



In the United States, business related fires account for losses totaling more than 4 billion annually. Prevention can greatly reduce injury and minimize loss. Employees and employers should work together to promote fire safety in the work environment.

Prevention

Extension cords can be dangerous. Never use an extension cord as a replacement for permanent wiring and don't run them under carpets or pinch them under or behind furniture. Avoid overloading electrical sockets and plugging extension cords and power strips together.

Keep all heat producing electrical appliances away from anything that can catch fire. Remember to always turn them off at the end of each day.

Avoid cooking and open flame in the work place, especially around areas with paper and combustibles.

Pay attention to housekeeping issues. Don't clutter exits, stairways, and storage areas with waste paper, empty boxes, and other fire hazards.

Designate smoking areas away from combustible pathways or beauty bark. Where smoking is permitted provide non combustible receptacles for cigarette ashes that are distinctly different from containers for waste.

Arson in the largest single cause of fires in general office buildings. Keep a watch out for fire hazards and report any concerns or suspicious activities to authorities.

Fire Drills Pay off

It is important that everyone fully understands what to do in the event of a fire. Whether you work in a 50 story high rise or a four story medical clinic, there should be an evacuation plan designed for your building. The best way to test the evacuation plan is to participate in annual fire drills.

In spite of installed fire alarm systems and protection features, if employees do not act or know what to do when the alarm sounds, they may still be in danger. Fire drills are the best indicator that during a fire emergency, the evacuation will go smoothly and successfully. People are more likely to perform behaviors correctly in an emergency if they have practiced that behavior prior. Participating in fire drills can save lives!

If Fire Strikes

Sound the building alarm to notify your coworkers, no matter how small the fire, close the door if possible to contain the fire, and then leave the area quickly.

Make certain your coworkers are evacuating the area. Also make certain that 911 has been called to get help on the way.

If there is a lot of smoke, crawl low underneath it and test doors for heat before you open them. If one of your escape routes can't be used safely, go to your second exit. Once outside, go to the assigned meeting place for your building. Follow the instructions of fire and security personnel. Stay out of the way, and do not go back into the building until they say it is safe.

Employees should:

- Learn the locations of at least two exits from all work areas.
- Know where the nearest fire manual pull station is and how to use it.
- Know where the nearest fire extinguisher is located.
- Always participate in fire drills.
- Post the fire department number on or near all phones.
- Know the exact address of their workplace.

Employers should:

- Schedule and conduct safety training and fire drills for all shifts and employees.
- Post building evacuation plans.
- Discuss evacuation plans with new employees.
- Include disabled employees in the planning process.

For More information Contact:

Bellevue Fire Department
Fire Prevention Division
425-452-6872
www.bellevuewa.gov