

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.

Revised May 2012