

## Fire

Evacuation is required for everyone in the event of a fire alarm, the observance of smoke or fire, or if an individual informs you of smoke or fire.

### **Actions:**

- If you observe smoke or fire, pull the nearest fire alarm if it is not yet sounding.
- Immediately evacuate to the nearest exit.
- Walk, do not run when evacuating.
- Do not use elevators.
- Check doorknobs when evacuating.
  - If the doorknob is hot, do NOT open the door.
  - Take a safer route if possible.
- Do not turn off lights.
- Close doors as you exit.
  - Leave doors unlocked.
- Once outside, inform fire personnel of important information.
  - If the fire alarm was just pulled, call 911 or the fire department once outside.
  - Inform them of the location and other pertinent details.
- Remain outside of the building at a safe distance.
- An “all clear” or authorization to re-enter the building can only be given by the commanding fire officer on the scene.