

In the Event of a Fire

If you see smoke or flames...



USE C.A.R.E.

Contain

the fire by closing all doors as you leave.

Activate

the nearest fire alarm pull station. Pull stations are located near all exits out of the building.

Report

the fire by dialing 911 (DMS at Borwell/Rubin dial 5555)

Evacuate

or extinguish. In most cases, it is best to leave the building using the nearest fire exit.

A fire extinguisher should only be used when.

- You have been trained.
- You have the proper type and properly charged unit for the fire you are fighting.
- You have first contained the fire, activated the building alarm and have reported the fire.
- You have your back to an unobstructed exit.
- Everyone else has left the area.
- There is a minimum of smoke or flames.

Never fight a fire if it has left its source of origin, you are unsure of the type of extinguisher you are using or you lack a safe way to escape should your efforts fail.

Never use more than one extinguisher. If the fire can not be brought under control within 30 seconds, then abandon your effort, close the door(s) and evacuate immediately.

For this location, the designated meeting area is indicated below:



Emergency Management Group
Environmental Health & Safety

EVACUATION

In the event of a fire or fire alarm, supervisors must be sure that all employees evacuate the building and individuals who may need help are assisted to safety.

Each office should develop an evacuation plan which includes a primary and a secondary escape route. Establish a designated area to meet outside the building. This area should be known to everyone in your office and be far enough away from the building to ensure safety and avoid blocking access by emergency personnel.

Your evacuation plan should also include a way to be certain that everyone has left or is otherwise accounted for when you leave the building.

REMINDERS

- You must leave the building immediately during an alarm.
- Do not "investigate" the source of a potential fire or hazardous material emergency.
- As you leave, close all doors behind you to limit the movement of smoke, flames or noxious odors.
- Walk-do not run-to the nearest exit out of the building.
- Do not re-enter the building for any reason once you have left.
- Gather at your designated area. Supervisors should account for everyone on their staff.
- Never use an elevator to exit a building during a fire alarm.