

## SAFETY BASICS

### FIRE SAFETY BASICS

Know the location of all exits. Clearly mark all exits and make sure exit signs are highly visible. People usually exit the way they entered a building. In an emergency, however, that way may not be accessible. Alternate exits may have to be used.

Never block access to fire extinguishers, exits or walkways with storage.

Keep storage at least 18 inches below sprinkler heads.

Businesses with 10 or more employees must create a written evacuation plan.

Training should be provided in proper use of fire extinguishers.

Inspect fire extinguishers, smoke alarms and emergency lighting on a regular basis.

Do not smoke near flammable materials or chemicals.

