# A screen shot of a computer  Description automatically generatedfire prevention and protection

Every company has the responsibility to ensure that their employees can safely evacuate. It is each employee’s job to know those procedures and be ready to act if a fire occurs in the workplace.

*Fire Prevention Efforts in Each Work Area:*

* Remove any fire hazards.
	+ Inspect extension cords and those on devices for exposed wires or damage.
	+ Ensure no prongs are missing and it is plugged into the appropriate outlet.
	+ Ensure any power strips used are not overloaded.
	+ Extension cords should not be used for permanent wiring.
	+ Any electrical items that can produce heat should be placed on a heat safe surface with adequate room around it.
	+ Maintain good housekeeping in each work area.
	+ Ensure any flammable material is stored properly.

*Be Prepared:*

* Know the company’s emergency evacuation procedures and follow them.
* If there is an escape plan in the area, be familiar with it.
* Plan a route to take ahead of time, to safely exit the building.
* Note any fire protection equipment in the area and who the company has trained to use it.
* Treat any fire drills as if they are the real thing.

*****If a Fire Occurs:*

* Notify anyone in the area of the fire and safely and calmly exit the building.
* Unless tasks (such as specific equipment shutdown) have been assigned by the employer do not try to finish work or gather items prior to exiting.
* Call 911
* If escaping from an upper level use the stairs, not the elevator to safely exit.
* Stay out of the building once exited and a safe distance away.