

# HOW TO RESPOND IN A FIRE EMERGENCY



If you smell smoke or see a fire, activate the fire alarm



Call 911 if it is safe to do so — if not, wait until you are outside of the building



Do not take time to retrieve personal belongings; take only essential items that are within your reach



Immediately proceed to the closest exit access route



If you have a designated role in a fire emergency, perform your duties and then evacuate



Do not use elevators



Provide assistance to others if it can be done safely

## IF YOU CAN'T EVACUATE



Find a window to signal your location



STOP



DROP



ROLL your body to smother the fire



Because smoke rises, stay as low to the ground as possible

## ASSEMBLY AREA



Report to the designated assembly area



Check in with the person in charge — identify any employees who are missing



Remain a safe distance away from the building



Do not reenter the building until given the all-clear