



Emergency Procedures: Fire

How to report a fire:

- If a burning odor or smoke is present, call extension 2111. Report the exact location of fire and, if known, what is burning.
- If a fire is detected, sound the building alarm by putting an alarm station.

Response to audible fire alarms:

- If the audible alarm sounds, shut your door to confine fire. **EVACUATE THE BUILDING IMMEDIATELY.**
- Do not use the elevators.
- If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
- People who cannot walk down the stairs should go to the stairwells to wait for the firemen.
- Take with you **ONLY** essential personal items such as purses and keys.
- Never allow the fire to come between you and an exit.
- Remain approximately 100 feet from the exits to help facilitate clear access to the building for the Fire Department.
- Return to the building **ONLY** when instructed to do so by Police or Fire Department officials.
- Plan a primary and secondary evacuation route.