



Preservation Tips

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Special points of interest:

- Fire extinguisher training isn't just a "good" idea, it's required by OSHA.
- We are in Stage 3 of the six stages of a global flu pandemic— is your institution ready?
- Few institutions use dry pipe systems, but if yours does, be aware that Globe Sprinkler Co. is recalling its Model "J" dry style sprinkler heads manufactured between 1990 and 1999. You may obtain additional information at www.globesprinkler.com and click on the "Recall" link or you may call 1-800-248-0278 between 8:00 am and 5:00 pm EST. If you have these sprinklers installed, until they are replaced, be certain that you have working smoke detectors and adequate escape plans for patrons and staff.

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*Preserving the Past
for the Future*

Developing a Fire Extinguisher Training Program

Remember those portable fire extinguishers that are hanging on the wall in your museum, library, or archives? Do you know where they are located? Just as importantly, do you know how to use them? Or do you believe that there is nothing to it – why waste time learning the obvious?

Well one good reason to "waste" that time is that the National Fire Protection Association has found that individuals trained in the use of portable fire extinguishers are able to extinguish 2½ times the fire that an untrained individual can.

Another good reason is that training is an OSHA requirement. That's right – a federal requirement. Specifically, OSHA 29 CFR 1910.157(g) states: "Where the employer has provided portable fire extinguishers for employee use in the



workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting."

OSHA further stipulates that an acceptable educational program must familiarize employees with the general principles of fire

extinguisher use and the hazards involved in fighting an incipient stage fire. The training must also ensure employees are trained and educated to recognize not only what type of fire is being fought and how to fight it, but also when it is time to get away from it and leave fire suppression to more experienced fire fighters.

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Ready for a Scare?

The threat of a flu pandemic has been in and out of the news for the past year. When there are a few cases, the media jumps on it; then after a few days, we all forget about it.

Probably very few museums, libraries, or archives have contingency plans prepared for a massive flu outbreak. It seems too distant, too unlikely, too

remote to worry about. After all, there are more immediate threats, such as declining budgets and the possibility of a recession.

In spite of this very normal human reaction, scientists believe that we are currently in Stage 3 of the six stages of a pandemic flu – characterized by human infections with a new flu sub-

type and rare human-to-human transmission. Clusters of transmission increase in stages 4 and 5, and a full-blown pandemic is found in stage 6.

One of the best resources to help institutions begin thinking about this issue has been prepared by Roche Laboratories
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National Fire Protection Association has found that individuals trained in the use of portable fire extinguishers are able to extinguish 2½ times the fire that an untrained individual can.

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In other words, simply handing a new employee a map showing the location of portable extinguishers is not adequate. If you don't have a program then you are not only violating the law, but you are placing your collections, patrons, and staff at risk.

So how do you develop an educational program? Here are some common elements:

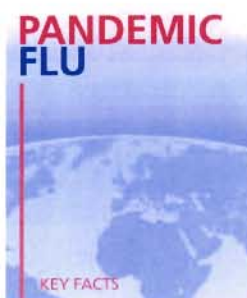
- ◆ Describe the basic sources of fire and various ways of stopping the fire triangle.
- ◆ Describe the types (or classes) of fire and the extinguisher that should be used with each. In particular employees must understand that an improper extinguisher can actually make a fire worse.
- ◆ Focus on assessing and measuring fire risks. Remember that extinguishers
- ◆ Employees must know how the use of fire extinguishers fits into the overall emergency response protocol for your institution (you do have emergency plans, don't you?). Generally the first step is to sound an alarm.
- ◆ A training program must ensure that employees know how to successfully use the extinguisher. For this, nothing compares to actual use. Watching a video is a good start, but it

really doesn't compare to removing the pin and squeezing the trigger yourself. For starters, most employees will be amazed how short the discharge time is for most extinguishers – a standard 10-pound ABC dry chemical extinguisher provides only about 20 seconds of fire fighting capability (and that's yet another reason why training is so important).

There are plenty of good training aids available – a good place to start is the OSHA web site at <http://www.osha.gov/SLTC/firesafety/index.html>.

Remember, too, that Chicora offers an 8-hour fire safety training class. Call (803-787-6910) or email hacker@chicora.org for additional information.

NHS



Without intervention a moderately contagious flu pandemic would overtake the Eastern US in about 85 days.

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and is available at www.RandemicToolKit.com

It includes excellent factual information, will help you assess the impact on your institution, point out plan-

ning steps, and help you educate staff about the issue. Although cultural institutions may not be considered essential services by some, we know that these institutions represent the store-

houses of knowledge and cultural identity. In addition, we have a responsibility to prepare and protect our staff. So take a look and determine what your institution needs to be doing today.

On-Line Opportunities

There are some on-line educational opportunities for individuals who can't get away from their institution for training. Some are free, others have a cost. We'll bring information to you whenever we find interesting details.

- ◆ Ensuring Organizational Resilience and Employee Well-Being Through Crisis Communication. Free Webinar, available for download; contact mike.martin@Varolii.com
- ◆ Disaster Recovery Journal has new podcasts every month. Visit www.drj.com
- ◆ Binomial will have online training available in the 2nd quarter of 2008. Beginning this November there are a series of podcasts from Binomial on a regular basis. Visit www.Binomial.com/ for details.