



# FIRE PREVENTION AT WORK

**A safe work environment begins  
with you!**

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## BASIC FIRE PREVENTION INFORMATION

- Every building should have an approved evacuation plan.
- Make sure everyone has a copy available to them online and in hardcopy.
- Familiarize yourself with the locations of the fire alarms and fire extinguishers on your floor and in the building.
- Post the fire department's emergency phone number clearly on all telephones in case 911 operators are busy.
- Encourage safe office practices. This includes maintaining breathing room around electrical and computer equipment to minimize heat buildup. Turn off any equipment you can at the end of each work day.
- Don't bend or smash cords under office furniture or overload electrical outlets or power strips.
- Unplug the coffee pot when it is not in use.
- Smoke in designated smoking areas and properly dispose of cigarette butts.
- Keep hallways and stairwells clear for easy and quick exits.
- Do not prop open stairwell doors.
- Post evacuation signage at every exit.
- Conduct regular fire drills.



