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**Plant Facilities and Support Services
Safety/Crisis Management**

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To: All Principals

From: Victor G. Mora, CSHO, Safety/Crisis Management Officer

Thru: Angel Velazquez, Executive Director for Plant Facilities and Support Services

Re: Fire Safety Tips for Outdoor Grilling

Date: 8/15/14

Please be advised that we must ensure all fire compliance and safety procedures when outdoor grilling. Please follow tips provided:

- Ensure grill is at least 20 feet from building, trees or flammables
- Ensure to have at least two fully compliant fire extinguishers near grill
- Ensure that grill is always attended by adult trained in fire extinguisher use
- Ensure that grill is free from flammables near or surrounding area
- Ensure to use only approved starting fluid
- Ensure that no students are near the area
- Once grilling is complete, ensure that fire and embers are fully out
- Ensure grill is cleaned and lid closed
- Ensure to never empty embers into trash can or other container

If you have any questions or concerns, please advise.