

Fire

If You Encounter a Fire or Smoke:

- Alert others and pull the closest fire alarm.
- Evacuate the building.
 - # Do not use the elevator.
 - # Grab your purse/wallet/keys.
 - # Close all doors behind you as you leave.
 - # Evacuate to your building assembly point. Assembly points are designated on the building evacuation plans posted throughout each building.
 - # Do not re-enter the building until emergency responders have given the all clear.
- Call 911.
 - # Provide as much additional information as you can, such as where the fire (building name and address) is and if there are people inside.

Should You Extinguish a Fire?

- For a small fire, try to extinguish it. (See below for extinguisher directions)
- Do NOT use an extinguisher if:
 - # You are not comfortable putting out the fire.
 - # Heavy smoke is filling the room or it is difficult to breathe.
 - # Your escape route could be blocked.
 - # The fire is large or spreading rapidly (larger than a trashcan).
 - # The fire is partially hidden behind a wall or ceiling.
 - # There are hazardous materials (flammable liquids) present.
- If the above listed conditions exist, close any doors present and evacuate instead.

How to Use a Fire Extinguisher

When operating a fire extinguisher, remember the word PASS:

- **P**ull the pin at the top of the extinguisher. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.
- **A**im low. Point the extinguisher at the base of the fire.
- **S**queeze the lever slowly and evenly.
- **S**weep the nozzle from side to side at the base of the fire.

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