



EMAIL NEWSLETTER

OFFICE OF THE STATE FIRE MARSHAL

APRIL 2020

STAYING IN TOUCH WITH OUR COMMUNITY

The Office of the State Fire Marshal wants to remind you that we are here. We are here to answer your questions and give you guidance during this trying time. Please don't hesitate to give us a call or send us an email. We are all in this together.

"Fire Destruction Is One Man's
Job, Fire Prevention Is
Everybody's Job."



Office of the State Fire Marshal
800 SW Jackson, Suite 104
Topeka KS 66612-1216
785-296-3401 Office Phone

785-296-0659
Education Consultant Phone

FIRE PREVENTION TIPS

- 1) **Keeping Your Workplace Clean:** this is especially important right now. Not only do you want to prevent obstructions in case of a fire, but you also want to sanitize your workstations constantly. Remember to remove trash or anything that could cause a fire before leaving for the day. Make sure all exits are clear.
- 2) **Store Hazardous Chemicals Properly:** Always make sure that all hazardous chemicals are placed in a safe storage. Read the instructions and precautions on proper handling and storing of each chemical you have in your workplace. Label each container correctly.
- 3) **Maintain Electrical Equipment:** Keep up with your maintenance and testing to ensure all equipment is functioning properly
- 4) **Clear Markings:** Make sure all your exits, fire extinguishers, smoking areas, and fire alarms are clearly marked.
- 5) **Power Strips:** Don't overload circuits and make sure you are using the correct power strips for your occupancy.
- 6) **Emergency Plan:** Especially right now, make sure you are committed to keeping your emergency plan up to date. Along with any emergency numbers.
- 7) **Smoke Alarms:** Check all smoke alarms, make sure they are properly installed and clean of debris.
- 8) **Educate:** Keep your employees and / or residents educated on any fire safety tips, plans, or changes. Keep everyone on the same page.
- 9) **Know:** Remember that we are here to help you. Should you have questions arise, please reach out to us.
- 10) **Keep Updated:** Check emails often. Our office sends out very important information. Listen to only accredited websites regarding any information.

For the latest information on the COVID-19 Coronavirus, go to
<http://www.kdheks.gov/coronavirus/index.htm>