



# LEBANON FIRE DISTRICT FIRE & LIFE SAFETY DIVISION

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## Eight Common Mistakes

1. **Provide approved address identification** for building including suite or unit numbers (letters), plainly visible and contrasting to background color. It is important that your address be visible from the street fronting your property. Suite or unit numbers/letters should also be plainly visible. For larger complexes or buildings set back from the street, additional signs may be necessary as emergency responders are dispatched to an address. If the address does not readily identify the property location, precious time may be lost which is time that can save lives.
2. **Remove obstructions and/or combustible materials from exit-ways, stairways and fire escapes.** The safest way out of your place of business in an emergency is through the exits. Make sure that storage and merchandise is kept clear of exits and exit paths.
3. **Secondary public exits must be clearly marked.** If there are lighted exit signs, all bulbs must be illuminated when the building is occupied. Replace bulbs and check the operation of emergency lighting to ensure that they will work in the event of an emergency.
4. **Repair fire doors to their automatic self-closing and latching condition.** Remove all wedges and door stops. Doors that have self-closing devices are designed to keep fire and smoke from spreading to other areas of the building. When placing devices that hold these doors in the open position, such as wedges and door stops, you reduce your chances of escape in the event of a fire. This practice allows for more rapid spread of fire and smoke throughout the building and increases the amount of fire damage.
5. **Discontinue use of extension cords and multi-plug adapters.** Extension cords are designed only for use with portable appliances, (i.e. drill, buffer, grinder) not in place of permanent wiring. Multi-plug adapters may overload the circuit capacity and have been shown to be a major cause of fire. UL listed multiple outlet strips with circuit breakers are acceptable.
6. **Provide cover plates to all open electrical boxes and switches.** To confine potential arcing to within the safety of the outlet or junction box, replace all missing and damaged cover plates.
7. **Maintain clearance in front of, and clear access to, all electrical panels.** Clearance around and access to your electrical panels allows firefighters to quickly access circuit breakers in case of emergency. If your panels are in an enclosed room, provide permanent signage (i.e. "Electrical Room") to indicate its location.
8. **Inspect fire extinguisher(s) annually (by a certified company) and provide documentation or proof of annual service.** Annual maintenance by trained individuals and a certified company are required for portable fire extinguishers.