

OCTE forms to review with students before using the propane torch:

## **Facility Emergency Procedures**

1. Make sure you know the location of all fire alarms, emergency exits, and emergency power stop buttons
2. EMERGENCY PROCEDURES AND EVACUATION ROUTES must be clear at all times, and occupants must know and understand these procedures and routes.





Location of Emergency Exits and Fire Alarms:

Locations of Emergency Stops:

***AT ALL TIMES – IF IN DOUBT, SEE YOUR INSTRUCTOR***

# Fire Extinguishers

1. If you see a fire, call for attention; get everyone out, pull fire alarm.
2. Stay calm.
3. If using a Fire Extinguisher:
  - **PULL THE PIN, AIM LOW AT BASE OF FIRE**
  - **SQUEEZE HANDLE, SWEEP SLOWLY AT BASE OF FIRE**
  - **STAY LOW TO AVOID HEAT AND SMOKE**
4. Have the fire department check to make sure the fire is out.
5. Ventilate when fire is completely out.

<b>CLASS A</b> water		<b>Ordinary Combustibles:</b> paper, cloth, wood, rubber, many plastics.
<b>CLASS B</b> CO <sub>2</sub>		<b>Flammable Liquids:</b> oil, grease, gasoline, some paints, solvents etc.
<b>CLASS C</b> dry chemical		<b>Electrical:</b> wiring, fuse boxes, electrical equipment etc.
<b>CLASS D</b> special liquid or powder		<b>Combustible Metals:</b> magnesium, sodium.

# First Aid Kits

**ALL INJURIES MUST BE REPORTED TO MAIN OFFICE  
REPORT ANY USE OF FIRST AID KIT TO TEACHER TO ENSURE THAT ANY SUPPLIES  
THAT ARE USED ARE REPLACED**

Suggested list (add items specific to your needs) See WSIB Regulation 1101, Required first aid kit items (at <http://www.wsib.on.ca/wsib/wsibsite.nsf/Public/PreventionYHSRR>)

**DATE CHECKED:  
CHECKED BY:**

<b>ITEM</b>	<b>Number</b>
St. Johns Ambulance First Aid Manual	
Masks	
Disposable latex gloves	
Pair of scissors	
Plastic Emesis basin	
Wooden splints	
Rolls of splint padding	
Adhesive strip bandages	
3"x3" sterile gauze pads	
4" compress bandages	
6" Tensor bandages	
Triangular bandages	
Safety Pins	
Sterile gauze bandages	
Sterile gauze field dressing	
1 ½" width roll adhesive tape	
Antiseptic swabs	
Burn cream	
Instant cold packs	

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