

Fire Safety Refresher

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Make it your business to know.

Fires can happen anywhere, including at school and in your workplace. Each year numerous fires in the workplace cause injury and property loss.

If a fire started in your classroom, office, or at your campus, would you know what to do? Do you know how and where to evacuate in the event of an alarm? Do you want know how to prevent fires in your workplace?

Knowing the answers to these questions and following a few simple fire safety procedures can prevent injury, loss of life and damage to the college.

Be Prepared:

- Always be familiar with your surroundings. Ensure you are aware of at least two exits close to your location.
- Know the location of the nearest fire alarm pull station.
- [Know how the fire alarm system at your campus works.](#)
- [Know your responsibilities in a fire emergency.](#)

Fire Prevention Tips for a Safer Workplace

Housekeeping

- Keep exits, stairways, storage areas, staff rooms, and work areas free from debris such as empty boxes, waste paper, and dirty rags.
- Keep flammable liquid storage to a minimum and in approved containers.
- Keep large quantities of flammable liquids in an approved storage cabinet.

Wiring

- Check and replace any electrical cords that have cracked insulation or broken

connectors.

- Avoid octopus wiring.
- Do not run extension cords across doorways or under rugs.
- Avoid plugging more than one extension cord into an outlet.
- Use only CSA (Canadian Standards Association) approved power bars.

Appliances

- Use only CSA approved appliances.
- Leave enough space for the circulation of air around heaters and other equipment such as computer terminals and copy machines.
- Keep all appliances a safe distance from combustible materials.
- Always turn off or unplug appliances at the end of each day.

Fire Prevention Tips for Home

Being prepared is your best defence against a fire in your home. [Here are some simple but important actions you can take to keep yourselves and those around you safe.](#)

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