

WORKPLACE FIRE EVACUATIONS

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Being prepared for a fire emergency is not something that should only concern you at home—you should also be prepared to evacuate while at work. To be ready for an evacuation and to stay safe in the case of a fire, remember the following:

EVACUATION PREPARATION

Use the following tips to prepare yourself for a potential fire evacuation:

- ▶ Familiarize yourself with your worksite's emergency evacuation plan.
- ▶ Know the pathway to at least two exits from every room or area at work.
- ▶ Recognize the sound or signaling method of the fire and evacuation alarms.
- ▶ Know who to contact in an emergency and how to contact them.
- ▶ Know how many desks or cubicles are between your workstation and nearest exits so you can escape in the dark, if necessary.
- ▶ Know where the fire and evacuation alarms are located and how to use them.
- ▶ Report any damaged or malfunctioning safety systems and backup systems.

There are over 5,000 office fires annually – knowing your building's emergency evacuation plan could save your life.

EVACUATING SAFELY

In order to evacuate the workplace safely, following the tips below:

- ▶ Leave the area quickly but orderly, following the worksite's emergency evacuation plan.
- ▶ Go directly to the nearest fire- and smoke-free stairwell, recognizing that in some circumstances the only available exit route may contain smoke or fire.
- ▶ Listen carefully for instructions over the building's public address system.
- ▶ Crawl low, under the smoke, to breathe cleaner air.
- ▶ Test doors for heat before opening them by placing the back of your hand against the door to avoid burning your palm and fingers.
- ▶ Do not open a hot door; find another exit route. If the door feels cool, brace yourself against it and open it slowly.
- ▶ Keep designated fire doors closed to slow the spread of smoke and fire.
- ▶ Do not use elevators when evacuating a burning building.
- ▶ Report to the meeting place designated in the emergency evacuation plan.

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- ▶ Do not reenter the building unless directed by authorities.

WHAT TO DO IF YOU ARE TRAPPED

In the case of a fire, following the strategies below can you help you stay safe:

- ▶ Stay calm and take steps to protect yourself.
- ▶ Go to a room with an outside window and call for help, if possible.
- ▶ Stay where rescuers can see you and wave a light-colored cloth to attract attention.
- ▶ Open windows if possible, but be ready to shut them if smoke rushes in.
- ▶ Stuff clothing, towels or papers around the cracks in doors to prevent smoke from entering the room

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