

READY OCU

PREPARE, PLAN, STAY INFORMED



FIRE EMERGENCY

IF A FIRE ALARM IS ACTIVATED:

- Evacuate building immediately; close doors behind you.
- DO NOT try to save belongings, files, or equipment.
- DO NOT go to the basement or use the elevators
- Help people with disabilities (non-wheelchair) leave building if possible.
- If disabled persons cannot be evacuated lead them to the nearest enclosed stairwell and close the doors leading to the stairwell. Tell Police or Fire personnel the location of disabled persons remaining in the building.
- Proceed to the designated meeting point at least 300 feet away from the building.
- Stay clear of firefighting equipment.
- If you activated the fire alarm, meet with Fire or Police personnel to identify the location of smoke or fire.

IF YOU DISCOVER A FIRE:

- Evacuate building immediately.
- DO NOT use elevators.
- Activate the closest fire alarm as you exit, if possible.
- Call 911.
- Use fire extinguisher ONLY IF trained in its proper use.

IF IN DOUBT ABOUT THE SERIOUSNESS OF THE FIRE:

- Evacuate building immediately.
- DO NOT use elevators.
- Activate the closest fire alarm as you exit, if possible.
- Call 911.
- Stay clear of the building and emergency equipment.
- Do not reenter the building until instructed by Fire or Police personnel.

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IF YOUR CLOTHES CATCH ON FIRE:

- STOP whatever you are doing; do not run.
- DROP to the ground.
- ROLL to smother flames.

RENDER FIRST AID AS NECESSARY

- DO NOT ATTEMPT TO MOVE PERSONS WHO HAVE EXTREME INJURIES.
- Get help from Fire or Police personnel.
- Administer CPR, if trained to do so.