FIRE PREVENTION FOR EVERYONE

1. Remove obstructions and/or combustible material from exit passageways, stairways and fire escapes.
   The safest way out of your place of business in an emergency is through the exits. Ensure that storage and furniture are kept clear of exits and exit passageways.

2. Secondary exits must be clearly marked; ensure that illuminated exit signs are fully lit at all times.
   Generally, all exits except the main entrance are required to have an 'EXIT' sign. If there are lighted exit signs, all bulbs must be illuminated when the building is occupied. Replace bulbs and check the operation of emergency lighting to ensure that they will work in the event of an emergency.

3. Repair fire doors to their automatic self-closing and latching condition. Remove all wedges and doorstops.
   Doors that have self-closing devices are designed to keep fire and smoke from spreading to other areas of the building. Wedges and doorstops that hold these doors open reduce your chances of escape in the event of a fire. This practice allows for more rapid spread of fire and smoke throughout the building and increases the amount of fire damage.

4. Discontinue use of extension cords and multi-plug adapters. (UL listed multiple-outlet strips with circuit breakers are acceptable).
   Extension cords are designed only for use with portable appliances (fan, drill, buffer, grinder) not in place of permanent wiring. The use of extension cords and non-approved, multi-plug adapters may overload the electrical circuit, UL listed multiple-outlet strips with built in circuit breaker protection are allowed in lieu of extension cords. These outlet strips must plug directly into the wall outlet and the appliance must plug into the outlet strip.

5. Provide cover plates to all open electrical boxes and switches

6. Maintain 30” clearance in front of, and clear access to, all electrical panels.