

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURE

If the fire is in your area or you hear the fire alarm:

- Leave the fire area.
- Close all doors behind you.
- Activate the fire alarm using the nearest fire alarm pull station.
- Leave building and then call the fire department (911) giving details.
- **NEVER ASSUME THIS HAS BEEN DONE.**

When Evacuating:

- Be prepared to encounter heavy smoke and heat in your evacuation. If time allows, put on shoes and a heavy coat in winter for protection. Cover nose and mouth with cloth, preferably wet.
- Test the tops of all doors before opening. If the top of the door or the knob feels hot, deadly heat and gases under considerable pressure have already filled the corridor. Even if the door is cool, be prepared. Brace yourself against the door and open it a crack. If you feel air pressure or a hot draft, close the door quickly. Find an alternate exit.
- If the corridor is clear, close all doors behind you and leave the building via the nearest exit.
- If you encounter smoke or fire in your route, use an alternate exit. If an alternate exit cannot be reached safely, either return to your original area or find an alternate exit.

YOU MUST DECIDE WHICH IS THE SAFEST CHOICE IN EACH SITUATION.
IF YOU ARE REQUIRED TO STAY IN YOUR AREA DUE TO SMOKE AND /
OR HEAT, CALL THE FIRE DEPARTMENT (911) GIVING YOUR LOCATION .

- A closed door can provide good protection against smoke and fire. Use wet towels or clothing to seal cracks, etc.
- Move to the perimeter of rooms, opening a window to help indicate your location by waving a blanket, towel or clothing out the window.
- If smoke enters the room, crouch low. Remember heat and gases rise.
- Wait to be rescued.

NOTE: If you are physically unable to evacuate, remain in your area and call the Fire Department (911), giving your location.