

**Sample Fire Response Procedures**

These instructions cover cases of fire (or activation of the fire detection system) in the building.

1. If you see fire or smell smoke, activate the nearest manual pull fire alarm.
2. Call the Fire Department: [provide appropriate contact information or 911]
3. If it is safe to do so, determine the location and source of the fire. If it is safe to do so, check the fire alarm annunciator panel, which is located *[provide location here]*.
4. If it is safe to do so, turn off computers and equipment, and close fire doors.
5. Evacuate the building. See the Evacuation Procedures in the disaster plan.
6. From a safe location, contact the people on the Emergency Call List, as well as the person in charge of building facilities maintenance: *[provide contact information here]*.

**Remember:**

- Report the fire first; do not try to put it out first. **If you are in immediate danger, evacuate first, then report the fire.**
- Do not try to extinguish the fire if it is larger than a small garbage can.
- Always keep your back to your escape route.