

Fire Safety Equipment Usage Instructions

Dear [Recipient's Name],

As part of our commitment to ensuring a safe environment, we are providing you with important instructions on the usage of fire safety equipment located within the premises.

Fire Extinguishers

1. Pull the pin at the top of the extinguisher.
2. Aim the nozzle at the base of the fire.
3. Squeeze the handle to release the extinguisher's contents.
4. Sweep the nozzle from side to side until the fire is out.

Fire Alarms

To use the fire alarm system:

1. Locate the nearest fire alarm pull station.
2. Pull down on the lever to activate the alarm.
3. Evacuate the building immediately.

Emergency Exits

Familiarize yourself with the location of all emergency exits:

- Follow the exit signs to safely leave the building.
- Ensure paths are clear and unobstructed.

In case of any questions or further clarification on fire safety equipment, please do not hesitate to contact [Contact Information].

Stay safe,

[Your Name]

[Your Title]

[Your Company]