

# Look for the exits. Prepare now for fire evacuation drill

Wherever you are, take a moment to look around for the nearest fire exit. It is important for new and existing employees to become and remain familiar with the fire safety plan and evacuation routes for each County building. As soon as weather and work load allows, there will be Fire Evacuation Drills. So prepare now for the drill – which is timed and judged by fire officials.

Fire prevention in the workplace is an easy topic to set aside for another day. After all, most days it can seem like a big “IF”. However, without adequate planning, training, and practice, that IF can quickly turn into a disastrous event. The best way to stop fire from threatening your office or work space is to prevent the initial spark from lighting in the first place.

The most common offender for fire related incidents in the workplace is the kitchen or break room area or the building. It holds most of the appliances in the building and is also where employees’ attention is most likely to stray.

- Unplug all appliances after use. Microwaves, counter top ovens, toasters, etc.
- Keep any appliance that generates heat away from items or materials which could overheat or catch fire, such as, paper towels, kitchen towels, paper plates, etc.
- Store a fire extinguisher in the kitchen or break room area.



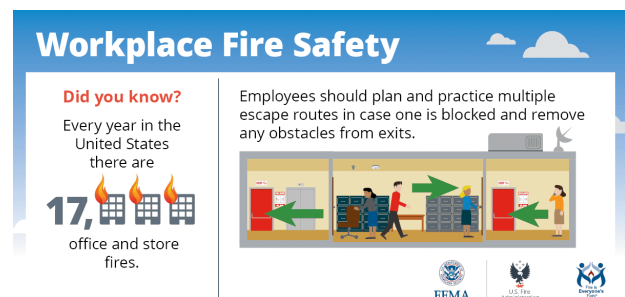
Other electrical appliances in and around your office or workspace could easily become fire hazards as well.

- Keep computers, monitors, copiers, fax machines, projectors, and paper shredders up-to-date, and replace old or damaged wiring immediately.
- Be conservative with your use of power strips and be careful not to overload them.
- If your office uses space heaters or other energy-heavy appliances, never plug them into power strips. They should only ever be connected to grounded outlets, ideally ones not shared with other plugs.

If a fire starts, you may be left with minutes or less to formulate a plan and get out safely. Kent County has a fire prevention strategy and an emergency plan in place with an evacuation plan within each building that can help direct employees where to go in an emergency.

- Be sure to check for exits when entering a room and think about alternative routes. This will ensure employees can have several possible exits in case a part of the building is blocked or inaccessible. Assist visitors to the building/worksite during evacuation.
- Ask your supervisor where to muster with co-workers and visitors away from the building to gather after evacuating. Once everyone is safe at the mustering point, a supervisor will conduct an accurate count of everyone that has assembled. If you were elsewhere in the building when the alarm sounds exit immediately go to your normal mustering point outside. If it is a drill, you cannot return inside until everyone is accounted for.
- Routinely locate and review the evacuation route map for each location/office you may visit. Be sure to locate all exits in the workplace/building. It only takes a second or two.
- Keep all aisles, hallways and doorways clear of furniture and personal belongings. Make it a practice that no items should block fire exits at any time — even temporarily.

## Office Fire Safety in the U.S.



(posted 01/19/22)

# Workplace Fire Safety

Every year in the United States there are 17,000 office and store fires that cause over \$800 million in direct property damage.

Here are some tips to help prevent workplace fires, keep workers safe and keep businesses open.

Employees should:

Eliminate fire hazards:

- Check for damaged or overloaded electrical outlets, cords and cables.

- Keep anything that can burn away from electrical equipment.
- Never leave portable heating devices unattended.

Employers need to prepare for emergencies:

Make sure smoke alarms and fire sprinklers are properly installed and working.

Post clear fire escape plans on every level of a building.

Teach employees about exit locations, escape routes, and fire protection equipment.

If there is a fire:

Call 911.

Notify co-workers of the fire.

Never use the elevator. Walk, don't run, down the stairs.

If you can't evacuate, remain calm. Seal door gaps with jackets and wait at the window.

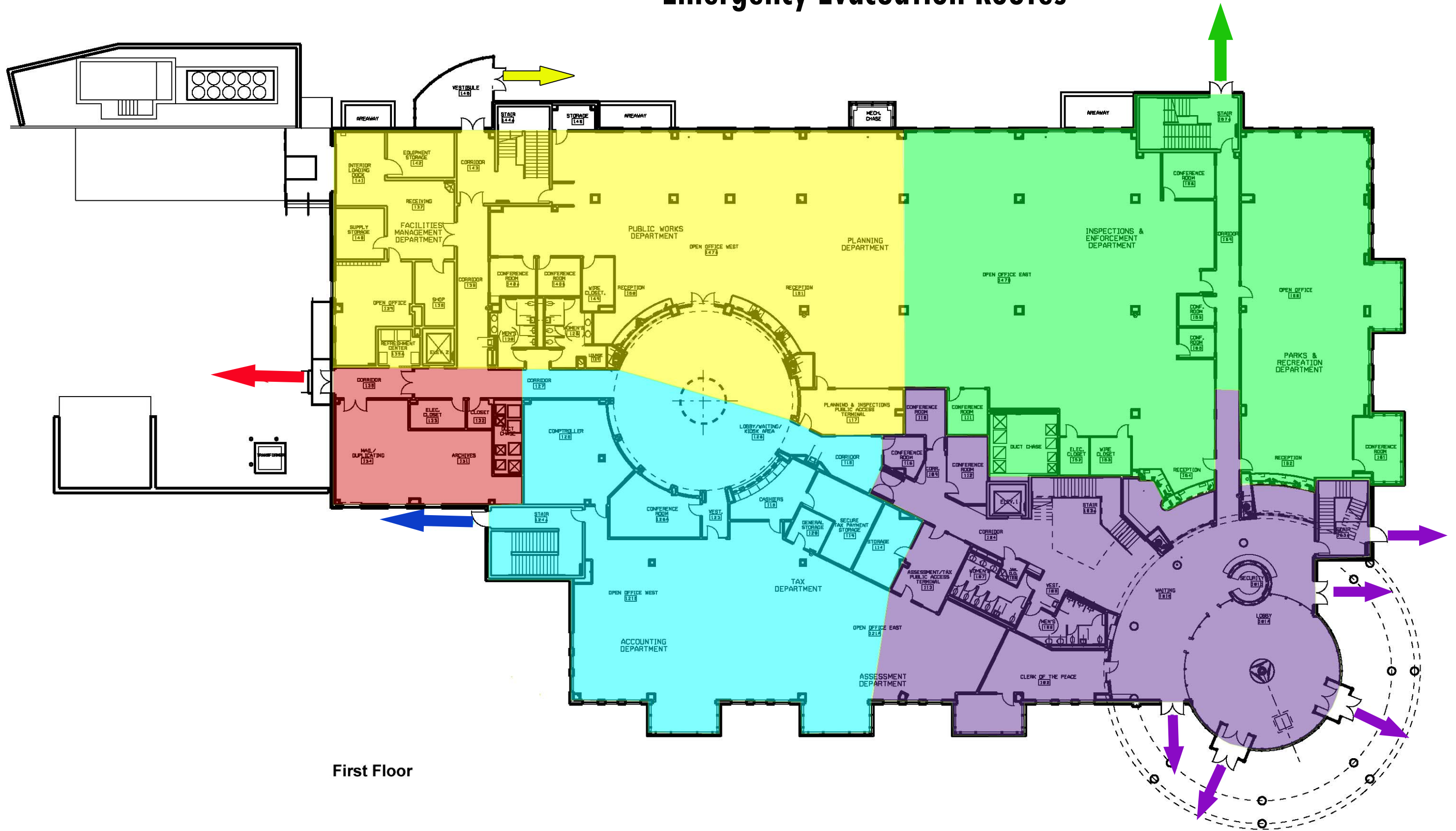
For more information on fire safety in a variety of workplaces, visit [www.osha.gov](http://www.osha.gov).

Visit [www.usfa.fema.gov](http://www.usfa.fema.gov) for more free fire-safety resources.



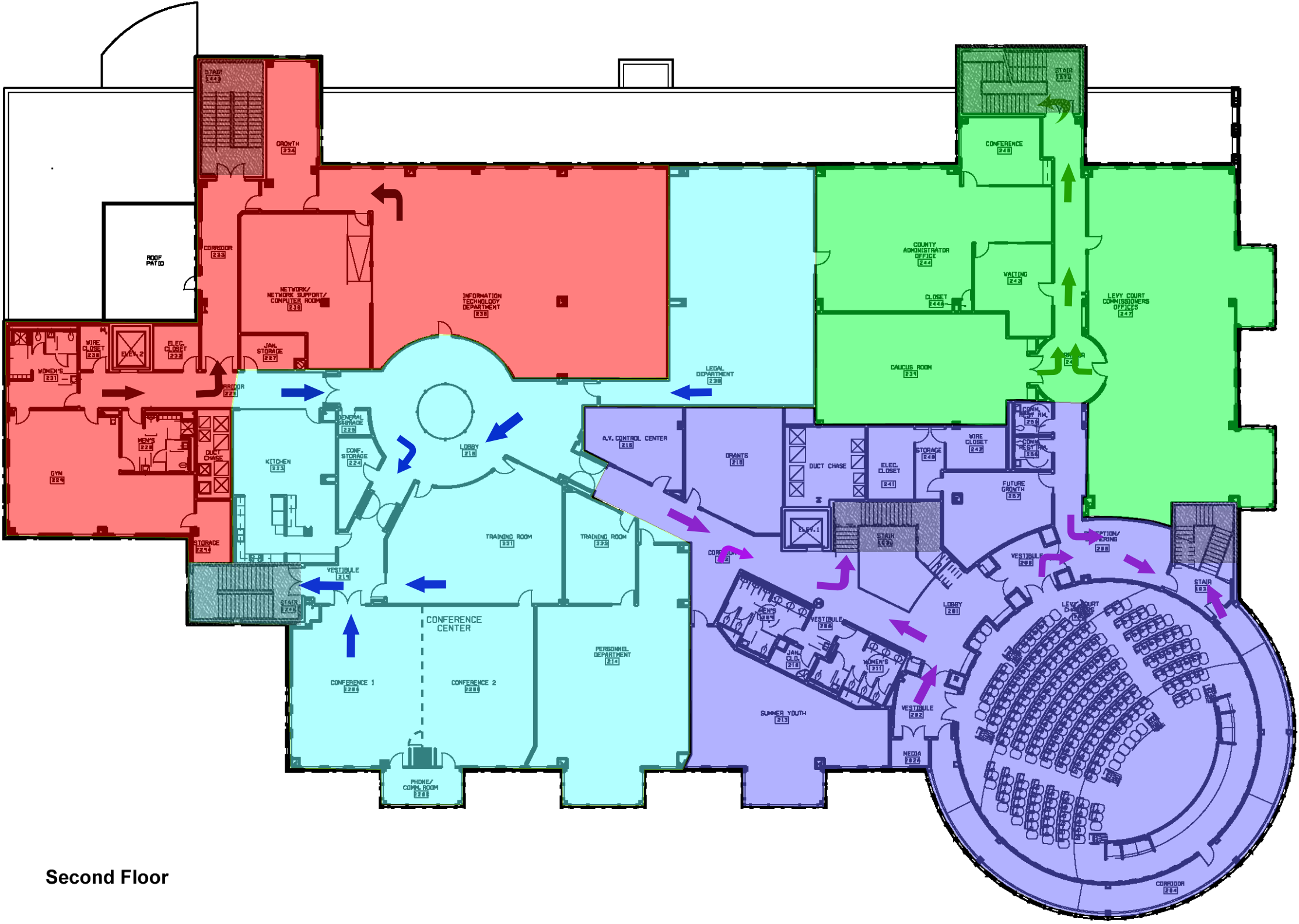
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# Emergency Evacuation Routes



First Floor

# Emergency Evacuation Routes



Second Floor