

FIRE: IF YOU DISCOVER A FIRE OR SMELL SMOKE

1. **Sound the building alarm located near each exit stairway.**
2. **When a fire alarm sounds, leave at once. Close doors behind you. Proceed into the stairwells and exit the building, proceeding a safe distance away as directed by the Fire Department.**
Stairwells are safe areas of refuge since they are enclosed and the doors and walls are fire rated to keep smoke and heat from entering the stairways.
3. **Do not use elevators.** Smoke could enter the elevator shaft and asphyxiate the occupants.
4. **Feel the door that leads from your office to the corridor before opening.** If it is hot or smoke is seeping in, do not open it. If you become trapped in your office, keep the door closed and seal off any cracks. Use a phone to call the Fire Department (see Front Cover). Give the address of the building, the floor you are on, and the office number.
5. **If the door feels cool, open it cautiously.** Be braced to slam it shut if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, proceed with the escape plan.
6. **Disabled Persons:** A responsible person or persons who work in your area should be assigned to assist a disabled person in the event of fire. Take this person to the stairwell and wait for help if he cannot proceed.
7. **If caught in smoke or heat, stay on floor where air is better.**
Take short breaths (thru your nose) until you reach a safe refuge.

ATTENTION BUILDING STAFF AND SECURITY

- A. **If an alarm is sounded, Building Staff or Security must notify the Terra Real Estate Management Office (see Front Cover) to report the location and nature of the fire.** This should be done by going to a safe area, one floor below the floor of the fire.
- B. **The Terra Real State Management Office will notify the Fire Department.**

Fire: Discovering Fire, Smelling Smoke