

# Fire

## **If a fire alarm sounds:**

1. Check the door for heat and signs of smoke.
2. If there is no smoke observed, proceed to the nearest exit. Do not use elevators!
3. Close all doors behind you.
4. Assist people with special needs in evacuation.
5. After evacuating, go to the designated meeting area of your building.
6. Notify fire personnel if you suspect someone is trapped inside.
7. If you are trapped in a room or building:
  - Place wet objects into openings to prevent smoke from entering.
  - Hang an object out of the window to signal that the room is occupied.
  - If smoke enters, keep your head at least 8-12 inches off of the floor.
  - Call Security and advise them of the location.