

# FIRE SAFETY BEST PRACTICES

## What to Do in Case of a Fire

- Immediately pull the nearest fire alarm pull station as you exit the building.
- When evacuating the building, be sure to feel doors for heat before opening them to be sure there is no fire danger on the other side.
- If there is smoke in the air, stay low to the ground, especially your head, to reduce inhalation exposure. Keep on hand on the wall to prevent disorientation and crawl to the nearest exit.
- Once away and clear from danger, call your report contact and inform them of the fire.
- Go to your refuge area and await further instructions from emergency personnel.
- Call 911 once you are safe from imminent danger

Note: building staff will not go into every room to search for individuals.

## Fire Safety Precautions and Fire Systems Equipment

- Keep doorways, corridors and egress paths clear and unobstructed. Make sure that all electrical appliances and cords are in good condition and UL approved. Do not overload electrical outlets. Use surge protected multi-outlet power strips and extension cords when necessary.
- Never store flammable materials in your room or apartment.
- Do not tamper with any fire system equipment such as smoke detectors, pull stations or fire extinguishers. Doing so is a criminal offense.
- Raising a false alarm is a criminal offense. It endangers the lives of the occupants and emergency personnel.

## Fire Safety Do's

- DO treat every fire alarm as an emergency. If the alarm sounds, exit the building immediately.
- DO remain in your room if you are unable to exit the building safely because of smoke or fire. Keep the door closed and await assistance from the fire department. If smoke is entering under or around the door, stuff damp sheets or blankets in the spaces to help keep smoke out. If possible, open a window and wave or hang a brightly coloured towel or garment to notify rescue personnel of your location.
- DO close the doors behind you if it is safe to leave your room.
- DO become aware of your neighbors and note if they have not evacuated and tell authorities they are missing and may need assistance.

## Fire Safety Don't's

- DON'T assume that a fire alarm is a test or burned microwave popcorn. Any alarm could be the result of a dangerous fire.
- DON'T waste time collecting personal items. Take your keys and yourself to safety as soon as possible.
- DON'T use the elevators during a fire emergency; always use the stairs.