

# Spotlight on Safety

## Fire Prevention

October 8

Program provides guidance on identifying and reducing potential fire hazards on campus to ensure your safety, the safety of your colleagues and community, and the protection of university property.

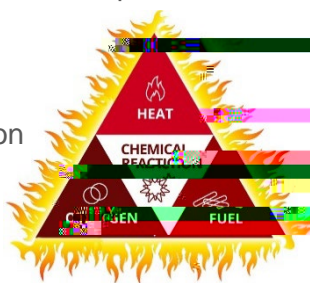
To prevent fires, you should first understand what is required for a fire to ignite and stay burning. The following properties are needed to start a fire:

Oxygen, which is plentiful in most work areas

Fuel, such as paper, wood, and liquids

Heat, which releases vapor from the fuel and causes ignition

Fire sustains combustion using oxygen, fuel, and heat through a chemical reaction



Once ignited, a fire will continue to burn until at least one of the above components is removed, either naturally or by extinguishment (e.g., fire extinguisher or sprinkler system).

### Tips for Success When Talking to Your Team

Preparation is key. Keep the topic relevant to your audience. Use clear, concise language and avoid jargon. Practice your presentation and be prepared to answer questions. Use visual aids to support your message. Engage your audience with questions and stories. Be confident and enthusiastic. Follow up with your audience after the presentation.

- 9 Test smoke detectors monthly and replace batteries annually and when the batteries are low. Replace smoke detectors that are more than 10 years old.
- 9 Keep a fire extinguisher at home in an accessible location (e.g., kitchen) and know how to use it; replace fire extinguishers after 12 years or after use.

### For Additional Information

Contact Environmental Health & Safety at [ehs@northwestern.edu](mailto:ehs@northwestern.edu)