

Fire Safety at Work

Know what to do in the event of fire.

- ➔ Never ignore the fire alarm.
- ➔ Read your building's evacuation plan.
- ➔ Count the doors or desks between where you work and the nearest exits.
- ➔ Know at least two ways out of your work area.
- ➔ Know where the fire alarm pull stations are located and learn how to use them.
- ➔ Post the fire department's emergency number– 911– by your phone.

Help keep your work environment fire safe.

- ➔ Keep tops of computer monitors clear and give heat-producing equipment room to breath.
- ➔ Don't overload outlets or plug extension cords into each other.
- ➔ Avoid pinching electrical cords under furniture.
- ➔ Report and replace frayed electrical cords.
- ➔ Keep stairways and exits clear of trash, cleaning supplies, and other combustibles.
- ➔ Unplug coffee makers and other appliances when you leave work.
- ➔ Smoke only in designated areas and use large, non-tip ashtrays.

Employees with Disabilities

If you have a physical disability, make sure our employer includes your special needs in evacuation plans.

Employers should:

- ➔ Post building-evacuation plans.
- ➔ Conduct regular mandatory fire drills.
- ➔ Include disabled employees in emergency planning.

If there is a fire–

- ➔ Sound the alarm – even for a small fire – as you exit the building.
- ➔ Leave immediately and close doors behind you.
- ➔ If you see smoke, try another escape route.
- ➔ If you have to escape through smoke, crawl low. Keep your head one to two feet above the floor. That's where the air will be cleanest.
- ➔ Test doorknobs and the space between the door and its frame with the back of your hand before opening doors. If the door is warm, try another escape route. If it's cool, open it slowly. Be ready to slam the door shut if smoke pours through.

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