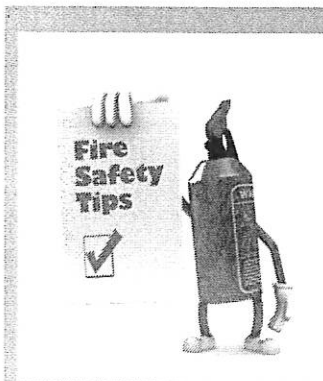


Fire Prevention

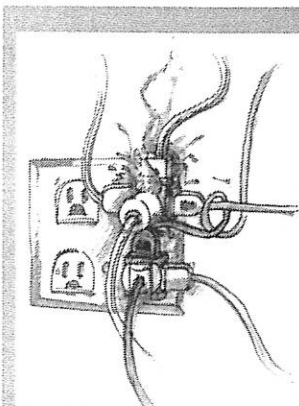


Fire Safety Tips:

- Follow good housekeeping practices
- Turn off electrical equipment when not in use
- Storing and handling flammable substances correctly and with caution
- Fire exits, doors, hallways, stairs, and other exits are kept free of obstructions
- Use and store flammable materials in well-ventilated areas and away from ignition sources

SMOKING

- Don't smoke inside a building, in an outdoor area within 20 feet of a main exit, entrance, operable window of a building, or in work purpose vehicles
- Don't smoke near flammable or combustible materials
- Never leave a lit cigarette unattended
- Do not dispose cigarette in grass or on floor, use cigarette ashtray provided to dispose cigarette



Electrical Fires:

- Do not overload circuits or use damaged cords on power tools
- Never use extension cords as substitutes for wiring improvements
- Check electrical equipment to ensure that it is either properly grounded or double insulated
- Ensure adequate spacing while performing maintenance
- Check wiring in hazardous locations where the risk of fire is especially high

Office Fire Hazards

- Keep storage areas clear of rubbish
- Avoid overloading circuits with office equipment
- Turn off nonessential electrical equipment at the end of each workday
- Ensure the extension cords are not placed under carpets
- Ensure the trash and paper set aside for recycling is not allowed to accumulate

