

Checklist - Emergency Procedures in Case of Fire

Follow these rules in an emergency:

- Stop work and leave the building **IMMEDIATELY** when the fire alarm sounds or when you are instructed to do so;
- Follow the instructions of emergency personnel and avoid panic;
- Turn off computers, equipment, fans, etc., and close desk drawers;
- Proceed to the designated or nearest exit;
- Do **NOT** delay your exit from the building by looking for belongings or other people;
- When leaving the building, go to a clear area well away from the building;
- Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment;
- Do not re-enter the building until instructed to do so by your supervisor or a fire/rescue worker;
- These rules will be enforced; Periodic fire emergency drills may be conducted. Your life and the lives of others will depend on your cooperation.

Emergency Plan

This company has a responsibility for minimizing the danger to life, property, and job security arising from the effects of fire, riots, civil commotion, and natural or man-made disasters. To accomplish this purpose, a Quick Reaction Team has been developed to respond to emergencies. Their responsibilities include the following:

- Arrange for evacuation of employees;
- Render first aid; and
- Salvage and restore company operations

If you ever discover a fire:

- Remain calm. Do not shout **Fire**, but instead pull the nearest fire alarm;
- Dial 911 on the telephone and give the operator the exact location of the fire (the floor, wing and room number if possible).