Each year in the United States, there are over 5,000 reported fires in general office buildings. In Ohio, a fire occurs every nine minutes. Following a few simple precautions could prevent many of these fires.

For a Fire-Safe Campus:

Smoking
- Although not permitted in campus buildings, care should be taken to insure that discarded cigarettes are completely extinguished when they are placed in trash receptacles or dumpsters.

Wiring
- Replace any electrical cords that have cracked insulation or a broken connector.
- Extension cords are permitted only for temporary use and should never be run across doorways or where they can be stepped on.
- Do not pinch electrical cords under or behind furniture or other objects.

Appliances
- Leave space for air to circulate around heaters and other heat-producing appliances such as copy machines and computers.
- Designate an employee to turn off or unplug all appliances, including coffeemakers, at the end of the day.

Housekeeping
- Keep exits, storage areas, and stairways free of waste paper, empty boxes, dirty rags, and other fire hazards.

Arson
Arson is the largest single cause of fires in office buildings.
- Adhere to building security measures and keep unauthorized people out. Lock doors after business hours.

Plan Ahead
In the event of a fire, a safe, speedy response depends on how well employees are prepared for emergencies.
- Familiarize yourself with the building’s evacuation plan.
- Count the number of doors between your work/class area and the nearest exit. Remember you may have to find your way in the dark or through heavy smoke.
- Learn the location of alternate exits.
- Know the location of the nearest fire alarm and fire extinguisher and learn how to use them.