

## FIRE SAFETY

POLICY No.:	011
SCOPE:	All Administrative and Support Staff
EFFECTIVE DATE:	November 15, 1994

1. All fire doors must remain in the closed position at all times.
2. All coil elements and hot plates are not permitted to be used in any area where flammable/combustible liquids are used or may be used.
3. Bulletin Boards are not permitted in exit stairwells.
4. Fire extinguishers are not to be removed from their mounting brackets except in the case of emergency.
5. Extension cords must not be overloaded.
6. All flammable products must be discarded in the approved way.
7. Heaters may not be blocked.
8. Flammable materials may not be hung from racks, pipes and sprinklers.
9. No smoking is permitted in any area.