

DO YOU KNOW WHAT TO DO IN THE EVENT OF A FIRE AT WORK?

EMPLOYEE RESPONSE:

1. Upon identifying a fire, **ALERT CO-WORKERS** in the immediate area.
2. If available, **ACTIVATE the ALARM** using a **MANUAL PULL STATION**.
3. DIAL 911, even if the ALARM IS SOUNDING. **NOTE:** Leave the building, call from another facility if it's not safe to remain.
4. Provide the following information, Name, Location, and Building.
5. Describe the Nature of the Emergency, Phone Number, and remain on line only if safe to do so.
6. Only use a Fire Extinguisher if you have been trained to use one.
7. Some critical operations or actions may be required prior to evacuation if time allows such as shutting down computers, securing classified documents, and shutting down special machinery or equipment.

EXIT THE FACILITY:

1. When exiting, follow the designated escape routes. Take any visitors you may have with you. **NOTE:** Know your primary escape route and a secondary escape route in case the first route is blocked.
2. Avoid high Risk areas, when possible.
3. Close all doors as you leave a room.
4. Do not lock doors; the fire department may need access to that area.
5. Before opening any doors to exit, ALWAYS check the door with the back of your hand. If any heat is felt or smoke is entering around the door, perform the following:
 - a. Brace shoulder and foot against the door, and turn your face to the side;
 - b. Open door slowly;
 - c. If pressure is felt against the door, flames may be present or large amounts of smoke, **CLOSE DOOR IMMEDIATELY** and **DO NOT RE-OPEN**.
6. Smoke is extremely toxic; always move away from the smoke and flames. If this can't be avoided, drop and crawl on your hands and knees where the temperatures are cooler and the air will be cleaner. **NOTE:** Do not stand up, the temperatures will be higher and you can quickly be overcome by smoke and heat.
7. If you cannot exit the facility without moving through a lot of smoke or flame, perform the following actions:
 - a. Secure the room by closing all doors, ventilation ducts and systems (if possible).
 - b. Seal all cracks leading into the room with whatever is available i.e. tape, rags, clothing, drapes (wet when possible), etc....
 - c. Call 911 and let them know where you are located. If you are by a window and cannot exit on your own, wave your arms to attract the fire crew's attention.
 - d. Wait calmly.
8. Assist other personnel who may be confused or injured. Those who are injured should be moved outside and away from the fire area. **NOTE:** If a person's clothes are on fire, remember to **STOP, DROP, and ROLL**.
9. Assemble in the pre-designated safe area. **DO NOT RE-ENTER THE FACILITY FOR ANY REASON.**