

**Smoke or flames:** Notify your site supervisor. That person will assess the situation and take appropriate action. If the situation is already out of hand and assistance is not available, dial (9) or (989) 911:

1. State the nature of the emergency.
2. State your name and a phone number at your location.
3. State the building address and room number or area of the building.
4. Remain on the phone until told to hang up.
5. Ask someone to meet emergency officials at the street.
6. If personal safety permits, use the fire extinguisher nearest you.

**If evacuating:**

1. Use nearest designated evacuation route exit and assembly area unless otherwise instructed.
2. If smoke is present, stay close to the floor.
3. Cover your mouth and nose with a wet cloth.
4. Do not open hot doors. Before opening a door, touch it near the top to see if it is warm.
5. Close doors behind you as you exit.
6. Hold handrails. If no broken glass, remove high heels to avoid tripping.
7. Designated personnel take roll sheets and conduct roll in the assembly area.
8. Designated personnel take first aid kits to the command group area.
9. After exit, quickly assemble in an area away from the exit door and any emergency operations.
10. Report attendance and injuries to command personnel.
11. Do not return to the building until instructed to do so.
12. Keep building entrances and access roads clear for emergency personnel and vehicles.

**If evacuation is not possible:**

1. Put closed doors between yourself and the smoke and heat.
2. Stay close to the floor.
3. Cover your mouth and nose with a wet cloth.
4. Seal cracks around windows and doors.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Maintenance & Operations (714) 736-4272  
Assistant Superintendent, Administrative Services Office (714) 736-4262

**FIRE**