

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.