



# Fire

## Once The Alarm Is Activated

1. Calmly alert others in your area that they must leave.
2. Assist those who need assistance, especially physically challenged persons, to evacuate or in relocating them to an area of safe refuge. Do not move injured persons unless it is absolutely necessary.
3. Unless it creates an unnecessary delay, gather your keys, purse or wallet as you evacuate, keeping in mind you may not be allowed back into the building for an extended time.
4. Evacuate the building by following the exit signs. Do not use elevators.
5. Move to the building's designated gathering spot or, as directed by Public Safety personnel.
6. Try and to account for all people who were within your vicinity, including visitors.
7. Wait for Public Safety to tell you when it is safe to return to the effected building.

## If Caught In Smoke

1. Crawl toward the nearest exit.
2. Breathe through your nose, covering your mouth and nose with a shirt or towel.

## If Trapped In A Building

1. Close all doors and windows.
2. Wet and place cloth material around and under the door to prevent smoke from entering.
3. Attempt to signal people outside of the building, and call for help using a telephone or cell phone.

## Extinguish

1. Do not attempt to extinguish any fire if such action is a direct threat to your safety –such as leaving you no avenue of escape.
2. Attempt to extinguish a fire ONLY after all evacuation and life safety measures have been taken and the alarm has been sounded. Your personal safety is the number one priority.
3. If you know that you have the proper extinguisher and the fire is small enough to extinguish safely, remember the P.A.S.S acronym to use your extinguisher as follows:
  - **Pull** the Safety pin at the top of the extinguisher
  - **Aim** the nozzle, horn, or hose at the base of the flames
  - **Squeeze** the handle of the extinguisher
  - **Sweep** the nozzle from side to side until the fire goes out

## Stop – Drop – Roll

1. If you or another person's clothing, hair or any part of your person becomes engaged by fire DO NOT RUN or allow another to run. Running will actually 'fan' the fire and cause the clothes, etc., to burn at an accelerated rate, creating a greater risk for the victim.
2. When clothing, hair or other body part does become engaged by fire, follow the rules of STOP DROP AND ROLL.
  - **STOP** Do not run.
  - **DROP** to the ground or floor and cover your face.
  - **ROLL** Rolling may not extinguish the flames but this action will start to smother them and slow down the burning process.
3. There are no guarantees that STOP DROP AND ROLL will prevent burns. This tactic will however help a person survive a clothing fire with less damage and allow for a better chance of survival.



Remember, always use common sense.  
There are exceptions to all guidance and prescribed directions.

