

PROCEDURE IN CASE OF FIRE

Upon the discover of a fire, all personnel shall take the following steps:

1. Transmit the alarm by activating the nearest manual pull station.
2. Telephone call to Security Booth. They will call Fire Department. Give Security Booth the following information – Dial 9-580-5700
 - a. Fire location
 - b. Floor
 - c. Room/Office Number or Name
 - d. What is burning
 - e. Your name
 - f. Telephone number calling from
3. Evacuate using the fire stair tower NOT the elevators.
4. The verbal code phrase for fire is “Code Red.”
5. When you leave the building, report to pre-assigned evacuation areas.
6. If any person is involved in the Fire, the person discovering the Fire shall go to the aid of that person and shall call aloud the established code phrase. The use of the code will provide for both immediate aid of the endangered person or persons and the transmission of the alarm of FIRE.
7. Any person who is unable to evacuate because of physical disability or mobility impairment is to be assisted to designated Areas of Refuge (stair towers) and their locations reported to the Fire Officer and Security Desk.

8. Any person in the immediate area, upon hearing the code phrase being called aloud, shall immediately execute their duties and evacuation procedures as outlined in the response to alarms section of the plan.
9. All personnel and public, upon hearing the alarm signal and code phrase, shall immediately execute their duties and evacuation procedures as outlined in the response to alarms section of the plan.
10. Under no circumstances is an employee to attempt to extinguish the fire.
11. Do not lock the office door.