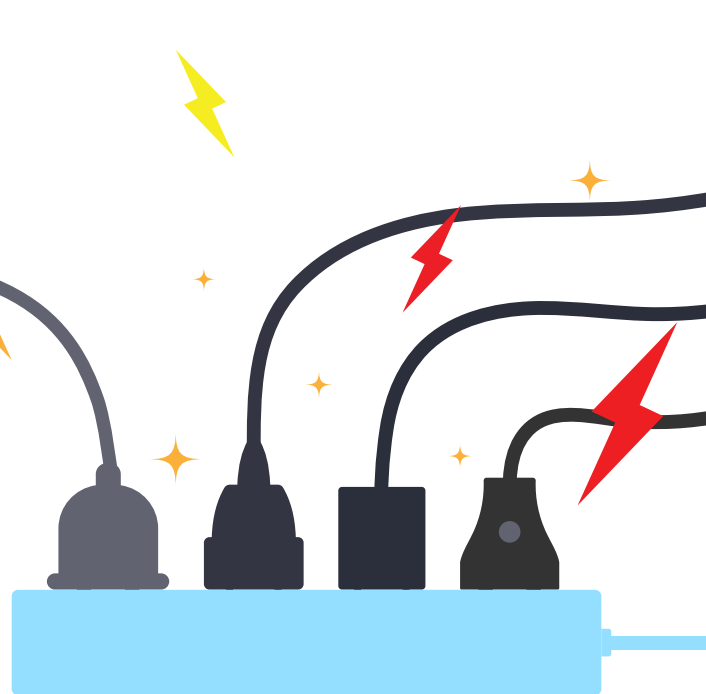# HOME OFFICE
FIRE & ELECTRICAL CONCERNS

Remember these simple tips to reduce and prevent fire hazards in your home office.

DO NOT overload electrical circuits and extension cords.

DO NOT put cords under rugs or heavy furniture.

DO NOT use staples or nails to attach cords.

DO NOT use extension cords as a permanent solution.

DO NOT use a space heater near paper or other flammable materials. Be sure to turn your space heater off when it is not in use. Choose a heater approved by Underwriters Laboratory (UL) for electrical safety.

DO have a fire and evacuation plan.

DO have a fireproof filing cabinet or safe for documents and complete regular offsite backup of data.

DO regularly inspect your work area for fire hazards.

DO verify that each level of your home has at least one smoke alarm. Test these smoke alarms regularly.

DO have a fire extinguisher handy and know how to use it.