

WHAT TO DO IF A FIRE BREAKS OUT?

- Don't be fooled by the size of a fire. Small or large, sound the alarm and report the fire to the fire department immediately.
- Get out of the area quickly. Be sure to close all doors behind you.
- Go directly to the nearest fire exit.
- *Never use the elevator!*
- If there is smoke in or around your nearest exit, use an alternate exit.
- If you have no choice but to use a smoke filled exit, *stay low!* Crawl out and stay as close to the ground as possible.
- Before you open any doors, feel the handles to be sure they are not hot. If the door is hot, do not open it. Use an alternate escape route. If the door feels okay, open it with caution. Brace yourself against the door and open slightly. Be prepared to close it immediately if you feel heat or smoke.
- Follow the instructions of any security personnel. Once you are outside stay away from the building and out of the way of fire fighters.



WHEN TO USE A FIRE EXTINGUISHER

If you plan to use a portable fire extinguisher, you should be familiar with its operation. Take the time to learn how to use it. Portable extinguishers should only be used on the proper type of fire that they are rated for and when the fire is first discovered.

Do not attempt to fight a small fire until the area has been evacuated and it has been reported to the fire department. If any of the following conditions exist, *do not attempt to fight the fire.*

1. You are unfamiliar with the proper operation of the extinguisher.
2. The fire is beginning to spread beyond the area of where it was discovered.
3. The fire is blocking your escape.



FIRE SAFETY ON THE JOB

BE AWARE
BE PREPARED



FIRES HAPPEN BETWEEN 9 AND 5, BE PREPARED?

Fires don't just happen at home. Yearly, over 7000 fires are reported at the workplace. These fires cause multiple injuries, deaths and millions of dollars in property damage. Lives could be saved by proper fire prevention and through careful escape planning.



FIRE PREVENTION TIPS

1. Smoke only in designated areas.
2. Make sure that ashes and cigarette butts are disposed of in proper, non-spilling receptacles. Empty them only when all materials are out and cold. Be sure that employees and clients have not left smoldering cigarettes in combustible areas such as trash cans or on furniture.
3. Make sure that all electrical appliances are functioning properly. Never use cords or wires that are frayed or damaged. Make sure they are replaced immediately. If the equipment is giving off an unusual odor, shut it down immediately and call for maintenance.
4. Extension cords that are used improperly can be a source of trouble. Make sure not to exceed the load allowed on the cord. Do not place cords where they can be damaged or tripped over. Do not plug multiple cords together or more than one into a single outlet.

5. Give office equipment room to breathe. Many devices such as computers and copy machines produce a high amount of heat. Be sure that air can circulate around them and that fans are kept running and dust free.
6. Assign someone in your office to be responsible for shutting off appliances at the end of each day. Coffee makers and hot plates can be forgotten easily and could be a fire hazard.
7. Keep out of the way areas free of combustible materials. Waste paper, empty cartons and other materials should be kept clear from stairwells and storage areas. These should be disposed of properly.
8. Be alert! Use and follow proper security measures in the workplace to keep unauthorized people out. **Arson is the #1 cause of workplace fires.** Keep areas around the building clean and well lit. This will help prevent loss, fire and threats to personal safety.

BE PREPARED

Being prepared can help save your life and the lives of others.

- Know your environment. Locate the nearest exits to your office. Count the doorways and other features near those exits so that you can find your way out even in the dark.
- Learn where the nearest fire alarm is know how to use it.

- Be sure that you know how to contact the fire department. The emergency number that you know at home may not be the same at the office.
- Schedule and practice regular fire exit drills at the office. This will enable you to know where to go in an emergency and what the fire alarm sounds like.
- During these drills, practice crawling. Smoke and heat rise and crawling out of the building will make it easier to breathe during a real fire.
- Evacuation plans should be posted throughout the building. All employees should familiarize themselves with them. New employees should be given this information as part of their orientation.
- If you have any type of disability, let management know ahead of time. Have a coworker and a back-up assigned to help you in case of an emergency. Make sure you practice your evacuation during a fire exit drill.
- Never use an elevator during a fire. If the elevator is working, it can stop on the floor that is on fire exposing passengers to heat, smoke and toxic fumes. Be sure stairwells are never locked and that they are free of debris that might block your exit.

