

Workplace Fire Safety

Every year in the United States there are 16,500 office and store fires that cause over \$932 million in direct property damage.

Here are some tips to help prevent workplace fires, keep workers safe and keep businesses open.

Employees should:

- Eliminate fire hazards:
- Check for damaged or overloaded electrical outlets, cords and cables.

- Keep anything that can burn away from electrical equipment.
- Never leave portable heating devices unattended.

Employers need to prepare for emergencies:

Make sure smoke alarms and fire sprinklers are properly installed and working.

Post clear fire escape plans on every level of a building.

Teach employees about exit locations, escape routes, and fire protection equipment.

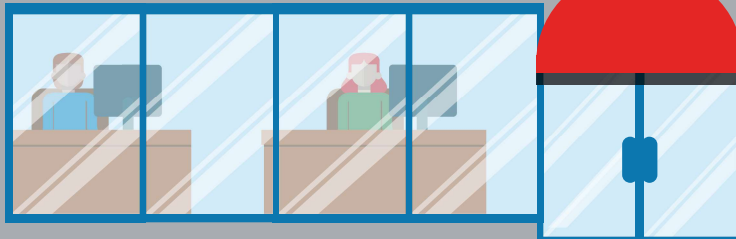
If there is a fire:

Call 911.

Notify co-workers of the fire.

Never use the elevator. Walk, don't run, down the stairs.

If you can't evacuate, remain calm. Seal door gaps with jackets and wait at the window.



For more information on fire safety in a variety of workplaces, visit www.osha.gov.

Visit usfa.fema.gov for more free fire-safety resources.

