

## Fire Emergency

### When fire is discovered:

- Notify a member of the staff who will then
- Notify the local Fire Department by calling 911

If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

- Voice Communication
- Other (specify)

### Fight the fire **ONLY** if:

- ✓ The Fire Department has been notified.
- ✓ The fire is small and is not spreading to other areas.
- ✓ Escaping the area is possible by backing up to the nearest exit.
- ✓ The fire extinguisher is in working condition and personnel are trained to use it.

### Upon being notified about the fire emergency, occupants must:

- ✓ Leave the building using the designated escape routes.
- ✓ The specific location will be determined based on the severity of the fire.
  - **Parking lot of Trois located at the corner of Asher and Payton**
  - **Stop sign and vacant area located at corner of Asher and 29<sup>th</sup>**
- ✓ Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

### Designated Official must (check all that apply):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

- Perform assessment and coordinate weather forecast office emergency closing procedures

**Floor Monitors must (check all that apply):**

- Ensure that all employees have evacuated the area/floor.
  - Report any problems to the Emergency Coordinator at the assembly area.
  - Assist all physically challenged employees in emergency evacuation.
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**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Area of fire:** \_\_\_\_\_

**Person submitting form:** \_\_\_\_\_

**Director signature:** \_\_\_\_\_

- All individuals accounted for**
- Building safe to return**
  - Date building safety is returned:** \_\_\_\_\_

**Date:** \_\_\_\_\_