FIRE SAFETY

Know Your Evacuation Plan
- Always know how to get out of the building.
- It’s best to know two exits in case you cannot exit the way you entered.

Maintain Clear Egress
- Don’t store anything in the hallways
- Don’t block exits
- Don’t prop open Fire Doors

Fire Extinguishers
- Remember PASS – Pull, Aim, Squeeze and Sweep
- Leave 3 feet on either side of mounted extinguishers so they are not blocked.
- When using an extinguisher always have your back to the exit.
- Never re-mount an extinguisher that has been discharged. Have it replaced.

Electrical Safety
- Permanent extension cords are not allowed.
- Use a power strip with a surge protector (power strips may not be plugged together).
- Do not re-set tripped breakers unless you have been trained. Call x4255.

Combustibles
- Store all combustibles at least 24" from the ceiling.
- Store flammable liquids in an approved Flammable Cabinet.
- Do not leave open flames unattended.

In Case of Fire
- Pull the Fire Alarm
- Notify individuals in the immediate area to evacuate.
- Use fire extinguisher only if you are not in immediate danger.
- Evacuate the building.

For more information:
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