



## Safety Tips

### At home:

- Know *at least* two ways out of every room.
- Clear your escape routes—get rid of clutter that may block your way.
- Avoid placing furniture, stereo equipment or decorations in front of doors.
- Never paint or nail windows shut—every room needs two working exits.
- Practice your fire escape plan with your family
- Have a designated spot for your family to meet during an evacuation.

### At work:

- Know and practice *at least* two ways out of your building
- Make sure all exits are unobstructed and clearly marked—report dangerous conditions to your manager
- When you hear a fire alarm at work, get out!
- Avoid overloading circuits and outlets with office equipment
- Avoid storing combustibles underneath stairwells
- Avoid excessive clutter in your workspace

### Everywhere else:

- When entering a public space, take note of *at least* two exits.
- Take note of how you can reach these exits