



Workplace Fire Safety

Seattle Fire Department Fire Prevention Division

Prevention

Fire Prevention can greatly reduce injury and minimize loss if employees and employers work together to promote these fire safety tips.

If *smoking* is allowed in work area, always use large non-tip ashtrays. Flicking ashes into waste baskets, beauty bark or onto floors is a dangerous habit.

Extension cords can be dangerous. Never run them under carpets, or anywhere they can be pinched under or behind furniture. Avoid overloading electrical sockets and plugging extension cords together.

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

Pay attention to *housekeeping issues*. Try not to clutter exits, stairways, and storage areas with waste paper, empty boxes, and other fire hazards.

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

If Fire Strikes

Sound the alarm to notify your co-workers, no matter how small the fire, and then leave the area quickly.

Make certain your co-workers 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 quickly, 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 alarm is and how to use it,
- post the fire department number on or near all phones and
- know the exact address of their workplace.

Employers should:

- post building evacuation plans,
- discuss evacuation plans with new employees,
- conduct regular fire drills and
- include disabled employees in the planning process.



Emergency Contacts

Telephone numbers change over time, so periodically check yours for accuracy and updates as needed.



Workplace Information

Name of your facility:

Address of facility:

Main reception phone:

Facility Manager's phone:

My floor wardens are:

Emergency Numbers

Fire, Police 911
Medical Emergency ... 911
Police
Non-emergency 625-5011
City Light 625-3000

Personal Information

Out-of-State Contact:

Kid's School Phone:

Spouse's Work Phone:
