

## 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.**