



## Fire and Electrical Safety

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### In this newsletter: Holiday information.

Protect both your building and your property from fire dangers. There are more worker accidents this time of year, also.

### Worker accidents

Slips and falls are the most common accident on the UNM campus, and back injuries are the most severe. Many of these accidents come from ice on the sidewalks and water tracked into the buildings, and then a person unknowingly over-strides.

- Report trip-fall hazards to a supervisor, or create a work order for repairs. You can also report them to Safety by using the webpage and we will investigate. What you have noticed can harm others.
- Standing on chairs also leads to falling accidents.
- Don't use chairs as a substitute for a step stool.

### Food safety

Catered food must be kept at the correct holding temperature also. Food should not be allowed to come to room temperature. Cold food should be stored below 40 degrees, and hot food should be kept above 140 degrees Fahrenheit. Prepared food that is going to be eaten immediately should be served by a person wearing food handlers' plastic gloves. Contact 277-6764 for more information.

### Emergencies

If there is a fire, first call 911. 911 will dial to the UNM police emergency line. Then evacuate the building and be sure that all persons get out. Help the

elderly and the disabled. Even if it is a small fire and it is put out by a fire extinguisher, call the fire department. PPD also would like to evaluate the area and be sure that there was no damage to the electrical system.

Electrical problems can create special problems. If holiday decorations trip a breaker, don't reset it. Instead call PPD for help. Breakers, especially old breakers can arc and explode sending out hot gas at the speed of sound. PPD keeps

### Auto safety

There is an increase in traffic accident during the winter months due to weather conditions. On the weekend, between 10pm and 2 am, 2 in 5 drivers have consumed alcohol or drugs. Look for the driving behavior of other drivers and irregular driving.

In New Mexico, 1 of every 107 accidents on the interstate are head-on collisions. Scan the road far ahead and anticipate people coming at you in your lane. Scan the road 8-10 seconds ahead and glance over across the median for cars that might come across the roadway.

You can tell if you are fatigued. After being on the road for 4 hours your ability to respond to emergencies is reduced by 20%. It's time to take a break. If you drive off the road, look where you want to go and you will naturally steer toward it. Avoid

jerking the steering wheel. If you find yourself looking at the centerlines, you have probably fatigued.

## **UNM holiday fire prevention**

Decorations may not be placed on light fixtures, electrical equipment, electrical outlets, or circuit breaker panels.

- Don't obstruct access or visibility to exits or exit signs, fire alarms, alarm panels, fire extinguishers, or sprinkler heads.
- Don't obstruct exit corridors, doorways or stairs.
- Don't cover the windows in fire doors.
- Don't hang decorations on sprinklers, smoke detectors, heat detectors, strobe lights, alarms.
- A general is that only 10% of the wall space in fire rated corridors may contain combustible material.
- No live trees, please.
- Seasonal decorations must be flame/fire retardant.

Open flame of any type is prohibited without prior written approval by SRS. Contact Vince Leonard for information.

Remember the 18/24 rule. In sprinklered buildings nothing may be stored above 24 inches, and in unsprinklered buildings nothing should be stored above 18 inches. Don't put displays too close to the ceiling.

Luminaries are permitted if they are used in compliance UNM guidelines. Candle type luminaries can not be used indoors. Candle and/or electrical luminaries are permitted outdoors. If you need a copy of the guidelines, call Grandon at 277-6764.

Candles are not permitted in any residence hall, Fraternity or Sorority House. Candles are not permitted in any UNM business facility unless specifically granted in writing by the University Fire Marshal (UFM) for religious purposes or special events.

Standard banquet operations using sterno heaters for food are permitted (requires the provision of a fire watch).

Extension Cords are not a substitute for permanent wiring. Cords can be use for displays, but should be unplugged when they are not attended. Extension cords should be used for temporary use only, and not for heat producing appliances, such as heaters, hotplates, microwave ovens and refrigerators.

- Cords may not be connected or spliced together.
- Use surge protectors. Surge protectors are preferred to extension cords.

## **Space Heaters**

Space heaters should have tip over protection. If the space heater is tipped over, it should automatically turn off. Beware of economical and second hand heaters that do not have this feature. Paper and combustibles should be kept about 3 feet away from the heater.

## **Ceiling Tiles**

Don't open ceiling tiles to install decorations. Ceiling tiles are the first line of defense against fire and smoke damage. The tiles are made of non-combustible mineral fibers and a continuous ceiling helps to make a hallway safe to use in the event of an emergency evacuation.

