



FIRE SAFETY IN OFFICES



Every 24 seconds, a fire department in the United States responds to a fire somewhere in the nation. A fire occurs in a structure at the rate of one every 65 seconds. A residential fire occurs every 93 seconds.

In 2019, there were 120,000 non-residential structure fires (9% of all fires) resulting in 110 fire deaths, 1,200 reported injuries, and \$4.3 billion in direct property damages.

In offices, the majority of fires are caused by cooking equipment. The next two leading causes of fires in offices are electrical equipment and heaters. With portable space heaters alone responsible for an average of over 2,000 fires in offices per year.

With this in mind, please read the following information concerning fire safety in offices.

Portable space heaters tips:



Keep combustible materials 3 feet away from heaters in **ALL** directions.



Ensure electrical cords are not frayed.



Do not plug space heaters into a power strip or extension cord.



ALWAYS plug heaters directly into a wall outlet.

Electrical power strips with a built-in circuit breaker **are** allowed. These must be plugged directly into the wall outlet on one end and the final electrical device on the other end.



Power strip with resettable circuit breaker; black reset button visible adjacent to cord.



UL Listed sticker on the back of a power strip; all power strips must be UL Listed.



Proper use of power strip, plugged directly into a wall outlet.



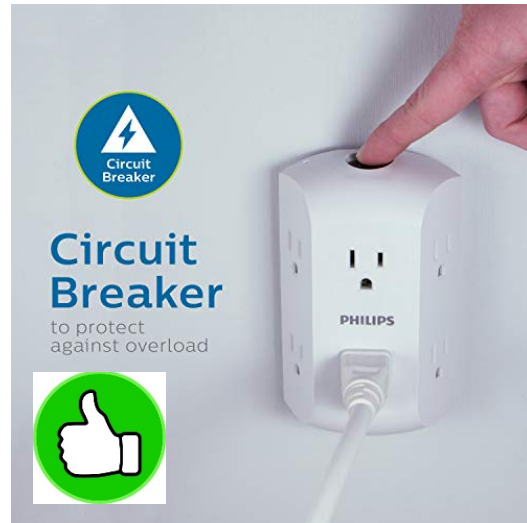
Power strips may not be "daisy chained."



Power strips may not be plugged before or after an uninterruptable power supply (UPS).



A **prohibited** multi-outlet adapter (no circuit breaker).



Acceptable multi-outlet adapters must have resettable circuit breakers.

An adapter with a “surge protector” is not the same as a “circuit breaker.” A “surge protector” protect sensitive electronics from voltage spikes. A “circuit breaker” breaks the circuit in the event of an overloaded circuit and has either: a reset button or, less commonly, will automatically reset after the device cools down.

Extension cords are for temporary, short-term use only!



Improper power strip use; plugged into extension cord. Power strips must be plugged directly into an outlet and extension cords are for short term use only.



Do not run electrical cords under carpets.

Do not run the cord for an allowed power strip under carpets, chair mats, or furniture where it may be damaged. The damage might be concealed until it is too late.