

## Fire Safety Tips

Never use an extension cord in the place of a permanently installed electrical outlet; extension cords are only for temporary use. When an extension cord is necessary for temporary use, ensure that it is sized appropriately for the intended load.

Never use equipment with a frayed, cracked, or broken electrical power cord.

Never run power cords under rugs or carpeting, through doorways, or in other configurations where there is on-going mechanical stress.

Use a properly sized power strip or surge protector where multiple devices must be plugged into a single electrical outlet. Follow manufacturers' recommendations on maximum load for these devices, and ensure that the electrical outlet has adequate electrical capacity for the load.

Periodically inspect surge protectors, power strips, and adapters for potential overload; take immediate action to remove any detected overload.

Unplug appliances (e.g., coffeemakers, microwaves) and other equipment that is not in use at the end of the day. Where frequent unplugging of equipment is too inconvenient, use an appropriately sized power strip and turn the strip off at the end of the day.

If electrical equipment malfunctions or gives off a strange odor, disconnect it immediately. Do not place the equipment back in service until cleared by an electrician.

Limit accumulation of paper and other combustible materials outside fire resistant receptacles.

Limit the amount of paper or fabric items hung on walls, doors, or windows.

Store combustible and flammable materials away from hot equipment, open flames, electrical outlets, electrical cords, and operating electrical equipment. Be especially careful to locate portable space heaters away from combustibles.

Store and use hazardous materials properly.

Do not use candles, scented oils, or other unapproved items with an open flame in University facilities.

Smoke only in designated areas.

Do not prop fire doors open, block exits, or accumulate unused materials in stairwells or hallways.

Keep fire alarm pull stations, fire extinguishers, and electrical panels unobstructed.

If you detect a fire, pull the fire alarm to alert others, exit the building, call the emergency phone number for your campus, and report to your assembly point (see [Crisis Management Plan](#), Annex D).

Contact [Environmental Health and Safety](#) for more information.