

Instructions to Occupants on Fire Procedures

What To Do When You Find A Fire Or Hear A Fire Alarm

In the event of discovering a fire Occupants will:

- Leave the fire area; take your keys, if readily available.
- Close all doors behind you tightly, **DO NOT LOCK**.
- Activate the fire alarm, using nearest safe pull station.
- Use exits or exit stairwells to leave the building immediately.
- Do not use the Elevator
- After leaving the building, call 911 (Never assume this has been done).
- Know and give correct address and location of the building.

-
- Everyone must meet and be accounted for at the Meeting Area

-
- Keep the main entrance and all driveways clear for Fire Fighter Personnel.
 - Do not return until it is declared safe to do so by the Fire Department Captain.

If you are in your office or a room and a fire alarm is heard:

- **Before opening door**, feel the doorknob for heat. If it's not hot, brace yourself against door and open it slightly. If you feel air pressure or a hot draft, close the door quickly.
- **If you find no fire or smoke in corridor**, close the door behind you, **DO NOT LOCK** and leave by the nearest exit. After leaving the building, call 911.
- **If you encounter smoke** in the corridor or stairwell, move down the corridor to the other side of the building, where another stairwell should be clear, or if it is just too difficult or unsafe return to your office and remain Calm!

If you cannot leave your office or room or have returned to it because of fire or heavy smoke, remain in your office or room:

- **Close the door.**
- **Unlock the door** for possible entry by the firefighters.
- **Dial 911** and tell the operator where you are!
- **Seal any cracks** where smoke can get in by using towels, mats or any item that will seal the doorways that is allowing smoke in, as is necessary. (Roll of wide strong masking tape is a useful tool to keep in the drawer.)
- **Crouch or crawl low to the floor** if smoke has entered the room.
- **Move to the most protected room** and partially open the window for air (close the window however, if smoke comes in.)
- **Wait to be rescued. Remain calm. Do not panic or jump.**
- **Listen for instructions or information**, which may be given by authorized personnel.