

FIRE SAFETY ON THE JOB

Preventing fires, preparing for a fire emergency, and knowing what to do if a fire occurs are essential elements in an effective Fire Safety Program. Employees can do their part by following these simple fire safety tips;

Prevent Fires . . .

- Give heat-producing equipment room to breathe. Don't stack paper or other combustible materials on computer monitors. Keep combustibles away from portable space heaters.
- Don't place electrical cords under carpet or area rugs or in walk-ways. Be careful not to pinch electrical cords under furniture.
- Remove damaged or frayed electrical cords from service. Frequently inspect the plug and equipment ends of cords for wear. Replace damaged cords or contact the Trouble Desk at extension 1068 for repair.
- Unplug or turn off coffee makers and portable space heaters before leaving the office. Whenever possible, de-energize scientific equipment before leaving the laboratory at the end of the day.

Be Prepared . . .

- Keep stairways and exits clear.
- Know the location of and how to use a portable fire extinguisher. Contact Safety at x1451 for training in the use of portable fire extinguishers.
- Know at least two ways out of your building and participate in fire drills. Ask your Supervisor or Safety if you do not know where the assembly area is for your building.
- In case of a power failure, know the number of doors between your work area and the nearest exits.
- Know where the fire alarms are located. Follow the instructions on the pull stations to activate the alarm system in an emergency.
- Post the Fire Department's phone number on or near your phone. The emergency phone number is 911.
- If you have a physical disability, discuss with your Supervisor or contact Safety to be sure your special needs are met in an emergency.
- Report any blocked exits or problems with fire alarms, sprinkler systems, exit signs and emergency lighting to your Building Manager or Safety.

If A Fire Starts . . .

- Notify others in the area by shouting "FIRE".
- Leave the area, closing the doors behind you.
- Activate the fire alarm system at the nearest pull station.
- Report to the designated assembly area.
- Notify the Fort Detrick Fire Department by dialing 911.

On Your Way Out . . .

- If you encounter smoke on your way out of the building, try an alternate escape route.
- If you must escape through smoke, stay low to the floor by crawling on your hands and knees. Smoke and toxic gases tend to fill a space from the top downward. The air closest to the floor will be the cleanest.
- When you come to a door, feel for heat at the doorknob and around the door frame with the back of your hand. If it feels warm, try another escape route. If it's cool, open slowly and be prepared to close quickly if smoke comes through.
- Always use the stairs - not an elevator - to exit a building. Elevators must only be used under the direction of the Fire Department.
- Once you're out of the building, tell the Fire Department if anyone is trapped inside.
- **DO NOT GO BACK INSIDE THE BUILDING** until cleared by the Fire Department or other authority.