



FIRE SAFETY

At Work:

Preventive Tips:

- Familiarize yourself with the company's escape plan on a regular basis.
- Participate in fire drills that are scheduled or unscheduled by your place of employment.
- Try to keep waste paper and other combustible items that can readily burn free from your workstation.
- Check your electrical cords and outlets. If either item is damaged in any way, replace it. As best as practically possible, avoid laying cords in high traffic areas. Constant stepping or walking on cords will expedite damage to the protective sheathing, which can lead to failure of the cord.
- **DO NOT** overload electrical outlets.
- Before leaving the office for the day, turn off appliances i.e. coffee makers, electrical heaters, window air conditioners, etc.
- Give heat producing appliances sufficient room to keep from overheating or near combustible items. This includes copiers, coffee makers, computers, etc.

In the Event of an Emergency:

- Dial "911".
- Have a basic understanding of fire protection devices (**portable fire extinguishers, fire alarm pullstations, etc.**)
- Close all doors when evacuating the building.
- Know at least two ways out, in the event your primary exit is blocked or unusable.
- **DO NOT** use elevators when the fire alarm sounds; use stairways instead.
- **DO NOT** re-enter the building once you have evacuated.
- Report directly to your predetermined assembly point to be "counted for" by your Fire Marshall or supervisor.