

To be prepared in the event of a fire, familiarize yourself with this section and refer to the Disaster Recovery plans for additional instructions.

Upon discovery of a fire, take the following action:

1. If safety risk exists and fire is unstable, immediately leave the building and call 911.
2. If fire is larger than a small trash can, don't attempt to extinguish yourself.
3. If possible, notify your Floor Warden and/or Alternate Floor Warden.
4. If Floor Wardens are not at the scene, pull the fire alarm. See your floor plan.
5. If possible, call Building Security at _____ – _____.
6. If possible, close the doors around the fire to contain it.
7. Proceed to the nearest stairwell and exit the building.

During evacuation, follow these fire safety procedures:

1. Use the stairwell exits only. **Do not** use the elevators!
2. Keep doors closed, especially in the stairwells. Closing doors prevents the spread of fire by minimizing the oxygen flow to the fire. In addition, closed doors limit the spread of smoke.
3. **Do not** attempt to fight the fire.
4. Stay low – air is cooler and cleaner closer to the floor.
5. If caught in heavy smoke, take **short** breaths and **crawl** to escape.
6. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help.
7. Test doors before opening. **Do not** open warm doors. Open cool doors slowly; close quickly if you encounter smoke or flames. Use another escape route.
8. Should your clothing catch fire, **Do not run**. Stop, drop, cover face with hands and roll until fire is out.
9. Exit the building – do not attempt re-entry until advised it is safe to return.

If trapped inside during a fire emergency:

1. **Do not** break windows; this could create a fresh source of oxygen, causing the fire to move in your direction.
2. Keep doors closed; this prevents the spread of fire by minimizing the oxygen flow to the fire.
3. Fill/stuff cracks around doors and vents to keep smoke out.
4. Anticipate low or no visibility – do not panic.
5. If caught in heavy smoke, take **short** breaths and **crawl** to escape.
6. Stay low – air is cooler and cleaner closer to the floor.
7. Hold a wet cloth over your mouth and nose – use coffee filters, clothing, etc.
8. Listen for emergency evacuation teams above, below and around you.
9. Remain calm and encourage others to do the same.
10. Wait at a window and signal for help with a flashlight or by waving a light-colored cloth.

DO NOT PANIC:

Stay calm during a fire emergency. Several fire safety elements exist in most buildings, such as fire alarm/monitoring systems, sprinkler systems, etc.