



OFFICE FIRE AND ELECTRICAL CONCERNS

These tips should be reviewed frequently to reduce and prevent fire hazards:

- Don't overload electrical circuits and extension cords.
- Check all electrical cords and plugs for damage and wear.
- Check to ensure electrical cords do not run under rugs and are never nailed or stapled in place.
- Make sure extension cords are being used ONLY as a temporary measure.
- Complete regular backups of your data and store those backups offsite to reduce the consequence of electrical or computer failures, or fires destroying office equipment.
- Have a fire and evacuation plan. Have a fire escape route planned and practice regularly.
- Designate a meeting place where others can find you in case of fire.
- Know how to "stop, drop and roll" if your clothes catch fire.
- Remember that you should crawl low under smoke to safety in the event of fire and dense smoke.
- Regularly inspect the work area for fire hazards.
- Have a fire extinguisher handy. Choose one that is suitable for multiple types of fire, particularly paper and electrical fires. Know how to use it.
- Turn off such appliances when not in use.