FIRE SAFETY PROCEDURE

1. There are three (3) Fire Exits plainly marked
   (1) Side Door “Board Room”
   (2) Back Door
   (3) Front Door

2. There are five (5) Fire Extinguishers at the following locations:
   (1) Behind door in Office Work Room
   (2) In the Board Room Closet
   (3) Kitchen – on the Counter by the Stove
   (4) In the Hall by the Rear Exit Door
   (5) In the Basement – in Center on the Wall

3. First Aid Kit is in the Kitchen on the Counter by the Stove.

4. The Assembly Room has a maximum occupancy of 150.

5. If there should be a power failure, the emergency power will go on automatically.

6. Please obey all SAFETY RULES. HEADQUARTERS IS A SMOKE FREE BUILDING. Make sure the ovens and stove are turned off. Keep stairways clear of all articles.

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