



University of the Philippines
LOS BAÑOS

Office of the Chancellor

05 March 2024

MEMORANDUM NO. 041

Series of 2024

TO : All Vice Chancellors, Deans, Directors, Department Chairs, Unit Heads
and Building Administrators

SUBJECT : Fire Prevention Month Safety Audits

In observance of Fire Prevention Month, all UPLB constituents are urged to diligently perform fire safety audits in their respective workplaces. Please ensure the following measures are actively implemented:

1. Regularly check and maintain all fire extinguishers, firefighting equipment, emergency lights, fire exits, and fire exit signs.
2. Thoroughly review the localized emergency exit plan, including the composition of the emergency response team.
3. Ensure that all ingress and egress points are free from obstructions at all times.
4. Prominently display emergency contact numbers in buildings and public spaces.
5. Organize fire exit drills and fire safety seminars to enhance preparedness.
6. Reinforce adherence to safety guidelines in kitchen and laboratory settings.
7. Prioritize proper housekeeping, with special attention to the storage of combustible and flammable materials.
8. Inspect and repair electrical outlets, plugs, switches, extension cords, fuses, circuit breakers, and other electrical equipment as necessary.

We appreciate your ongoing cooperation and commitment to maintaining a safe and secure environment for our community.

Thank you very much.



cc: OVCCA
SSO
RMO


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