



Fire Emergency:

1. Remain calm at all times; do not panic.
2. Immediately yell "fire".
3. Remove persons in immediate danger.
4. Immediately begin emergency evacuation of building.
5. Pull fire alarm and call 911 when possible. Describe the exact location and type of the fire: electrical; structure; grass; chemical.
6. Notify supervisor of location and severity of fire, so they can communicate with the emergency personnel when they arrive.
7. If you are properly trained, and it is a small, controllable fire, attempt to use the fire extinguisher to extinguish the fire.
8. While evacuating turn on lights, close doors and windows, if at all possible.
9. Feel all doors before you begin to open them; if hot, do not open it. If not hot, open door slowly with face turned away.
10. If area is clear of fire and smoke, proceed to exit. If area is blocked with fire and smoke, close the door tightly and stay by a window until rescued.
11. If trapped, KEEP CALM. You may save a life by keeping calm. Most lives are lost because of panic. If at all possible, call 911 to report your location in the building.
12. If you must go through a smoke filled area, crawl along the floor where there will be less smoke and heat, both which are just as deadly as flames.
13. If clothing catches fire, drop and roll in an effort to extinguish clothing.
14. NEVER re-enter a burning building for any reason.

Life and Safety Issues:

1. Always use the stairways, NEVER the elevator.
2. Never attempt to extinguish electrical, burning liquid or burning metal fires with water.
3. Personnel must observe all "No Smoking" signs. Smoking is prohibited in all FCEOC facilities.
4. Move injured out of danger area before treating injuries.
5. Personnel are prohibited from returning to their work area until receiving authorization from proper authorities.
6. Know where emergency exits, fire alarms, and fire extinguishers are located; keep them unobstructed.
7. Store flammable materials in a fire-resistant container.