Section 2 – Utilizing Local Resources

1. Fire Department
   a. Help with evacuation drills
   b. Teaching Fire extinguisher use

2. Fire Marshal
   a. Has statutory authority to enforce fire code.
   b. Knowledge about fire safety and protection features.

3. Let Fire Department know about your facility
   a. Invite them to tour your facility
   b. Ask questions about fire safety and protection features.

Section 3 – Fire Emergencies

1. General Rules
   a. Treat all alarms as a real emergency.
   b. Crawl low if you encounter smoke.
   c. Always use stairs during an evacuation.
   d. Report all fires, no matter how small.
   e. Wait for Fire department to reset the Fire Alarm.

2. The RACE plan
   a. Remove – Remove all occupants
   b. Alert – Ensure everyone knows of the emergency
   c. Confine – Close doors as you leave.
   d. Extinguish – Attempt to put out fire if you can (LAST RESORT)

3. Use 9-1-1 to notify FD
   a. Call after you evacuate.
   b. Call even if you have an alarm system.
   c. Give name, location and problem.
   d. Stay on phone until dispatcher tells you to hang up.

4. Report to Fire Officer
   a. Account for all occupants
   b. Is anyone still inside?
   c. What location?
   d. Location and cause of fire (if known).
   e. Stay nearby to answer questions if needed.