

## FIRE & SMOKE CONDITION

**Emergency Actions** - In the event of a fire, an explosion, smoke or a burning odor condition:

1. Immediately locate the fire alarm box located on your floor.
2. Lift the Stopper II plastic cover over the fire alarm pull station and pull down on the metal pull bar. When this cover is lifted the floor alarm is activated. The building fire alarm will **not** be activated until the **pull bar** has been pulled down. The STOPPER II has been installed for the purpose of deterring false alarms.
3. Check to see if anyone is in immediate danger and report this to the fire safety marshal or a security officer via the emergency call box or office telephone.

**When an alarm is activated:**

1. Check the surface of the door and/or doorknob for heat and the bottom of the door for signs of smoke **before** opening it and exiting a room.
2. Slowly open door, keeping the door between you and the corridor.
3. Make a visual observation of the corridor for fire or smoke.
4. **CLOSE ALL DOORS BEHIND YOU.**
5. Follow the instructions of the fire safety marshal.
6. Proceed to the nearest exit or stairway that is not blocked.
7. **DO NOT USE ELEVATORS.**
8. Direct individuals requiring assistance exiting out of the building to the area of rescue assistance identified on the evacuation plans on each floor.
9. Notify building security of the location of this individual via the emergency call box. The security officer will advise the firemen of this individual's location.
10. After evacuating the building, move across the street or at least 200 feet from the main entrance to facilitate movement of emergency response equipment.
11. Do not attempt to re-enter the building until told to do so by responsible authority.

**Blocked Stairways Or Exits**

1. Using the emergency call box on the floor or an office telephone, notify building security that all exits or stairways are blocked and advise them of your location.
2. Go to the nearest room and close the door.
3. Place cloth under the door to prevent smoke from entering the room.
4. Hang a cloth or other object out of the window to signal that the room is occupied.
5. Stay as close to the floor as possible, if smoke enters a room.
6. Break top window first to expel smoke, then break bottom window to admit fresh air, if smoke becomes very heavy