Fire Alarm Procedures

In the event of a fire alarm sounding in a building call 911 immediately.
In the event of a fire call 911 immediately.

- Signs of a fire include:
  - Visible flames
  - Visible smoke
  - Odor of smoke

Someone must report the fire alarm via telephone as the alarms in the building are NOT connected to the fire department. Do not assume someone else is making this call, call yourself!

When the building fire alarm has sounded, an emergency exists. All rooms must be evacuated. Leave the lights on and close the doors.

Assist the disabled to the nearest stairwell in the building. Have them wait on the landing.

Immediately notify the police or fire department if a disabled individual is waiting on a stairwell landing.

Wait 150 feet, or the other side of the street, from the building until emergency personnel inform you it is OK to reenter. CAUTION: Some of the alarms do not sound continuously, they sound for a specific period of time and then quit. Wait outside until you receive the “all clear” to reenter.

Treat every alarm as if it were real. Your help and cooperation is greatly appreciated. Please share this information with everyone in your department.