

SAFETY TIPS

Dealing With Office Fires

(NAPSA)—Knowing what to do if there is a fire in your workplace could keep you and your colleagues safe. According to the U.S. Fire Administration, when a fire is extinguished in the early stages, loss of life and direct property damage are minimal.



Portable fire extinguishers can help you stay safe if there is a workplace fire.

The Fire Equipment Manufacturers' Association offers the following workplace-fire tips:

- 1.) Hold a fire safety planning meeting with employees.
- 2.) Create an evacuation plan.
- 3.) Locate portable fire extinguishers and other fire protection equipment, fire alarm pull stations, fire suppression systems, fire hose stations and emergency exits.
- 4.) Distribute educational resources and organize training programs that review the proper use of fire-fighting equipment.
- 5.) Direct employees to online training at Web sites such as www.fireextinguisher.com and www.rackhosetraining.com.
- 6.) Contact your fire department about supervising a fire extinguisher training event.
- 7.) Call a fire equipment company to maintain and replace obsolete fire extinguishers and other fire equipment.