

Dear Tenants,

We want to ensure your safety and the safety of our community. Please take a moment to review the essential fire safety procedures outlined below:

1. Know Your Exits

Familiarize yourself with all exits in your unit and the building. Ensure these paths are unobstructed at all times.

2. Smoke Alarms

Check smoke alarms monthly. If you notice an issue, please report it to the management immediately.

3. Fire Extinguishers

Locate the nearest fire extinguisher and familiarize yourself with its use. Do not attempt to use it unless you are trained and safe to do so.

4. Emergency Procedures

In the event of a fire, follow these steps:

- Evacuate calmly using the nearest exit.
- Do not use elevators.
- Alert others in your vicinity.
- Call emergency services once you are safe.

5. Fire Drills

Participate in scheduled fire drills to familiarize yourself with the evacuation process.

6. No Open Flames

Please refrain from using candles, incense, or other open flames within your unit.

7. Report Hazards

If you notice anything that could pose a fire risk, such as faulty wiring or blocked exits, report it to management immediately.

Thank you for your cooperation in keeping our community safe.

Sincerely,

Your Management Team