?
- _____ Do you know the location of fire alarms? Are they tested regularly?
- _____ Do you know the location of fire extinguishers? Are they inspected regularly?
- _____ Is there a fire extinguisher within 50 feet? Are postal vehicles stocked with fire extinguishers and emergency warning kits?
- _____ Is there an Emergency Evacuation Team (EET) on your tour? Are the names posted? Are alternates assigned to cover absences?
- _____ Does your office conduct at least one emergency evacuation drill on your tour each year?
- _____ Are evacuations quick and orderly?
- _____ Do you know how injured employees and people with disabilities are supposed to be evacuated?

- _____ Does management conduct regular fire inspections?
- _____ Do you know the fire prevention plan for your area? Is it reviewed with you annually?
- _____ Do you know emergency escape procedures?
- _____ Have you seen your facility's written emergency plan? *(In facilities of fewer than 10 employees the plan may be communicated verbally.)*

If the answer to any of the above is "no," talk to your co-workers and stand together for safe workplaces:

- Raise your concerns at Safety Talks.
- Fill out PS Form 1767, *Report of Unsafe Conditions*.
- Request to see your shop steward.
- Call OSHA if violations pose a risk of serious harm (1-800-321-OSHA).
- Follow up with management until unsafe conditions are corrected.

Everyone has the right to leave work in one piece.

JOIN THE FIGHT FOR SAFE JOBS!