

# FIRE SAFETY ON THE JOB



**“DID YOU KNOW:** If you encounter smoke while exiting the building, you need to get low and crawl out.”

**“In office properties, 31% of fires happen in single-story buildings.”**

## Be prepared for a fire emergency.

- Read and understand your building’s emergency plan. You should know the closest exit to your office or desk to get out of the building.
- You should also know at least two different ways to exit the building.
- Know how to use and locate your fire alarms within your office.
- Have emergency numbers, like the fire department, post near your phone.

**“19% of fires in office properties involve cooking equipment.”**

## Fire safety tips for the office:

- Do not stack papers on top of equipment that produces heat.
- Make sure the exit ways are always clear and unblocked.
- Your alarm systems, emergency lighting and sprinklers should always be in proper working order. If not, report the problem right away.
- Do not plug extension cords into each other or run them under furniture.
- You should always replace any cords that might be damaged or frayed.
- Only smoke in designated areas and use ashtrays.
- Unplug appliance when not in use.
- Be careful using portable heating devices.



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**FOR MORE INFORMATION ON FIRE SAFETY VISIT:**  
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