

Fire safety at work

The National Fire Prevention Association wants you to know that you can help prevent America's 500 annual office building fires. Here are some fire prevention tips for your workplace:

- Don't stack papers on top of computer monitors. Do give heat-producing equipment room to breathe.
- Don't pinch extension cords under furniture and don't plug extension cords into each other.
- Report and replace frayed electrical cords.
- Keep stairways and exits clear of trash, cleaning supplies and other combustibles.
- Become familiar with fire escape procedures.
- Know your building evacuation plan.
- Participate in regular fire drills.

- Fight arson. Keep your workplace secure. Lock doors after hours and remove clutter from public areas.

If a fire strikes:

- Sound the alarm – even for a small fire.
- Leave immediately and close doors behind you.
- If you find smoke, try another escape route.
- If you have to escape through smoke, crawl. Keep your head one to two feet above the floor. That is where the air is the 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.

Never ignore a fire alarm! ♦

