

SAFETY TIPS

- Know your exits.
- Keep your exit paths clear.
- Know where the nearest fire alarm and fire extinguisher are located.
- Never leave open flames unattended.
- Remember-extension cords are for temporary power only.
- Create Specific Department/Building Evacuation Plan to include the following:
 - **Remain calm. Remember that alarms, sprinklers, emergency lighting, and fire doors are all in place to give you time to evacuate safely.**
 - As soon as you hear the alarm, drop whatever you are doing and leave the building (securing your work area before you leave, if you have time).
 - Follow assigned routes to exit the building. If fire or smoke blocks one route, use a backup route.
 - Use stairways. Never use elevators. The power may be cut off and the elevator could become a fatal trap.
 - Move quickly, but do not run.
 - Assist co-workers to exit safely-especially the disabled and injured.
 - Stay close to the ground if there is heavy smoke in your path. Smoke is often more deadly than flames. Smoke inhalation can kill you. The air is usually less smoky along the floor.
 - Test doors (with the back of your hand) before opening them. If a door feels hot, use an alternate escape route.
 - If you are the last one out, close doors behind you to limit the spread of smoke and flames.

steps to take to secure your work area before evacuating the building

(BUT ONLY IF TIME PERMITS AND YOU ARE NOT ENDANGERING YOURSELF BY DOING SO):

- Turn off machines and equipment.
- Secure hazardous materials.
- Protect equipment to minimize damage.
- Take purses, briefcases, and coats.

important: After evacuation, go immediately to your designated meeting place for roll call. This helps determine if anyone could still be inside. Failing to go to your designated meeting place could cause someone to risk his or her life looking for you. Designated meeting place needs to be a place that is easy to get to and where you can stay for a period of time (i.e.: not crossing a major street and not in an area where emergency personnel and vehicles will gather).