

## WHAT TO DO IN CASE OF FIRE AND OTHER EMERGENCIES

### (Refer to the Emergency Preparedness Plan for More Detail)

- STEP 1. **Stay calm.** Think out what you have to do, then act because every second counts.
- STEP 2. **Sound alarm to warn others.** Pull the alarm box. If there is none, shout and pound on doors as you evacuate. Never ignore an alarm. (In buildings equipped with smoke detector systems, the alarm will sound automatically--if it doesn't, pull the alarm!)
- STEP 3. **Call 9 + 911 and:**
- Give full location clearly.
  - Describe the emergency
  - Describe extent of fire, if applicable.
  - Answer any questions before you hang up.
- STEP 4. **If you are in your room when you hear an alarm,** feel the door, from bottom to top (heat rises). If it is hot, don't open it. Stay in your room. If it is cool, open it a crack--but be ready to slam it shut if you find smoke or flames. Leave if corridor seems safe.
- STEP 5. **If you can exit:**
- Take your key and walk to nearest exit if there is no smoke or other danger. If there is smoke or if it is dark, crawl to exit, counting doors so you don't get lost.
  - Close all doors behind you.
  - Do not use elevators. Use the stairs; hold on to rail.
  - Turn back if you encounter heavy smoke (it is deadly) and look for another exit.
  - Stand clear of the building and out of the way of the emergency responders when you get outside. Never go back into a burning building for any reason. Report to your safe haven.
- STEP 6. **If you are trapped in your room:**
- Keep your door closed.
  - Seal cracks around door with tape, clothes, sheets, etc.
  - Open windows slightly, if there is no smoke outside. Open at top (to vent smoke) or at bottom (to let in fresh air).
  - Tie wet cloth over nose and mouth to aid breathing.

- Stay low, where air is fresher (smoke rises).
- Signal rescuers by waving a sheet or clothing out the window, or telephone for help.
- Do not jump if you are higher than two stories.

**STEP 7. If clothing catches fire--Stop, Drop, and Roll!**

- Do not run--it will fan the flames. Drop to the floor and roll out fire.
- Drop and roll someone else on the ground. Use a rug, coat or blanket to smother flames.
- Cool the burn with cold water. Get prompt medical attention.