

Fire Safety Procedure

Alarm: Code _____

Safe Areas: _____

1. In the event of fire, visitors and staff may need to be evacuated to an onsite safe location or leave the premises.
2. Staff will sound the alarm to alert fire—CODE _____
3. Call 911
4. Staff will direct visitors to one of safe areas—whichever is further from fire.
5. Visitors should remain in groups and noise level should be kept to a minimum.
6. Confirm head count.
7. Staff and visitor coordinators will determine appropriateness of leaving premises or staying in the safe area until threat passes.