

# Fire Evacuation Information



This plan is for use in case of a major incident such as fire, earthquake, bomb threat, or medical emergency.

This document is to acquaint the occupants and employees of the building with the procedures to be followed should an evacuation become necessary.

## Appointing a leader

A leader is to be appointed for the purpose of making sure all occupants of the building go to a designated meeting place.

## **DO NOT PANIC! REMAIN CALM! THINK!**

### **If you discover a fire:**

- A. Rescue** – Get everyone out of fire area/room.
- B. Confine** – Close all doors as you exit. Close windows if possible.
- C. Alert** – Pull manual alarm to alert others.
- D. Alarm** – Call 911 from a safe area.
- E. Evacuate** – Proceed to nearest safe exit.

***IMPORTANT: Do not re-enter danger area until all clear is issued.***

### **If you hear a fire alarm:**

- A. Confine** – Close all doors and windows in room.
- B. Evacuate** – Go to the nearest safe exit.

### **If someone requires help (cannot walk, see or hear):**

- A.** Ensure that they are responding.
- B.** Assist them to an area of refuge.
- C.** Be sure to inform fire crews as to the location of residents or employees who require help to evacuate.

### **Important Notes:**

- Dial 911 giving name, address, telephone number, and location of fire and if there are fire victims!
- Never delay sounding the manual alarm.
- Do not prop hallway doors open.
- Know where all exits are.
- Do not attempt to extinguish the fire, unless manual alarm has been sounded first.
- Visitors must be signed in and out, so that in times of emergencies, they can be accounted for.
- Confine! Isolate! Keep fire and smoke from spreading.
- Under no circumstances should you use elevators!

### **Tornado Tips**

Tornados are frightening realities. We cannot prevent them, or even predict where or when they will strike. Many of us are not sure what we should do during a tornado. However, we can take some precautions to minimize danger to people and property. When tornado season approaches, the watchwords are *be informed* and *be prepared*.

### **Tornado Watch**

A tornado watch simply means that conditions are favorable for tornados to develop. In this case, you should take precautions to protect yourself and your property, and listen to the radio to stay informed.

### **Tornado Warning**

A tornado warning means that a tornado has actually been sighted. If a warning is issued for your area, you should seek shelter immediately! There is little time for closing windows or hunting for flashlights. It is a good idea to know where things are, and to have an emergency storm kit already prepared. **WHEN A TORNADO APPROACHES, YOUR IMMEDIATE ACTION MAY MEAN THE DIFFERENCE BETWEEN LIFE AND DEATH.** Seek inside shelter, preferably in a tornado cellar, underground excavation or steel-framed or reinforced concrete building of substantial construction. Avoid Windows!

**IN OFFICE BUILDINGS** – Stand in an interior hallway on a lower floor, preferably in the basement.

## **COMMON MYTHS AND FACTS ABOUT TORNADOS**

**MYTH: THE BEST PLACE TO BE DURING A TORNADO IS IN THE SOUTHWEST CORNER OF A BUILDING.**

**FACT:** The southwest corner is no safer than any part of the building. The safest place is in a basement under something sturdy, like a workbench. If there is not a basement, seek shelter in a small interior room in the middle of the building, like a closet or a bathroom. Always stay away from outside walls and windows.

**MYTH: WINDOWS SHOULD ALWAYS BE OPENED TO EQUALIZE PRESSURE.**

**FACT:** Opening windows to equalize pressure during a tornado are ineffective in reducing damage. Do not worry about the windows: think about protecting yourself. Also, flying glass is a real hazard.

**MYTH: YOU CAN OUTFRAN A TORNADO IN A CAR.**

**FACT:** Don't bet your life on it. A tornado is unpredictable; you cannot know which way it is going to go, or how fast. If you are in a car and a tornado is near, get away from the car and lie in a ditch or low area, protecting your head with your hands.

**MYTH: MOBILE HOMES ARE SAFE IF THEY'RE TIED DOWN.**

**FACT:** A mobile home is never safe in a violent windstorm such as a tornado. If you are in a mobile home when a tornado watch is announced, leave and go immediately to a safe structure. Or be prepared to take cover in a low area, covering your head and the back of your neck.

**REMEMBER:** If you are in a ditch or ravine, be alert for flash floods that often accompany tornados.

**AFTER A TORNADO:** Try to remain calm. Stay in your shelter until after the storm is over. Check people around you for injuries. Begin first aid and/or seek help as needed.