

Fire Emergency Procedure:

1. Familiarize yourself with the location of the evacuation routes (primary and secondary), first aid station or kit, each fire alarm, each fire extinguisher, the nearest public telephone, and the location of the stairway (as indicated on the Emergency Evacuation Diagrams).
2. Should you discover fire anywhere in the building, immediately activate the nearest fire alarm pull box and call the fire department (911 if available). State your name, location, and type of fire.
3. Only consider attempting to extinguish a fire if it is very minor and you have been trained in the proper operation and use of portable fire extinguishers.
4. When the fire alarm sounds, immediately leave the area using your designated evacuation route.
5. When evacuating do not use elevators, keep to the right, walk – do not run, and remain calm but take immediate action.
6. Stay in single file in the stairways, as fire department personnel may be coming up the same stairway.
7. A preplanned procedure has been established to assist non-ambulatory individuals.
8. Obey the directions of your building Emergency Response Officials.
9. Small fires can spread rapidly and overwhelm an area. To contain the fire, close all doors behind you as you exit the building.
10. Before opening any door of a room or office that leads to the main hallway feel the door first to see if it is hot.
 - a. If the door is not hot, open it slowly.
 - b. Then if conditions allow, proceed to the nearest stairway and follow the evacuation plan.
 - c. If smoke is too heavy, do not enter a hallway.
 - d. Close the door and place a towel or article of clothing along the bottom edge of the door.
 - e. Open the windows for fresh air and hang a sheet, or other similar article, out the window to let the fire department know you are still inside.
11. If all exits from a floor are blocked or if for any reason you must remain in a room/office during a fire or other emergency, remain calm, call 911 (if available) and advise of your location and situation. Wait for the fire department to assist you.
12. Notify your supervisor in the event of injury to individuals.
13. Periodic fire drills will be conducted throughout the year; however, treat every alarm as if there were an actual fire.
14. After exiting the building get far away from the building, all staff members are to assemble in the _____ for accountability. You should remain outside the building until the fire department or management staff informs you that it is safe to return to the building.