

V.

OCCUPANTS REACTION TO SMOKE OR FIRE

- If alarm has not already sounded, activate Manual Pull Station to activate fire alarm system.
- Call 9-1-1 from safe location. If conditions allow, call Building Management Office.
- Begin evacuation procedures – assist others in exiting.
- Extinguish small fires if it is safe to do so.
- Close doors to restrict spread of fire.
- Evacuate using nearest fire escape stairwell.
- Follow directions of the Floor Warden. Listen for instructions over the public address system.
- Do not re-enter building until Fire Department approves re-entry.

FIRE EXTINGUISHER

Ensure that the alarm has sounded -check fire extinguisher is proper type

Carry fire extinguisher to fire,

P pull pin

A aim at base of fire (crouch down low)

S squeeze trigger

S sweep side to side

Remember to keep between the exit and fire. Get fresh air immediately.

EXITING PROCEDURES

Once an alarm sounds, instructions may be given over the public address system as to the status of the alarm and whether to evacuate or stand by until preliminary investigation is completed. **If smoke and/or flames are visible, your first responsibility is to evacuate everyone off the floor. Do not wait for an announcement.**

IT IS CRITICAL TO MAINTAIN CALM AND ORDER

1. At first sound of alarm, proceed promptly to the nearest fire escape stairwell.
2. Keep low in heat or smoke.
3. Follow directions of the Floor Warden and the assistants.
4. Close office doors.
5. **USE STAIRWELLS FOR EXIT, DO NOT USE ELEVATORS.**
6. Assemble in assigned area, check-in with Floor Warden.
7. Await further instructions. Do not return to your floor until advised it is safe to do so.

OCCUPANTS REACTION TO SMOKE OR FIRE (con't)

STAIRWELL RULES

- No talking - listen for instructions
- Walk calmly
- Remove high-heeled shoes
- Expect other tenants to be entering the stairwell
- Stay to the right and out of the way of ascending fire and emergency personnel

PERSONS IN NEED OF EVACUATION ASSISTANCE

- The disabled person should be allowed to select their aide
- The aide and disabled person should know the exact location of the safest exit
- The aide should assist the disabled person to the exit and away from the normal path of travel
- The aide should remain with the disabled person and await assistance from the Fire Department
- Report location of person in need of evacuation assistance to Floor Warden, Fire Safety Director, or Fire Department if Floor Warden or FSD is not available.

DEFEND IN PLACE

If you find yourself trapped and unable to get to an exit, you will have to defend in place.

- Seal the gap at the bottom of the door to prevent smoke from entering
- Call 9-1-1 to report location and call for help
- Open a window for fresh air if possible (do not break windows unless you are in absolute danger of smoke inhalation)
- Hang a bright object from window
- Breathe through a wet towel and stay low
- Take other steps you deem necessary to assure your safety

IF TRAPPED IN SMOKE FILLED ROOM OR CORRIDOR

- Crawl on hands and knees to a safe area
- Try to get to a fire escape stairwell or get to a smoke free room and defend in place