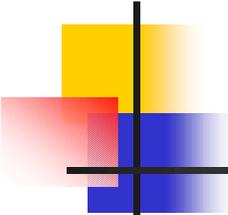


# Fire Prevention Week, October 7-13

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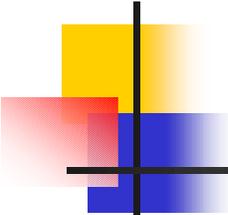
- **“Cover the Bases & Strike Out Fire”**
  - **Protect yourself in four areas**
    - Kitchen
    - Heating
    - Electrical
    - Home
  - **Fire prevention housekeeping**
    - Large accumulations of waste paper or corrugated boxes, etc. pose significant fire hazard
    - Safe distance from electrical panels and heat sources (3 foot clearance required)
    - Proper chemical storage



# Emergency Preparedness

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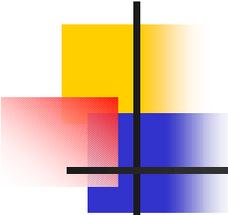
- Know Your Emergency/Evacuation Plan
  - Posted in elevator lobbies & high traffic areas
    - Legend
      - Fire Exit Locations
      - Assembly Areas
      - Severe Weather Protective Areas
      - Fire Extinguishers
      - Manual Fire Alarm Pulls
      - Handicapped Access
      - Stairs
    - Emergency Phone Numbers



# World Trade Center: Lessons Learned

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- **Establish An Assembly Area**
  - Outside meeting area for office to meet for fire
  - Roll call for accountability
- **Plan for Evacuation of Disabled Employees**
  - List maintained by Equal Opportunity Office
  - Buddy assigned to assist in evacuation
  - Emergency evacuation chairs available
- **Know the Emergency Evacuation Plan for Your Specific Work Area and Any Area You Visit**



# World Trade Center: Lessons Learned

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- Respond immediately to fire alarm (you never know when it's the real thing)
  - Know at least 2 exits from building
- Maintain Means of Egress
  - Exits clearly marked
  - Clear passageways maintained at all times
- Keep Fire Doors Closed at All Times
  - Fire-rated stairwells are part of your escape route; prevent smoke from entering