



*** FIRE PROCEDURES FOR TENANTS ***

GENERAL INFORMATION IN THE EVENT OF A FIRE

1. Remember that toxic gases and heat rises, therefore, if you encounter smoke, crouch low.
2. Cover your mouth and nose with a wet cloth
3. Touch all doors before opening them. If they feel hot, DO NOT OPEN.
Even if the doors feel cool to the touch, open slowly and be prepared to close immediately should you feel a hot draft.

FIRE IN YOUR SUITE

1. Alert everyone in your suite.
2. Leave the unit, close the door and leave it unlocked
3. Sound the FIRE ALARM in the corridor by pulling down the handle.
4. Exit the building by the nearest EXIT STAIRWAY.
5. Close all doors behind you.
6. Should you encounter smoke in the exit, use an alternative exit.
7. Call 911 - report the fire.
8. Follow all instructions of Fire Department.

FIRE IN THE BUILDING

1. Activate the nearest FIRE ALARM PULL STATION
2. Phone 911 - report the fire
3. EITHER:
 - a) Sound the fire alarm and call the Fire Department, evacuate the building using the above procedures.
 - b) Sound the fire alarm and call the Fire Department, and remain in your suite - CLOSE THE DOOR.

Use wet sheets or towels to seal cracks, mail slots, etc., around the door to block out the smoke.

Follow all instructions of Fire Department.



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