

## FIRE PREVENTION TIPS

1. Make sure appliances such as coffee makers are turned off at night.
2. If electrical equipment or a fluorescent light is not working properly, or if it gives off an unusual odor, disconnect the equipment or turn off the light and call the Management Office at **703-226-2750**.
3. Protect extension cords from damage by not pulling them across doorways or any place where they will be stepped on. Do not plug more than one extension cord into another and do not plug more than one extension cord into one outlet. Be sure to check amperage load of the cord as specified by the manufacturer and do not exceed it. All extension cords must be UL listed.
4. Leave plenty of space for air to circulate around copy machines, word processors, microwave ovens, and other equipment that normally gives off heat.
5. Make sure the power is shut off on all office equipment such as copiers, typewriters, calculators, computers, etc. at the close of the business day.
6. Elevator lobbies on all floors should be kept clear at all times to provide access for emergency equipment. Occupant belongings and deliveries should not be stored in lobby areas.
7. Know the location on your floor of the local fire alarm pull stations, fire exits and fire extinguishers.
8. Become acquainted with the location of the nearest fire stairs by referring to the floor plan located in the elevator lobbies on each floor at the elevator call button.
9. Plan alternate means of escape should stairwells 1 or 2 be blocked.
10. Check procedures with the Fire Safety Director for evacuating handicapped personnel.
11. Keep several flashlights with fresh batteries in an easily accessible location for emergency use.
12. Do not open doors that feel hot.
13. Do not prop fire stair doors open or permit doors to remain open. This permits the fire and smoke to spread more easily.
14. Close all doors behind you.
15. Do not fight a fire by yourself.
16. Do not panic - remain calm - wait for help, if necessary.
17. Evacuate according to evacuation procedures, which include following instructions from Fire Wardens, Building Management and the Fairfax County Fire Department.
18. Refrain from smoking.
19. Walk quickly when directed, but do not run.
20. **Do not use the elevators** for emergency evacuation. **USE STAIRS** unless directed otherwise.
21. If you are exposed to heat or smoke, stay low near the floor.
22. Do not go back for your personal property or for other reasons.
23. Do not return to the building until you are instructed to do so a member of the Occupant Safety Team.