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**1. INTRODUCTION**

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Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel.

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**2. IMMEDIATE ACTIONS**

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- A. In order to control a fire and minimize its damage, the following steps should be taken immediately:
1. If an alarm sounds on your floor or area, begin immediate evacuation following your plan. Close doors behind you but do not lock them.
  2. If you discover a fire, activate the nearest pull station and call 9-11. You may attempt to put it out if it is small (no larger than a wastebasket) and you have called for help. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
  3. If the fire alarm does not work, call 9-1-1- and notify occupants verbally of the emergency and the need to evacuate. Evacuation Supervisors or another responsible party needs to confirm that all occupants are notified.
  4. Hazardous equipment and processes should be shut down unless doing so presents a greater hazard.
- B. Evacuate via the nearest stairwell or grade level exit.
1. Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel.
  2. Leaving doors open makes the stairwells dangerous and unusable.
  3. Do not use the elevators. When an alarm is sounded many elevators will be automatically recalled to a pre-determined floor and shut-off.
  4. Close but do not lock all doors and windows if you can safely do so to help contain the fire.
  5. Stay as low as possible to avoid smoke and heat.
  6. Go directly to the designated assembly area and await additional instructions. Report anyone who is missing and who was in your classroom or area when the evacuation began.
  7. Remain in the assembly area until you are instructed how to proceed.

**3. IF YOU ARE TRAPPED:**

- A. Alert emergency responders of your location by whistling, shouting or using an object to beat on walls or floor in a rhythmic manner. If a telephone is available, call extension 1-1-1 and notify the Security Personnel of your location.
- B. You may open a window but do not break it. Place an article of clothing or other device to use as a signal in a window, if a window is available.
- C. Stuff material in door cracks to minimize smoke and try to stay low, near the floor, where heat, smoke, and contaminants may be less.
- D. Cover your mouth with wet cloth and, if feasible, stay near a window.
- E. Do not open a door if smoke is pouring in or around the bottom or feels hot.