

## **EXAMPLE OF A SIMPLE FIRE EMERGENCY PLAN**

### **WHAT TO DO IF YOU DISCOVER A FIRE:**

1. **SOUND THE ALARM** - By activating the nearest fire alarm pull station.
  2. **REPORT THE FIRE** - By dialing, or having someone else dial 9-1-1 from a safe location.
  3. **ATTEMPT TO EXTINGUISH THE FIRE** - IF, and only IF, the fire is still small and confined and you feel you can do so without risk to your personal safety. If initial attempt to extinguish fails back away from the fire, close the door to contain the fire and evacuate immediately.
  4. **EVACUATE IMMEDIATELY** - Without further hesitation, evacuate by the nearest most direct exit. Notify and evacuate others as you leave the building. Respond immediately to the predetermined assembly point outside the building. Your meeting place is: (Should be at least 50' away from the structure and out of the path of incoming emergency vehicles).
  - 5 **NEVER RE-ENTER THE BUILDING FOR ANY REASON.**
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### **WHAT TO DO WHEN THE FIRE ALARM GOES OFF:**

1. **TREAT EVERY FIRE ALARM ACTIVATION AS THE REAL THING!!**
2. **EVACUATE IMMEDIATELY** - Do not hesitate, or attempt to investigate the possible cause of the activation. Get out via your nearest most direct exit. Notify and evacuate others as you leave the building. Respond immediately to the predetermined assembly point outside the building. Your meeting place is: (Should be at least 50' away from the structure and out of the path of incoming emergency vehicles).
3. **NEVER RE-ENTER THE BUILDING FOR ANY REASON.**

This is designed to be a basic fire evacuation plan. The plan for your particular building might require additional guidance.