# Key Electrical/Fire Safety Issues

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<thead>
<tr>
<th>Items</th>
<th>Safe Practices</th>
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| Extension cords and multi-plug power strips | - Extension cords are for temporary use only (not more than 90 days). Request O&M to install additional outlets if the use is not temporary.  
- Avoid using extension cord, use power strip with surge protector instead.  
- Insulated, ground extension cords should be used only in limited situations:  
  - O & M activities including cleaning, repairing, renovation, construction, and other related maintenance tasks  
  - Instructional activities, especially for computers and audiovisual equipment.  
- Do not use with any heat generating device.  
- Must be listed by the Underwriter's Laboratory and bear the U.L. label.  
- Do not overload. Check the manufacturer's rating prior to use.  
- Do not plug one into another (Piggybacked).  
- Cord should not be longer than six feet.  
- Frequently inspect for cracks, exposed wires, burn marks, general wear and tear, etc. Discard damaged cord/strip.  
- Must not be used with any heat-generating device. |
| Cooking & heating appliances | - Turn off and unplug when unattended, especially overnight.  
- Plug major appliances (e.g., microwaves, refrigerators) directly into wall outlets.  
- Keep cords away from hot surfaces, water, and near sinks.  
- Keep all combustibles away from hot surfaces |
| Space heater | - Avoid using space heaters.  
- Must be UL-approved and heating elements must be protected. Connect it directly to an outlet. Do not use extension cord. |
| Fire sprinkler heads | - Keep at least 18 inches below sprinklers clear from obstruction. |
| Emergency exit | - Keep emergency exits clear of obstruction.  
- Offices & classrooms: keep at least 24 inches of clear path to the exit. |
| Fire Lanes | - Do not park or obstruct the fire lanes. |
| HCC Emergency Procedures | - Make sure that students are aware of the emergency procedures.  
- Inform students of the procedures on the first day of class:  
  - What to do in case of emergency  
  - Evacuation steps, assembly areas, accountability, etc |