



Safe Park-ing

Office Edition

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State of Nevada, Division of State Parks

Fire Extinguishers

As a rule, in the event of a fire, the fire alarm will sound and each of us will immediately evacuate the building, but there may be an occasion where you feel you are able to grab the fire extinguisher and attempt to put the fire out. Here are some guidelines in making the decision whether to try using the fire extinguisher or to just get out of the building.

Don't fight the fire:

- If you don't have the correct type or a large enough extinguisher.
- If you might inhale toxic smoke.
- If your instincts tell you not to.
- When you don't know what is burning. Even if you have an ABC extinguisher, there may be something in the fire which is going to explode or produce highly toxic smoke.
- If it is spreading rapidly beyond the spot where it started.

If the fire is small, and you have positioned yourself with an exit or means of escape at your back, you may attempt to put the fire out. If the fire extinguisher malfunctions or if something unexpected happens, don't try to stay and fight the fire, get out of the building.

Here is a link to a fire extinguisher training video, courtesy of OSHA. [Fire Extinguisher Training Video](#)

How to Properly Use a Fire Extinguisher



While the specifics may vary depending on the model you own, most fire extinguishers operate the same basic way. Stand six to eight feet away from the fire and remember to **PASS**:

P _{ULL}		1. Pull the pin at the top to break the tamper seal.
A _{IM}		2. Aim the extinguisher low, pointing the nozzle at the base of the fire. Do not aim at the flames themselves.
S _{QUEEZE}		3. Squeeze the handle to release the extinguishing agent.
S _{WEEP}		4. Sweep the extinguisher from side to side, continuing to aim at the base of the fire until it appears to be out.

Evacuation Drills

At least twice a year we can anticipate an evacuation drill. Here are a few things to help make the process go smoothly:

1. When an alarm for the building is sounded, everyone will immediately begin evacuating.
2. Unless you are a Group or Floor monitor—Proceed to evacuate down the stairwell that you are closest to. **DO NOT USE THE ELEVATORS.**
3. Proceed immediately to the stairwell closest to you and exit the building. 5th floor employees are to meet in the **North** end of the back parking lot and await further instructions from a group or floor monitor.
4. Those with disabilities should wait by the elevators until all able-bodied persons have evacuated. They will then proceed to the North stairwell and await assistance.
5. Do not return to the building until told to do so by a floor monitor.
6. Once the “all clear” is given, please immediately begin returning into the building. Do not continue to congregate outside, because it causes confusion.

RUN, HIDE, FIGHT!

“Run,” “Hide,” and “Fight” are the actions that both the Federal Bureau of Investigation and U.S. Department of Homeland Security recommend in an active shooter situation.

Run: If possible, attempt to evacuate the premises.

Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Fight: As a last resort, attempt to disrupt and/or incapacitate the active shooter.

The attached video is presented by the Department of Homeland Security. The Options for Consideration video demonstrates possible actions to take if confronted with an active shooter scenario. The video also shows how to assist authorities once law enforcement enters the scene.

[Active Shooter Video](#) ([Options for Consideration Active Shooter Training Video - YouTube](#))

If you have received any other training or have received alternate direction from law enforcement, please follow that direction.

Office Etiquette Contributes to a Healthy Work Environment

It's hard to believe that 2 years ago we found ourselves being sent home to work or working a hybrid schedule of part time at home and part time in the office. Work schedules evolved so that our time with each other was non-existent or at least extremely limited.

We started working more flexible schedules, sitting at our kitchen tables in our pajama pants, working on our own laptops and using our personal cell phones to ensure mission critical was accomplished. Without intention, we adapted to a much less formal work environment.

Now that we have returned or are returning to the office, and around each other more, it seems like a good time to refresh on office etiquette, because it can help reduce stress and contribute to a mentally healthier environment for everyone.

1. **Be Mindful Of Your Sounds.** Sounds can be very distracting, so wear headphones if you listen to music or a training session.
2. **Be Mindful Of Personal Space.** Whether you work in an open office or one with several rooms and cubicles, be aware of each other's surroundings. Consider where your personal space is, where others are, and what is shared. Many people need their personal space to stay focused and feel good.
3. **Respect Another's Need to Work.** Just because others are sitting at their desk doesn't mean they are available. Act as if there is a door between you and if they appear to be busy, ask if they have a moment to talk. If you are going to be participating in an

online meeting, consider putting up a notice on your desk, letting others know you're unavailable. If someone has signs posted that they are unavailable, respect that and come back later.



4. **Respect Other's Personal Time.** If the person you need to talk to is on a break, come back to see them later or send them an email asking for a good time to meet. If the person you want to talk to is out sick or on vacation, instead of infringing on their time, ask their supervisor if there is someone else who can

help you.

5. **Don't come to work sick.** When you work in close quarters, it is easy to transfer germs. Stay home if you are sick. It's good hygiene to cover your mouth when you cough, keep hand sanitizer on hand, don't leave used tissues around, and wipe down the desk, computer keyboard and phone from time to time to help prevent germs from spreading.
6. **Don't Have Impromptu Meetings in the Aisles.** If you're discussing a project with a colleague, try and move it to either a meeting room or outside to keep from disturbing others nearby.

Being considerate of each other is important to creating a healthy workplace.