How to report a FIRE:

1. If burning odor or smoke is present, pull a fire alarm and call 9-1-1 (From Technical Education Center or Center for Workforce Development dial 9-9-1-1). Report the exact location of the fire and, if known, what is burning. If a fire is observed, sound the building alarm by pulling an alarm station.

2. If you can help control the fire without personal danger, take action with available fire fighting equipment. If not, leave area.

3. An alarm pull station will cause the building alarm horns to sound. This automatically notifies the Fire Department.

4. Never allow the fire to come between you and an exit.

5. Remove all persons from the danger area. Close doors behind you to confine the fire.

Response to audible fire alarms:

1. If the audible building alarm sounds for more than 30 seconds, evacuate the building.

2. **DO NOT USE THE ELEVATORS**

3. If requested, accompany and assist persons with disabilities who appear to need direction or assistance.

4. Leave all parcels and personal property inside.

5. Remain approximately 100 feet from the exits to help facilitate clear access to the building for the Fire Department. Utilize evacuation assembly points.

6. Return to the building only if instructed to do so by Law Enforcement or Fire Department officials.

7. Planning includes knowing the exact location of the nearest exits (2) and evacuation assembly points.