



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!