

# SAFETY TIPS

## FIRE

- Keep fire extinguishers filled and in their proper locations.
- Keep furnace room clean and free of flammable materials.
- Have HVAC system checked before each season.
- Use fireplace screens.

## ELECTRICAL

- Repair any exposed wiring or damaged fixtures.
- Do not overload outlets.
- Know where the fuse or breaker box is located.

## NATURAL GAS

- Only allow professionals to move any natural gas equipment.
- If doing yard work and digging, locate natural gas lines.

## PLUMBING

- Insulate pipes or keep them above freezing in winter by leaving a faucet dripping.
- Leave plumbing areas open so heat can circulate around pipes.
- Turn water off and empty the water line when you plan to be gone from the facility for an extended period of time, such as winter break.
- Know where the water main is located.

## WEATHER

- Be aware of and educate the members on emergency procedures in case of tornado, hurricane, blizzard, earthquake, flood, etc.
- Conduct occasional emergency drills for the chapter.

## SECURITY

- Keep windows locked at night and when members are away.
- Keep exterior doors locked at all times.
- Install timers on outdoor and selected indoor lights.
- Enlist the help of an alumnus to periodically check the facility during breaks.