Fire/Explosion or Fire Alarms

All fire alarm activations should be taken seriously. Never assume it’s a false alarm. Building occupants must evacuate when the alarm sounds.

Fire/Explosion
- If something is on fire, use the nearest pull station to activate the fire alarm then call 911. Communicate the details you know.
- Use a fire extinguisher for small fires only. Before you fight a fire, make sure that you:
  - Have called 911 or pulled the fire alarm.
  - Have been trained to use an extinguisher
  - Have an evacuation route planned
- If trapped by smoke or fire; stay low and try to cover your mouth with a wet cloth.
  - Find a room where you can seal the cracks under the door and call 911
  - If near a window, open but do not break it. Wave or hang something outside to alert fire personnel.
- If your clothes catch fire; STOP, DROP and ROLL to smother the flames.

All Fire Alarms
- If you hear the fire alarm, evacuate the building or area. Close all doors as you go.
- Do not use elevators. Evacuate by using the nearest stairwell.
- Go to your evacuation assembly point (EAP). See posted evacuation map if you do not know the location of your EAP.
- Report to the evacuation warden, evacuation director, or the fire department.
- Do not re-enter the building until authorized by emergency personnel.

A Fire in a Building Without a Fire Alarm
- Call out “FIRE – GET OUT” loudly, using your voice to inform other occupants.
- Phone 911 and report the building name, address and specifics of the emergency.
- Follow the general procedures listed above.