

FIRE/EVACUATION PROCEDURES

LOCATE AND REMEMBER REGULAR AND EMERGENCY EXITS FROM THE BUILDING

KNOW THE LOCATIONS OF THE BUILDING FIRE ALARMS AND EXTINGUISHERS

ONCE THE ALARM IS ACTIVATED:

CALMLY ALERT OTHERS IN YOUR AREA THAT THEY MUST LEAVE

ASSIST DISABLED INDIVIDUALS IN YOUR VICINITY

DO NOT TRY TO RETRIEVE PERSONAL ITEMS

EVACUATE THE BUILDING BY FOLLOWING THE EXIT SIGNS

DO NOT USE ELEVATORS

TOUCH DOORS BEFORE OPENING THEM TO SEE IF THEY ARE HOT

MOVE AT LEAST 25 FEET AWAY FROM THE BUILDING

TRY TO ACCOUNT FOR ALL PEOPLE WHO WERE WITHIN YOUR VICINITY

WAIT FOR FIREFIGHTERS TO TELL YOU WHEN IT IS SAFE TO RETURN

IF CAUGHT IN SMOKE:

STAY LOW. CRAWL TOWARD THE NEAREST EXIT

COVERING YOUR MOUTH AND NOSE WITH A SHIRT OR TOWEL.

IF TRAPPED IN A BUILDING:

CLOSE ALL DOORS AND WINDOWS

WET AND PLACE CLOTH MATERIAL AROUND AND UNDER THE DOOR TO PREVENT SMOKE FROM ENTERING

CALL FOR HELP USING A TELEPHONE OR CELL PHONE IF POSSIBLE.