Emergency Preparedness  ■  Fires

■ Individual and Group Safety Information
The best defense against a fire is to prevent it from happening in the first place and through preparation. The following are suggestions before a fire happens:

• Know where the nearest fire extinguisher is located and how to use it.

• Know primary and secondary evacuation routes.

• Know the best evacuation routes for the physically disabled. The following are suggestions to minimize risks to life, injuries and damage if a fire occurs:

  • Activate the fire alarm, or if there is none, verbally inform people in the building.

  • Call 911.

  • Assist individuals who are injured and inform emergency personnel about them.

  • Evacuate the building promptly.

  • Assist individuals who are physically disabled.

  • Ensure that everyone is out of the building. Close all doors and windows while leaving, but only if it does not jeopardize your safety or the safety of others.

  • Do not use elevators.
• Extinguish small fires if you know how to do so and it will not jeopardize your safety or the safety of others.

• If there is smoke, stay low to the ground because toxic air rises.

• Report hazardous conditions to emergency personnel.

• Do not re-enter the building until emergency personnel declare it safe.