

# Fire safety on the job...

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On the job fires are seldom thought about. Being safe at work should be just as important as if you were at home. After all, you're family does want you to come home from work don't they? Below are some safety tips to take to work with you. Please read them and follow them. You're family aren't the only ones that want you to go home after work--so do we!

- ✚ Don't pinch extension cords under furniture.
- ✚ Don't plug extension cords into each other.
- ✚ Employers should train all employees in evacuation procedures.
- ✚ Employers should conduct regular fire drills.
- ✚ Be sure to include disabled employees in emergency planning!
- ✚ Unplug coffeemakers and other appliances when you leave.
- ✚ Keep stairways and exits clear of trash, cleaning supplies, and other combustibles.
- ✚ Smoke only in designated areas.
- ✚ Use ashtrays--don't throw your butts on the ground or in shrubs.
- ✚ Don't stack papers on top of computer monitors.
- ✚ Give heat producing equipment (computers, monitors, printers, copy machines, etc.) room to breathe.
- ✚ Report blocked exits as well as problems with alarms, sprinklers, and emergency lighting.
- ✚ Employers could help prevent arson by providing adequate lighting and security from intruders.
- ✚ Employers should encourage employees to report and and all suspicious activities.

## *BE PREPARED FOR AN EMERGENCY...*

- ✚ Read your building's evacuation plan.
- ✚ Count the doors or desks between your work area and the nearest exits.
- ✚ Know at least two ways out of your work area.
- ✚ Participate in regular fire drills.
- ✚ Know where the fire alarms are located and learn how to use them.
- ✚ Post the fire department's phone number by your phone.
- ✚ If you have a physical disability, make sure your employer is aware of it and includes it in evacuation plans.

## *NEVER IGNORE A FIRE ALARM. IF A FIRE STRIKES...*

- ✚ Sound the alarm—even for a small fire.
- ✚ Leave immediately and close doors behind you.
- ✚ If you encounter smoke, try another escape route.
- ✚ if you have to escape through smoke, crawl low and keep your head as close to the floor as possible.

- ✚ Test the doorknob and spaces around the door with the back of your hand. If the door is warm, try another escape route. If it's cool, open it *slowly*. Close it quickly if smoke pours through.
- ✚ Always use the stairs--not elevators unless directed by the fire department.
- ✚ Once you're out, stay out. Tell the fire department if anyone is trapped in the building. Again, do not go back in.
- ✚ High rise buildings may have special evacuation plans including staying in the building or moving to a different area within the building. Follow the plans per your building rules.



*Town of Menasha Fire Department  
Public Education: Our first line of defense*