

FIRE THREAT ACTION PLAN



FIRE DRILLS:

Never assume that a fire alarm is a drill or false alarm. Remain calm and evacuate the facility. In accordance with fire safety regulations, stairwells must be kept free of furniture, bicycles, debris or other obstructions at all times.

EVACUATION PROCEDURES:

When a fire alarm sounds:

1. Close room window.
2. Stay low to the ground and calmly proceed to the nearest exit.
3. Move to a safe distance away from the evacuated building.

IF YOUR DOOR IS HOT:

- You are probably trapped. Do not open the door.
- Seal up the cracks around the door using cloth articles. This helps seal a barrier against heat and smoke.
- Hang a sheet out the window to signal rescuers.
- Open the windows slightly at the top and bottom to let fresh air in and smoke out of the room.
- Wait to be rescued.

If you must move through a smoke-filled area, move quickly in a crouching position. Heat and smoke rise, and dangerous gases settle near the floor.

FIRE SAFETY EQUIPMENT:

Fire alarms, extinguishers, exit lights, and detectors are located in strategic areas of the halls. Use this equipment only for emergencies. Tampering with fire equipment or ringing a false alarm violates local and state laws.

