

FIRE SAFETY FOR YOUR BUSINESS

Office Fires

Over 5000 fires occur annually in the business place. Many of these fires could have been prevented if the employees were more familiar with simple on the job fire safety practices.



Plan Ahead



- In the case of fire, your fast and best response depends on how well you prepared before the fire occurred.
- Knowing what to do in case a fire happens is a learned and practiced action.
- Keep clutter out of the halls, lobbies and other exit areas.

Employees Should

- Be familiar with the work area well enough to find their way out when they cannot see because of smoke or darkness.
- Always know alternate exits from your work area.
- Know how to activate the fire alarm.
- Know where the fire extinguishers are located and how they operate. This takes practice!
- Know how to dial 9-1-1 from within the company phone system. Can you dial it directly from any extension or do you need to dial an outside access number?
- Post and practice a Building Evacuation Plan.



Arson

- Arson is the leading cause of workplace fires, in fact it is the leading cause of all fires.
- Know what your business security plan is and stick to it. Report all suspicious activities.
- Stay alert to unusual activities in your work area. Do not be afraid to report it to Security.

Appliances

- Leave space for air to circulate around heat-producing equipment.
- Keep appliances in good repair...even the power cords.
- Keep appliances away from anything that could easily catch fire.
- Designate someone to turn off or unplug all appliances, including coffee makers at the end of the day.



If Fire Strikes



- If there is a fire, activate the fire alarm and exit the building immediately.
- Never go back into the building for any reason.
- If your workplace does not have a fire alarm system, make a plan to notify all employees that there is a fire.
- Call the fire department, even if you think someone else has already called them.
- Evacuate the building, closing all doors behind you as you leave.
- If you must go through smoke to get out, crawl low. There is more air at the floor, it is cooler and you will be able to see better.
- Test door for heat with the back of your hand before you open them. If the door is too hot, find another way out. If the door is cool to the touch, open slowly, there still may be heat and smoke on the other side.
- Once out, proceed to your designated meeting place. If you have not already decided on a meeting place, now is the time to pick one. If a fire happens, it is already too late.



Fire Extinguishers

- Fire extinguishers are for small contained fires, such as a wastebasket or small box.
- Fire extinguishers should be located along lines of exit. Go to the exit, if the fire is still small and you know how to use a fire extinguisher, put out the fire.
- Once at the exit, if the fire is bigger — you should exit the building. Don't forget to call the fire department.

If you need additional information about Business Fire Safety, please contact
Fire Prevention Bureau at 970-416-2890

