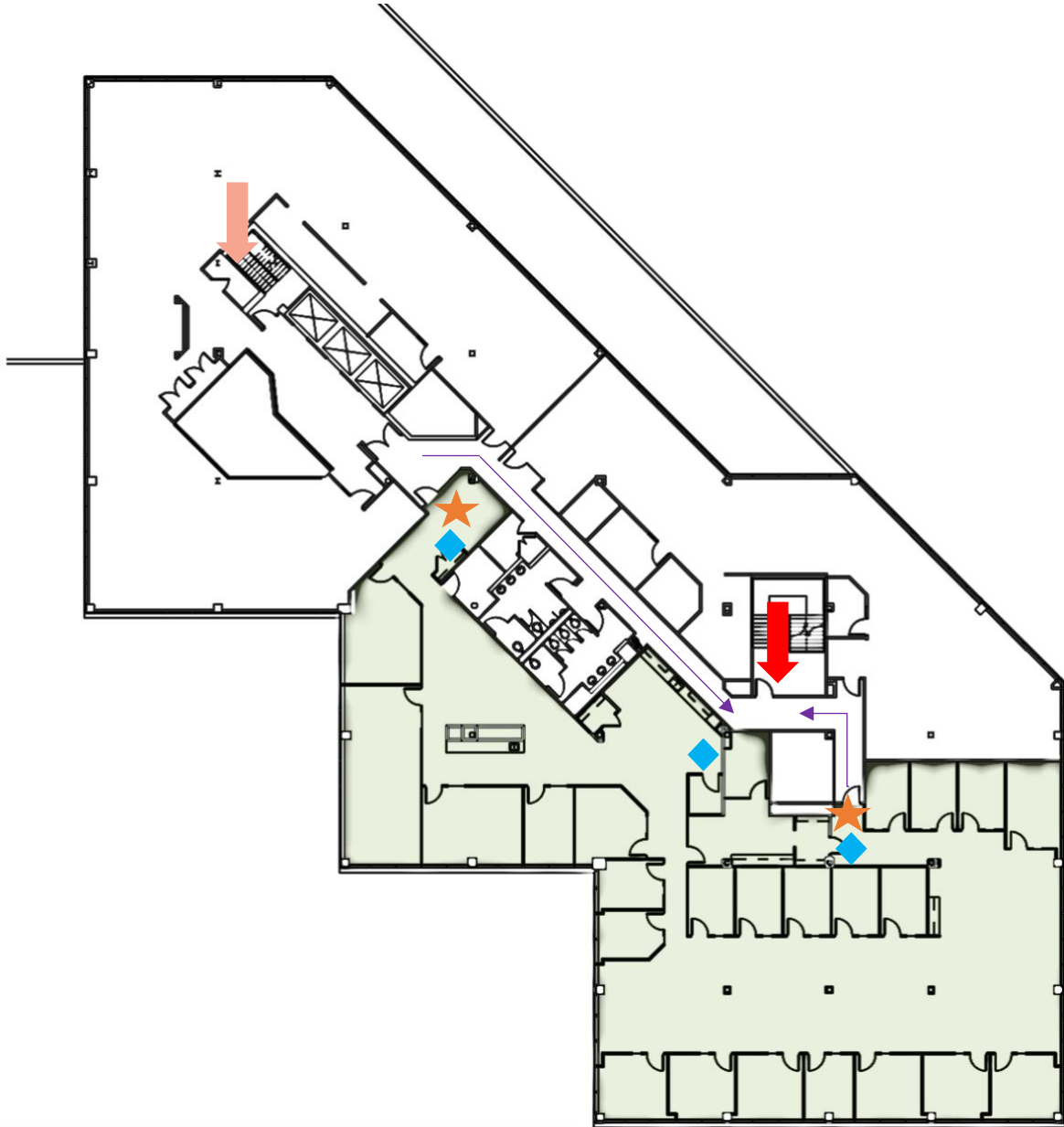




**Fire Safety Plan & Evacuation Route**  
800 District Avenue, Suite 520  
Burlington, MA 01803



-  Office Exits
-  Fire Extinguishers
-  Stairwells



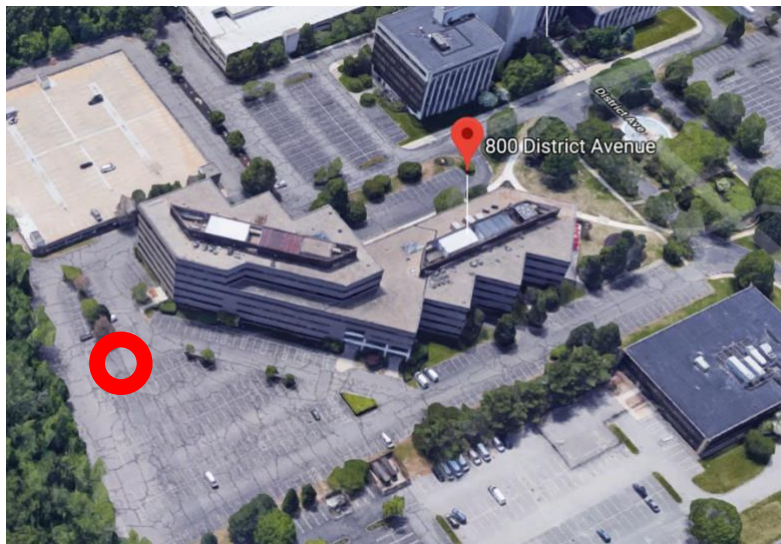
**Please report emergency situations to 911 (9-911 from office phones)**

**In the event of a fire:**

1. Proceed to one of the two office exits:
  - At the front desk by the conference rooms
  - Beside the printer room
2. Use the stairwell adjacent to the restrooms to get to the first floor
  - *Never use the elevators during an emergency situation*
3. Exit the building at the nearest exit and proceed to the designated meeting place

**Meeting Place:**

- Our designated meeting place in the event of a fire is in the back parking lot by line of trees



Once at the meeting place, we will wait until the fire department arrives. Do not reenter the building until cleared by the fire department.

**Fire Wardens:**

Our designated fire wardens are:

- Mary McKenna
- Raina Connelly

**Fire Warden Responsibility:**

- Check each office and conference room to ensure it is vacant
- Close the door on each office and conference room once confirmed vacant

**Fire Extinguishers:**

To operate a fire extinguisher, use the **P.A.S.S.** technique:

1. **PULL...** Pull the pin. This will also break the tamper seal.
2. **AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.  
*NOTE: Do not touch the plastic discharge horn, it gets very cold and may damage skin.*
3. **SQUEEZE...** Squeeze the handle to release the extinguishing agent.
4. **SWEEP...** Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.