

FIRE EVACUATION PROCEDURE

1. If you discover a fire or smoke, sound the building fire alarm. Know the location of the alarm signal stations and how they operate.
2. The an assigned person will immediately notify the Fire Department when an alarm is transmitted by dialing **9-1-1**.
3. **WHEN THE FIRE ALARM SOUNDS, LEAVE AT ONCE.** Close the doors behind you and proceed into the fire exit and **LEAVE THE BUILDING.**
4. Feel the door that leads from your office or apartment to the corridor before opening it. If it is hot or smoke is seeping in, do not open. If you cannot reach the fire exit, keep the door closed and seal off any cracks. Use the telephone to call the Fire Department by dialing 9-1-1, give the address of the building and the office/apartment number.
5. If the door feels cool, open cautiously. Be prepared to close it quickly if the corridor is filled with smoke or if you feel heat pressure against the door. If the corridor is clear, proceed with the building evacuation instructions.
6. If caught in smoke or heat, stay low where the air is better. Take short breaths through your nose until you reach an area of refuge.
7. **DISABLED PERSONS:** A responsible person or persons that work in the same area as the disabled should be assigned to assist in the event of fire.

IMPORTANT

Be sure the fire exit doors are kept closed at all times so smoke cannot enter. These exits are not to be used for any type of storage. They must remain clear and well lighted at all times. If at anytime, you observe fire exit doors being tied or propped open, please report it to the Building Manager.