

Jaycon Systems



Safety first!



IN CASE OF EMERGENCY, CALL 911

Remember **C.A.R.E.**

Close the door

Alert others

Report Fire, call 911

Evacuate the building





Location in

Melbourne office: In the office supply section, on top of the white cabinet.



Please keep smoke breaks to a designated 20 feet away from the building.



Location in

Melbourne: in the bottom right lockers by the restroom.





ENTERING AND LEAVING THE OFFICE

- We want to promote a safe working environment at Jaycon, so please report any suspicious or dangerous activity before, during, and after work hours.
- Always be aware of your surroundings when exiting the work environment.
- **If you are the last person to leave the office, please be sure to lock all appropriate exits and turn off all designated devices.**
- All work equipment should be properly cleaned and stored for the next work day.



FIRE EXTINGUISHERS

Locations in Melbourne office: we have 3 fire extinguishers, 1 located by the meeting room, 1 located by Jay's office, and 1 located by the hidden door.