

FIRE



Immediate Emergency Procedures for FIRE

In the event of **FIRE**:

1. Remain Calm
2. Alert all personnel and other persons in the building about the situation.
3. Evacuate agency staff and all other persons from the building through their nearest fire exit. Staff personnel will escort all visitors and/or clients out of the building.
4. **From outside the building, call 911 to report the fire.** Stay on the line until the 911 dispatcher has all information needed.
5. If the fire is small:
 - (A) Employee nearest the fire should attempt to extinguish with fire extinguisher;
 - (B) Fire extinguishers are located:
 - (i) _____
 - (ii) _____
 - (iii) _____
 - (iv) _____
 - (v) _____
 - (C) If the fire is electrical in nature, pull the main electric breaker at the circuit box;
 - (D) If time, Supervisors should remove back-up tapes, discs, etc., from server and take to a safe location outside building

If in doubt about the size of the fire, leave the building at once.

6. All personnel should gather at _____, where a head count will be made to verify that the building is clear.
7. **NO ONE** is allowed to re-enter the building until the Fire Department declares the building safe.
8. Supervisors should determine the extent of damage and advise agency personnel where and when to report for work.
9. Supervisors should notify Agency's insurance carrier of loss.
10. Supervisors should notify represented companies of occurrence and of alternate location and contact numbers.

