



SECTION: RM
TOPIC: EMER PROC 04
FIRE
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: EMERGENCY PROCEDURES - FIRE

UPON DISCOVERY OF A FIRE:

1. Pull nearest alarm pull station
2. Dial 911 from a safe area. Provide the following information.
 - A. Your name
 - B. Building where fire is located
 - C. Floor and room where fire is located
 - D. Details of fire emergency
3. Close the door of the room where the fire is located if possible. Do not lock the door.

WHEN YOU HEAR AN ALARM, LOUD REPEATING SOUND, OR SEE FLASHING LIGHTS:

1. Secure any cash registers and evacuate the building immediately via nearest exit.
2. Close the door of your office as you evacuate the building. Do not return for coats, purses, etc.
2. Keep calm. Proceed in single file.
3. Leave building immediately via nearest stairway. Use handrails. Stay to the right. Direct visitors to do likewise.
4. If caught in heavy smoke, take short breaths: breathe through your nose. Stay low, crawl if necessary. (There will be less smoke near the floor.)
5. **Do NOT use elevators**
6. Proceed and report to your designated departmental assembly area away from the building for a head count.
7. Return when the all clear signal is given by Facilities Management or emergency personnel.

PEOPLE WITH DISABILITIES

Proceed to the designated assistance shelter area furthest from smoke or fire. This is an area immediately outside of posted corner stairwells. Employees should be alert to persons with disabilities and offer assistance.

END OF PROCEDURE