

TEN THINGS TO KNOW: GENERAL FIRE SAFETY

1. **In the event of a fire alarm**, all occupants are required to leave the building. This applies to all faculty, staff, and students. BGSU fire emergency response procedures can be viewed at <http://www.bgsu.edu/public-safety/bgsu-emergency-management-and-response/fire.html>. Supervisors should ensure all employees are aware of fire safety procedures specific to their respective building(s).
2. **Fire extinguishers** are available throughout BGSU buildings for use by those who have been trained, however BGSU employees and students are not required to attempt to fight fires. Fire extinguisher training for students and faculty/staff is offered several times throughout the year. For more information, visit the Training section of the Environmental Health and Safety website <http://www.bgsu.edu/environmental-health-and-safety.html>
3. **Storage** shall be orderly and **Ceiling Clearance** maintained 2 feet below the ceiling in non-sprinklered areas or a minimum of 18 inches below the level of sprinkler head deflectors in sprinklered areas. Combustible items cannot be hung from the ceiling, and ceiling clearance guidelines must be maintained across the entire ceiling. Never block sprinkler heads, pile stored items too close, or hang anything from sprinkler heads or sprinkler pipes. This applies in all areas, including offices, storage areas, laboratories and work rooms.
4. **Extension cords and multi-plug wall adapters** are not to be used in place of permanent wiring. Power strips with surge protectors and circuit interruption should be used for electronic equipment, and should be plugged directly into a wall outlet. Never "daisy-chain" cords together (power strip plugged into another power strip, or extension cord into a power strip.) Residential extension cords are not permitted for use in campus buildings. Cords should never be permanently affixed to structures, or extended through walls, ceilings, floors, or through doorways or under floor coverings.
5. **Appliances** should be plugged directly into a wall outlet and never an extension cord. Toasters and other cooking devices are recommended to be used in designated areas, and not individual offices or other high-risk areas. Non-essential items such as candle warmers, mug warmers, and toaster ovens are highly discouraged. As with fire safety, BGSU is committed to the reduction of energy consumption. Limiting the number of personal appliances and consolidating use within the department or building is highly recommended.
6. **Fire doors** prevent the spread of fire and smoke, and are identifiable by a metal tag on the door side or top, or a stamped description in the door frame. Fire doors at stairwells and in corridors should be kept closed at all times unless held open by the door's magnetic device. This device will release automatically when a fire alarm sounds. Fire doors should never be blocked or wedged open when the room is unoccupied.
7. **Emergency exit lights** are an important part of the BGSU safety system. Should you see an exit light no longer illuminated, or in need of any repair, please submit a work order with Campus Operations.
8. **Paths of egress** must remain free of obstruction. Furniture and other items should never be placed in exit stairwells, including the bottom landing "under" the stairs. Hallways should only contain furniture and items as designed, and should never contain desks, filing cabinets, etc. No more than 10% of wall and door surfaces may be covered with combustible items (paper, cloth, etc.) Curtains must be flame retardant. Items for surplus should be disposed of from their original location and not stored in hallways while awaiting pickup. Doors, no longer used and wanting to be blocked, must be evaluated by the University Architect.
9. **Storage** should only occur in designated areas. Do not use boiler rooms, mechanical rooms, electrical equipment rooms, or transformer rooms for storage.
10. **Fire safety equipment**, including fire extinguishers, fire alarm pull stations, and stand pipe connections cannot be blocked from use or obscured from view. Working space of not less than 36" on all sides and in front of fire safety equipment and electrical panels should be maintained to ensure unobstructed access in an emergency. Tampering with fire safety equipment is a criminal offense.