

# SMOKE/FIRE

## **SMELL OF SMOKE**

Immediately report it to Building Management. Do not attempt to trace the source before calling.

## **WHEN FIRE ALARMS ARE ACTIVATED ON YOUR FLOOR**

WHEN A FIRE ALARM IS ACTIVATED IT WILL TRIGGER THE ALARMS ON YOUR FLOOR AND ON THE FLOOR ABOVE AND BELOW YOUR FLOOR. THE ALARMS ARE EXTREMELY LOUD, SO YOU MAY HEAR AN ALARM FROM SEVERAL FLOORS AWAY. **ONLY THE FLOORS IN ALARM NEED TO EVACUATE, BUT IF YOU ARE ON A NON-ALARMING FLOOR AND YOU HAVE REASON TO BELIEVE YOU ARE IN DANGER, THEN EVACUATE.**

WHEN AN ALARM SOUNDS ON YOUR FLOOR – SEE **EVACUATION** SECTION OF THIS MANUAL.

## **FIRE ON YOUR FLOOR**

1. Call 9-1-1 and report location of fire.
2. If alarms have not been activated, activate a pull station (located at each stairwell), alert others and move everyone away from area of fire.
3. Use fire extinguisher on small (waste basket size) fire only if safe to do so (located at each stairwell).
4. For larger fire, GET OUT, close doors and confine fire as much as possible.
5. Stay low if moving through smoky areas. Do not open any doors if they are hot or if there is smoke coming from them.
6. IF TRAPPED IN A ROOM:
  - a. Place a cloth material around/under door to prevent smoke from entering.
  - b. Close as many doors as possible between you and the fire.
  - c. **DO NOT** open or break windows unless necessary to escape (outside smoke may be drawn in).
  - d. Be prepared to signal your location through a window.
7. If caught in smoke: drop hand and knees and crawl; hold breath as much as possible; breathe through a filter (blouse, shirt, jacket, etc.) and breathe through nose.
8. Advancing through flames, if forced through flame: hold your breath; move quickly; cover head and hair; keep head down; and keep eyes closed as much as possible.
9. If your clothing catches fire....

**STOP...DROP...ROLL**

## **FIRE EXTINGUISHER INSTRUCTIONS**

- P** PULL safety pin from handle.  
**A** AIM nozzle at base of fire  
**S** SQUEEZE the trigger handle.  
**S** SWEEP the spray from side to side.