

**ACC  
FIRE AND SAFETY  
BASIC SAFETY RULES**

1. Watch where you are walking/stepping at all times, be aware of uneven surfaces. Avoid icy areas in the winter time if possible. Walk cautiously and slowly.
2. Use handrails whenever possible when going up or down stairs.
3. Please be aware that lockers may have sharp edges. Do not leave lockers open.
4. Be careful getting in and out of bunks so you don't hit your head or fall.
5. No horseplay.
6. Never plug one extension cord into another extension cord. **Fire hazard.**
7. Make sure extension cords are not pinched between desks, etc. Cords should be unrestricted and able to move freely. **Fire hazard.**
8. Do not keep excess trash, empty bags, boxes, etc. in your living area. **Fire hazard.** Anything important should be kept in your locker. You may not store possessions in boxes in your living area.
9. **Do not leave hot pots or stingers plugged in and unattended.**
10. Never place paper or jar lids on top of or around light bulbs in lamps. **Fire hazard.**
11. Most of the institution is heated with radiators. Never put anything on top of or over the radiators at any time. **Radiators are HOT!**
12. Do not tie fans, radios, televisions, etc. up with string, electrical cords, tape, etc.
13. Do not tape paper on or over windows.
14. Smoking is prohibited inside of buildings. **Smoke in designated areas outside.**
15. Re-cap razors before disposing of them in the trash.
16. **Never mix chemicals!!!** Please follow cleaning chemical instructions supplied at your work station.
17. Walk carefully on wet floors and make sure "wet floor" signs are up.
18. Do not store anything on top of televisions. This includes, but is not limited to, books, magazines, paper, towels, rags, glasses, hats, pictures, etc. **Fire hazard.**
19. All fans and appliances should be sitting on flat stable surfaces.
20. **Do not block fire exits or aisles.** Absolutely no obstructions to fire exits are allowed!
21. **Fire extinguishers should remain visible.** Nothing should be hanging on or leaning against fire extinguishers.
22. Living areas should be clean and free of clutter.
23. In case of fire or severe weather follow instructions given by the staff. Familiarize yourself with fire exits. Drills will be conducted to help know what to do!

- 24. Pest control is conducted monthly. See the attached schedule for your area.
- 25. You will receive specific safety briefing for your work area when assigned!
- 26. **Do not approach dogs without permission from the handlers!**

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OFFENDERS SIGNATURE-DATE

\_\_\_\_\_  
STAFF SIGNATURE- DATE

\_\_\_\_\_  
OFFENDERS NAME (PRINTED)

\_\_\_\_\_  
DOC NUMBER