

FIRE

If you discover a fire:

- Manually activate the building's fire alarm system immediately.
- Evacuate the building, closing doors and windows in your immediate area.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Evacuate to an Evacuation Assembly Area. If not known, exit the building and find a safe location. If you are not able to evacuate, go to an Area of Rescue Assistance, if you can.
- Call 911.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

If a fire alarm is activated:

- Evacuations are mandatory for fire alarms and when directed by authorities. No exceptions!
- Take critical personal items only (keys, purse, and outwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Evacuate to an Evacuation Assembly Area. If not known, exit the building and find a safe location. If you are not able to evacuate, go to an Area of Rescue Assistance, if you can.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

If caught in smoke:

- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose, and use a shirt or towel to breathe through, if possible.

If trapped in a building:

- Close all doors and windows.
- Place something under the door to prevent smoke from entering.
- Attempt to go to a window to signal people outside of the building.
- Call 911.

Using a fire extinguisher:

- **Report the fire first.** Call 911 before attempting to use an extinguisher.
- Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
- If you have any doubt in your ability to fight the fire, exit immediately.
- If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
- To use the fire extinguisher, follow the PASS method:
 - **P**ull the pin. This will break the tamper seal if one is provided.
 - **A**im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
 - **S**queeze the handle to release the extinguishing agent.
 - **S**weep from side-to-side at the base of the fire until the fire is out. Watch the area.