

# In Case of Fire

## RESCUE

Immediately stop what you are doing and remove anyone in immediate danger from the fire to a safe area.

## ALARM

- Activate the nearest fire alarm pull stations.
  - Fire alarm pull stations are red, wall-mounted boxes with a pull down handle located near stairwell doors and several other locations
  - KNOW THEIR LOCATIONS!
- Call 9-911 to report the location and current extent of the fire. Contact Security (GRC x8119 or BRC x6119). Speak slowly. Give the location (room number) and the nature of the fire (paper, chemical, electrical, etc.).
- Alert others in the immediate area.

## CONTAIN

- Close all doors and windows that you can safely reach to contain the fire.
- Upon activation of alarm the fire doors should automatically close.
- During evacuation of area close the doors behind you.

## EVACUATE

- Turn off gas and lights.
- Close all doors as you leave.
- Exit by way of the closest stairwell. Do not use the elevator.
- Know an alternate escape route from your office or lab in case the closest stairwell is inaccessible.
- Move as far away from the building as possible. Do not stand in the street or block access of fire department vehicles.
- Do not reenter the building until our security guards announce "all clear" (only the fire department senior official at the scene can authorize reentry, which is then announced by the GRC Occupant Emergency Coordinator [OEC] and GRC security guards.)

## EXTINGUISH

- Only attempt to extinguish the fire if it is safe for you to do so.
- Do not use a fire extinguisher unless you have had training.
- Retrieve the nearest fire extinguisher and follow the "P.A.S.S." procedure:
  - P = Pull the pin breaking the plastic seal;
  - A = Aim at the base of the fire;
  - S = Squeeze the handles together; and
  - S = Sweep from side to side.

## At the Sound of the Fire Alarm

Treat all alarms as true fires unless prior notification of a drill is given by email.  
Drills should be treated as real fire situations. They are practice for the real thing.

*Rhonda Walther, NIA IRP Safety Officer*  
[WaltherRJ@mail.nih.gov](mailto:WaltherRJ@mail.nih.gov)  
410-558-8636