

5.6 FIRE, VISIBLE SMOKE, SPRINKLER ACTIVATION

Whenever a fire alarm is activated on your floor, immediately evacuate the building by the nearest emergency exit.

Actions

Use the **R-A-C-E** method:

- REMOVE/ALARM:** If an alarm or other notification is heard, alert others in your area to evacuate using the nearest safe stairwell or exit – activate the nearest building alarm if not already present (use the manual pull station, or if not functioning, shout). Call **9-1-1** from a safe location.
- CONTAIN:** Confine the fire, if possible (i.e., close as many doors as possible as you leave the area, but **DO NOT LOCK** or prop doors open).
- EXTINGUISH or EVACUATE:**
 - ✓ If the fire is small, attempt to put it out with a fire extinguisher **ONLY** if you have been trained and can do so safely.
 - ✓ Proceed to the nearest safe exit.

NOTE: Never use the elevator!

- If smoke is present, stay low.

Check doors for heat before opening (use back of your hand, start at bottom of door); if the door is hot or if smoke is visible under the door, do not open and seek another exit path; if cool, exit carefully.

NOTE: Heat and toxic products of combustion (smoke) are the primary dangers of a fire - Smoke and hot gases will accumulate near the ceiling.
- If people refuse to evacuate, move on and report them to your Warden.
- Exit the building and go to the identified Assembly Area listed on the posted building Emergency Evacuation Plan and **STAY** with your group – **DO NOT** leave the area unless instructed to do so by your Warden or emergency response personnel.
- Check in with your Warden.
- Wait for instructions at the Assembly Area from your Warden – **DO NOT GO BACK INTO THE BUILDING UNTIL INSTRUCTED TO DO SO BY YOUR FLOOR/AREA WARDEN OR EMERGENCY RESPONSE PERSONNEL.**

Precautions and Guidance

- Actions taken on an employee's part to use a fire extinguisher should be done so only after local notification has been given, evacuation has begun, and **9-1-1** has been notified. If you use a fire extinguisher, remember to always leave a "safe exit" - never exit through a fire. Never allow the fire to come between you and an exit path. Use the **P-A-S-S** method (pull-aim-squeeze-sweep) to extinguish small fires. If you are unable to put the fire out, evacuate by the nearest safe emergency exit.



- If the fire involves electrical equipment that is active, attempt to unplug the device if safe to do so.
- Be prepared to provide information to emergency response personnel as to the location of the fire and possible location of occupants.
- If your clothes catch on fire, **STOP** where you are, **DROP** to the ground and **ROLL** over and over to smother the flames.
- Evacuate down stairs, or as a last resort, if no other exit is available, evacuate to the roof. If you are trapped inside a room or area:
 - ✓ Confine the fire or smoke by closing as many doors as possible between you and the fire – stay or move to a safe location.
 - ✓ If smoke is present, stay low. Wedge a wet towel or cloth material along the bottom of the door to keep out smoke from entering the area.
 - ✓ If windows are operable and you must have air, open the window; break the window as a last resort, as it will become impossible to close it if necessary.
 - ✓ Leave a signal, such as a towel out the window, to get the Fire Department's attention - if there is a phone dial **9-1-1**.
- High-rise buildings (greater than 75 feet): Certain buildings are not intended to have a total evacuation of building occupants upon alarm unless necessary. Horizontal or vertical partial building evacuations may be permitted (refer to Attachment B: Emergency Evacuation Plan to determine if partial building evacuations are permitted for your building):
 - Horizontal: Occupants move to a pre-designated area on the same floor away from the fire.
 - Vertical: Occupants on the fire floor and floor immediately above and below are evacuated.