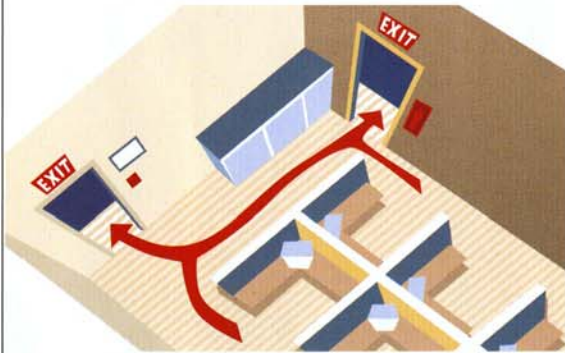
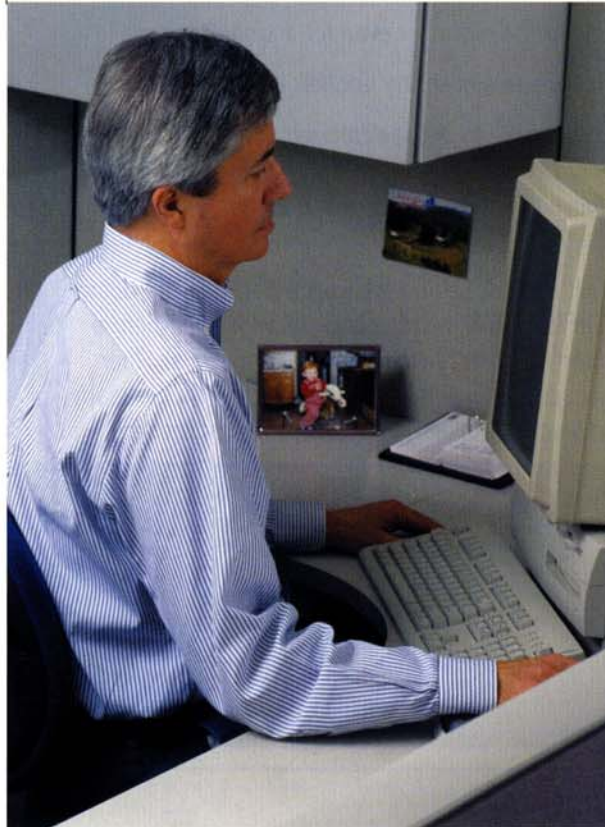


Help prevent America's 5000 annual office-building fires.



- Read your building's evacuation plan.
- Count the doors or desks between where you work and the nearest exits.
- Know at least two ways out of your work area.
- Know where the fire alarm pull stations are located and learn how to use them.
- Post the fire department's emergency number by your phone.

- Keep tops of computer monitors clear and give heat-producing equipment room to breathe.



- Don't overload outlets or plug extension cords into each other.
- Avoid pinching electrical cords under furniture.
- Report and replace frayed electrical cords.



- Keep stairways and exits clear of trash, cleaning supplies, and other combustibles.



- Unplug coffeemakers and other appliances when you leave work.

- Smoke only in designated areas and use large, non-tip ashtrays.



Never Ignore the Fire Alarm!